



**APPOINTMENT OF A SERVICE PROVIDER FOR SHORT-  
TERM INSURANCE BROKERAGE SERVICES**

**WRSCM-2024/2025-0002**

## 1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) Sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Plan (NSDP).

## 2. OBJECTIVE OF BID

The objective of this bid is to appoint a suitably qualified service providers for the provision of short-term insurance brokerage services to the W&RSETA to safeguard movable assets through a comprehensive insurance cover with a standard comprehensive business all risk insurance for all assets of the W&RSETA for a duration of five (5) years.

Note:

The successful bidder will enter into negotiations with the W&RSETA on an annual basis on premium increases.

## 3. SCOPE OF SERVICES

The Service Provider will be required to insure the W&RSETA for the following risk areas:

### Premium Schedule and Index of Cover

#### Premium Schedule and Index of Cover (Bidders must complete this section)

Policy Sections	Amount Insured	Annual Premium including VAT (R)	Additional Prm including VAT (R)
Fire (Spread of Fire) & Allied Perils	R5 million		
Cyber Security	R10 million		
Product liability	R5 million		
Advertising Liability	R5 million		
Legal Cost defense ( <i>To cover Crisis Management, Civil claims, Court Cases with regards to WRSETA</i> )	R10 million		
Directors & Officers Liability	R25 million		
Business All Risks	R50 million		
Public Liability	R50 million		
Office Equipment	R1.7 million		
Furniture and fittings	R4,7 million		
Computer Equipment	R10 million		

Policy Sections	Amount Insured	Annual Premium including VAT (R)	Additional Prm including VAT (R)
Theft of any of the fixed assets above			
Total premium including VAT			
SASRIA: Non-Motor			
Intermediary Fee			
Total amount payable including brokers fees and VAT			R

This premium includes remuneration to the broker to the amount of R ..... including 15% VAT.

**Basic Excess Structure (Bidders must complete this section)**

Section	Excess Amount	Excess %
<b>Fire &amp; Allied Perils</b>		
Basic Excess		
Lightning -no SABS approved surge protection		
Power Surge		
Geysers (if SABS approved)		
Geysers (if not SABS approved)		
Unoccupied Buildings for the first 30 days: iro Theft & Malicious Damage Only (No cover for Material Damage & Theft after 30 days of unoccupancy)		
Fire as a direct result of Arson		
Vehicles Whilst parked		
Malicious Damage - (SASRIA related claims -should they deny liability)	FLAT EXCESS	
<b>Cyber Security</b>		
Basic		
<b>Product Liability</b>		
Basic		
<b>Advertising Liability</b>		
Basic		
<b>Electronic Equipment, Office equipment and Furniture and Fittings</b>		
Basic		
Laptops		
ipads		
Lightning: no SABS-approved surge protection		
Other Basic		
<b>Business All Risks</b>		
Basic		

Section	Excess Amount	Excess %
Cellphones		
Tablets/iPads		
Other business risk Basic		
<b>Theft</b>		
Basic		
<b>Public liability</b>		
Basic		
All Other		
<b>Legal costs defense</b>		
Basic		
<b>Directors &amp; Officers Liability</b>		
Basic		
<b>TOTAL (INCLUSIVE OF VAT)</b>		

### Details of Insured Premises

Target Risk	Your address
Other Risk Addresses	<ol style="list-style-type: none"> <li>1. Centurion, Pretoria (HO)</li> <li>2. East London, Eastern Cape (EC Provincial Office)</li> <li>3. Bloemfontein, Free State (FS Provincial Office)</li> <li>4. Hillcrest, Pretoria (GN Provincial Office)</li> <li>5. Parktown, Johannesburg (GS Provincial Office)</li> <li>6. Musgrave, KwaZulu Natal (KZN Provincial Office)</li> <li>7. Polokwane, Limpopo (LIM Provincial Office)</li> <li>8. Emalahleni, Mpumalanga (MPU Provincial Office)</li> <li>9. Kimberley, Northern Cape (NC Provincial Office)</li> <li>10. Rustenburg, Northwest (NW Provincial Office)</li> <li>11. Bellville, Cape Town (WC Provincial Office)</li> </ol>
Construction	Standard Construction (unless specifically stated)

- **Insurance against theft**
  - Damage to any of the fixed or moveable assets as contained in the asset register and updated as per stipulated timeframes
- **SASRIAPag**

- Fire Commercial and Domestic
- Cover start date: Upon award and conclusion of the contract.
- Project completed by: Contract expiry date.

**Note:**

**The W&RSETA Asset register with the assets descriptions and value will be provided. (with the correct values )**

- **Premises Locations:**

1. Centurion, Pretoria (HO)
2. East London, Eastern Cape (EC Provincial Office)
3. Bloemfontein, Free State (FS Provincial Office)
4. Hillcrest, Pretoria (GN Provincial Office)
5. Parktown, Johannesburg (GS Provincial Office)
6. Musgrave, KwaZulu Natal (KZN Provincial Office)
7. Polokwane, Limpopo (LIM Provincial Office)
8. Emalahleni, Mpumalanga (MPU Provincial Office)
9. Kimberley, Northern Cape (NC Provincial Office)
10. Rustenburg, Northwest (NW Provincial Office)
11. Bellville, Cape Town (WC Provincial Office)

**Premises 1: Centurion, Pretoria (HO)**

<b>Address Line 1</b>	Ground Floor And 1 <sup>st</sup> Floor Hennops House Riverside Office Park
<b>Address Line 2</b>	1303 Heuwel Avenue Cnr. Lenchen & Heuwel Avenues
<b>Farm Registration District</b>	City of Tshwane
<b>Suburb</b>	
<b>City</b>	Centurion
<b>Province</b>	Gauteng
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 2: East London, Eastern Cape (EC Provincial Office)**

<b>Address Line 1</b>	3 Surrey Road,
<b>Address Line 2</b>	
<b>Farm Registration District</b>	Buffalo City
<b>Suburb</b>	Vincent
<b>City</b>	East London
<b>Province</b>	Eastern Cape
<b>Building Or Structure</b>	Building

<b>Roof Construction</b>	Corrugated Iron
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 3: Bloemfontein, Free State (FS Provincial Office)**

<b>Address Line 1</b>	8 Barnes Street
<b>Address Line 2</b>	
<b>Farm Registration District</b>	Mangaung Municipality
<b>Suburb</b>	Westdene
<b>City</b>	Bloemfontein
<b>Province</b>	Free State
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Corrugated Iron
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 4: Hillcrest, Pretoria (GN Provincial Office)**

<b>Address Line 1</b>	1 <sup>st</sup> Floor Egret Place, Hillcrest Office Park
<b>Address Line 2</b>	189 Lunnon Road
<b>Farm Registration District</b>	City of Tshwane
<b>Suburb</b>	Hillcrest
<b>City</b>	Pretoria
<b>Province</b>	Gauteng
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 5: Parktown, Johannesburg (GS Provincial Office)**

<b>Address Line 1</b>	1 <sup>st</sup> Floor Hillside Office Park
<b>Address Line 2</b>	17 Empire Road
<b>Farm Registration District</b>	City of Johannesburg
<b>Suburb</b>	Parktown
<b>City</b>	Johannesburg
<b>Province</b>	Gauteng
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 6: Musgrave, KwaZulu Natal (KZN Provincial Office)**

<b>Address Line 1</b>	3 <sup>rd</sup> Floor, Clifton Place
<b>Address Line 2</b>	19 Hurst Avenue

<b>Farm Registration District</b>	eThekweni Metropolitan Municipality
<b>Suburb</b>	Musgrave
<b>City</b>	Durban
<b>Province</b>	KwaZulu Natal
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 7: Polokwane, Limpopo (LIM Provincial Office)**

<b>Address Line 1</b>	4 <sup>th</sup> Floor, Thabakgolo Building
<b>Address Line 2</b>	60 Schoeman Street
<b>Farm Registration District</b>	City of Polokwane
<b>Suburb</b>	Polokwane Central
<b>City</b>	Polokwane
<b>Province</b>	Limpopo
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Concrete slab
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 8: Emalahleni, Mpumalanga (MPU Provincial Office)**

<b>Address Line 1</b>	Suite 201 & 202 Parkmed Centre,
<b>Address Line 2</b>	64 Mandela Street
<b>Farm Registration District</b>	
<b>Suburb</b>	Emalahleni
<b>City</b>	Emalahleni
<b>Province</b>	Mpumalanga
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Corrugated Iron
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 9: Kimberley, Northern Cape (NC Provincial Office)**

<b>Address Line 1</b>	Monridge Office Park,
<b>Address Line 2</b>	2 Kekewich Drive
<b>Farm Registration District</b>	Sol Plaatje Local Municipality
<b>Suburb</b>	Monument Heights
<b>City</b>	Kimberly
<b>Province</b>	Northern Cape
<b>Building Or Structure</b>	Free Standing Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 10: Rustenburg, Northwest (NW Provincial Office)**

<b>Address Line 1</b>	155a Kruger Street
<b>Address Line 2</b>	
<b>Farm Registration District</b>	Bojanala Platinum District Municipality
<b>Suburb</b>	Rustenburg
<b>City</b>	Rustenburg
<b>Province</b>	North West
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

**Premises 11: Bellville, Cape Town (WC Provincial Office)**

<b>Address Line 1</b>	2 <sup>nd</sup> & 3 <sup>rd</sup> Floor Waterside Office Park,
<b>Address Line 2</b>	Tyger Waterfront, Carl Cronje Drive
<b>Farm Registration District</b>	City of Cape Town
<b>Suburb</b>	Bellville
<b>City</b>	Cape Town
<b>Province</b>	Western Cape
<b>Building Or Structure</b>	Building
<b>Roof Construction</b>	Tiles
<b>Wall Construction</b>	Brick and Mortar
<b>Occupied As</b>	Administrative Services

The W&RSETA will update the insurance company three months in advance regarding relocation of offices and assets they are moving. The insurance Company should in return update the contract and send confirmation to the W&RSETA within one month after the receipt of the WRSETA notification.

**Additional Information:**

- In order to allow bidders to respond adequately to the bid, a schedule listing all assets will be provided.
- The above exercise is aimed at ensuring uniformity in the response received from each prospective bidders and obtain structured framework for the evaluation of proposals.

**DELIVERABLES**

**ADMINISTRATION**

- The service provider will be required to obtain short-term insurance cover from the insurance industry based on the needs of the W&RSETA, the prevailing market conditions at the time and the insurance products that are available to mitigate or partly mitigate the risks as identified;



- The service provider must continuously negotiate beneficial policy conditions for the W&RSETA with the insurer;
- The service provider must arrange for the issuing of the necessary policy contracts by the insurer, on behalf of the W&RSETA, as and when required;
- The service provider must administer and facilitate the claims management process from submission to finalisation and reporting stage;
- The service provider must be able to provide a fully functional online system to the W&RSETA which will enable the W&RSETA Insurance administrator to log and submit claims, and to track the status of claims;
- The service provider must act in the W&RSETA's best interest in all dealings with the appointed insurers and prospective underwriters;
- The service provider's employees appointed to work on the W&RSETA account must fully understand their obligations under the General Code of Conduct issued in terms of FAIS, and any other guidelines that may be issued by a regulatory body having jurisdiction over the service provider;
- The service provider must ensure that the third party service provider appointed by an insurer and/or underwriter to render a service following the occurrence of an insured event is compliant with the taxation laws of the Republic of South Africa. In particular, ensure that third party service providers who render services following the occurrence of an insured event invoice the service provider for the services rendered. The service provider shall in turn invoice the W&RSETA for the services rendered by such third party service providers; and attach the invoice of the third party service providers to its invoice.

## REPORTING

The following monthly reporting must be provided:

- Monthly insurance schedule.
- Reconciliation of all claims data and contributions paid pertaining to the risk schemes.
- Monitoring of data movements in respect of the activities on the short-term insurance portfolio and claims register.
- Performance Report recording any failures to achieve service levels, the cause of the failures and a summary of steps taken to resolve the failures and avoid them in the future.
- A reconciliation of:
  - Claims received and registered;
  - Claims submitted to the insurance company;
  - Outstanding claims documents and the reasons thereof;
  - Payments made on claims, including verifying the correctness of the payment calculation by the insurance company;
  - Repudiated claims, and
  - Measures taken by the service provider through a third-party supplier to address repudiated claims, including progress made on any litigation process in connection with a repudiated claim

The following quarterly reporting must be provided:

- On-going evaluation of uninsured risks and possible options for addressing them;

- Updating the W&RSETA on the current state of the insurance market in terms of general economic realities, solvencies, capacity, profitability, rates and market activity (such as mergers, amalgamations, take-overs and joint ventures) and the possible impact of such matters on the W&RSETA's renewal strategy and insurance portfolio;
- Updating W&RSETA on legal developments within the short-term insurance industry and informing W&RSETA on insurance product developments, and the risk mitigation developments;
- Ongoing analysis of loss statistics to identify trends to assist W&RSETA in future loss prevention and more effective management of risk; and
- Advising W&RSETA regarding any reserve accounts with the insurer(s)

The following annual & on-going reporting must be provided:

- Annual reviewing the W&RSETA 's short-term insurance portfolio with W&RSETA officials.
- Online claims tracking system

### **3.1 SUPPORT**

The service provider must provide:

- Training programmes, materials, processes, and guidelines
- One-on-one dedicated Claims Consultant

### **3.2 TRANSITION**

The service provider must:

- Deliver a transition plan to the W&RSETA, which sets out how it will take over the services from the previous service providers and how it will set-up its service delivery capability to deliver the services, as per their agreement, and
- Assist with the handover to a new service provider at the expiration or earlier termination of the Agreement.

### **3.3 ADVICE TO W&RSETA**

The service provider must provide financial advice on the short-term insurance portfolio in the event that the W&RSETA requests such advice and must assist the W&RSETA with the interpretation of insurance policy documents and matters incidental thereto, including the interpretation of insurance rules and regulations.

## **4. EXPECTED OUTCOMES AND DELIVERABLES**

Deliverables as set out in the scope of service.

## **5. FINANCIAL FEASIBILITY**

Bidders must submit the latest 2 years financial statements which will be used to ascertain the financial viability of the bidder. Bidders must submit Financial Statement according to the applicable Public Interest Score (PIS) classification categorised as follows:

- Where the bidder's PIS score is 350 and above; audited financial statements must be provided.
- Where the bidder's PIS score is between 100 and 350; financial statements independent reviewed by a registered auditor or a chartered accountant must be provided.
- Where the bidder's PIS score is below 100, financial statements must be provided but don't have to be audited or independently reviewed.

## **6. QUALITY ASSURANCE REVIEWS OF THE SERVICES**

Quality Assurance of the services provided in a form of monthly reports / schedules to the duly appointed W&RSETA official(s) at agreed timeframes.

## **7. MONITORING PROGRESS OF SERVICES**

The W&RSETA shall monitor and evaluate the progress of the delivery of services through deliverables on an ongoing basis.

## **8. INDEPENDENCE AND OBJECTIVITY OF STAFF**

In carrying out the services, the service provider must ensure that its staff maintains their objectivity by remaining independent of the activities they execute.

## 9. EVALUATION PROCESS

Minimum Submission Requirements	Yes	No
Bidder must complete the prescribed Standard Bidding Documentation		
Bidder must be registered on Central Supplier Database (CSD) and must submit proof of registration		
Bidder must submit one (1) hardcopy of the Compliant i.e., SBD1,SBD 3.1, SBD 4, SBD 6.1. and GCC) Technical and Price Proposal		
Provide documentary proof of registration with FSCA and current membership with the South African insurance broker Association		

**Note:**

**Failure to complete the minimum submission requirements will render your bid as non-responsive.**

Bidders who pass through the compliance evaluation will then be assessed for Technical Evaluation which is discussed in detail in the following sections.

The minimum threshold to qualify a bidder is 70%. If no bidder scores 70% then the bid will be cancelled the bid and re-advertised.

Technical Evaluation:	
Evaluation Criteria: Technical Threshold 70%	Weighting
1. Company experience and	15 points
2. Company Track record (References letters accompanied by purchase orders or appointment letter)	20 points
3. Resource Experience and Expertise (Lead project leader and composition of project team)	30 points
4. Project Implementation Plan	10 points
5. Online System Capability	15 points
6. Financial Ratios – Liquidity and Solvency	10 points
<b>Total</b>	<b>100 points</b>

EVALUATION CRITERIA	SUBMISSION REQUIREMENTS:	WEIGHTING	FORM OF EVIDENCE																
<p>1. Company Experience and Insurance Premium Sourcing Strategy</p> <table border="1" data-bbox="149 524 464 662"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>10 points</td> </tr> <tr> <td>2</td> <td>15 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	10 points	2	15 points	<p>Bidder must demonstrate the years of company experience in rendering broker services for short-term insurance.</p> <p>In addition, bidders must list the insurers and/ or underwriters from whom quotes can be obtained to cover W&amp;RSETA in respect of each risk area and demonstrate their relationship with the insurer and/ or underwriter.</p> <p>The bidder must describe how it will ensure the best quote/quotation for W&amp;RSETA (e.g., competitive premiums and minimal exclusions)</p> <table border="1" data-bbox="495 667 1528 1203"> <thead> <tr> <th>Point Allocation</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>0= (0)</td> <td>No evidence or unrelated evidence submitted.</td> </tr> <tr> <td>1= (10)</td> <td> <ul style="list-style-type: none"> <li>Bidder provided letter of undertaking confirming the relationship with insurers and/or underwriters (1) – two (2) insurers and/or underwriters letters. (4 points)</li> <li>Less than five (5) years of experience rendering broker services for short-term insurance. (6 points)</li> </ul> </td> </tr> <tr> <td>2= (15)</td> <td> <ul style="list-style-type: none"> <li>Bidder provided letter of undertaking confirming the relationship with insurers and/or underwriters three (3) and more insurers and/or underwriters letters. (7 points)</li> <li>Five (5) and more years of experience rendering broker services for short-term insurance. (8 points)</li> </ul> </td> </tr> </tbody> </table>	Point Allocation	Descriptor	0= (0)	No evidence or unrelated evidence submitted.	1= (10)	<ul style="list-style-type: none"> <li>Bidder provided letter of undertaking confirming the relationship with insurers and/or underwriters (1) – two (2) insurers and/or underwriters letters. (4 points)</li> <li>Less than five (5) years of experience rendering broker services for short-term insurance. (6 points)</li> </ul>	2= (15)	<ul style="list-style-type: none"> <li>Bidder provided letter of undertaking confirming the relationship with insurers and/or underwriters three (3) and more insurers and/or underwriters letters. (7 points)</li> <li>Five (5) and more years of experience rendering broker services for short-term insurance. (8 points)</li> </ul>	15 points	<ol style="list-style-type: none"> <li>Letter of undertaking with insurers and /or underwriters to confirm the relationship.</li> <li>Reference Letters from Referees / Appointment / Contract</li> </ol>
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		<ul style="list-style-type: none"> <li>• NQF Level 7 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (2 Points)</li> <li>• Less than 5 years of experience in the commerce industry (Risk management, Accounting, Auditing, Insurance or Finance) (2 Points)</li> </ul> <p><b><u>Claim Consultant/ Administrator:</u></b></p> <ul style="list-style-type: none"> <li>• NQF Level 6 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (1 Points)</li> <li>• Less than 3 years of experience in the provision for administrative roles in the insurance industry (1 Points)</li> </ul>		
	2= (21)	<p><b><u>Team Lead (Accounts Executive):</u></b></p> <ul style="list-style-type: none"> <li>• NQF Level 7 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (2 Points)</li> <li>• 10 years of experience in the commerce industry (Risk management, Accounting, Auditing, Insurance or Finance) (6 Points)</li> </ul> <p><b><u>Account Manager:</u></b></p> <ul style="list-style-type: none"> <li>• NQF Level 7 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (2 Points)</li> <li>• 5 years of experience in the commerce industry (Risk management, Accounting, Auditing, Insurance or Finance) (5 Points)</li> </ul> <p><b><u>Claim Consultant/ Administrator:</u></b></p> <ul style="list-style-type: none"> <li>• NQF Level 6 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (1 Points)</li> </ul>		

EVALUATION CRITERIA	SUBMISSION REQUIREMENTS:		WEIGHTING	FORM OF EVIDENCE										
		<ul style="list-style-type: none"> <li>3 years of experience in the provision for administrative roles in the insurance industry (5 Points)</li> </ul>												
	3= (30)	<p><b><u>Team Lead (Accounts Executive):</u></b></p> <ul style="list-style-type: none"> <li>NQF Level 7 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (2 Points)</li> <li>More than 10 years of experience in the commerce industry (Risk management, Accounting, Auditing, Insurance or Finance) (12 Points)</li> </ul> <p><b><u>Account Manager:</u></b></p> <ul style="list-style-type: none"> <li>NQF Level 7 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (2 Points)</li> <li>More than 5 years of experience in the commerce industry (Risk management, Accounting, Auditing, Insurance or Finance) (8 Points)</li> </ul> <p><b><u>Claim Consultant/ Administrator:</u></b></p> <ul style="list-style-type: none"> <li>NQF Level 6 or higher qualification in commerce (Accounting, Risk, Finance, Legal, Auditing, insurance). (1 Points)</li> <li>More than 3 years of experience in the provision for administrative roles in the insurance industry (5 Points)</li> </ul>												
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Value	Weighting													
0	0 points													
1	5 points													
Point Allocation	Descriptor													



EVALUATION CRITERIA		SUBMISSION REQUIREMENTS:		WEIGHTING	FORM OF EVIDENCE																		
2	7 points	0= (0) points	No evidence submitted																				
3	10 points	1= (5) points	The Plan meets less than 70% of the requirements <i>(Refer the breakdown of the points allocation for the project plan below)</i>																				
		2= (7) points	The Plan meets 70% of the requirements <i>(Refer the breakdown of the points allocation for the project plan below)</i>																				
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	<ul style="list-style-type: none"> <li>▪ Insurance premium sourcing strategy to determine Capacity on how the bidder will ensure the best quotes. (2 Points)</li> <li>▪ Projected timeframes per milestone (Gantt Chart) (1 Point)</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;"><b>TOTAL POINTS</b></td> <td style="text-align: center;"><b>10</b></td> </tr> <tr> <td style="text-align: right;"><b>% CALCULATION</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </table>	<b>TOTAL POINTS</b>	<b>10</b>	<b>% CALCULATION</b>	<b>100</b>																										
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	<ul style="list-style-type: none"> <li>• Approving and editing a claim. <b>(1 point)</b></li> <li>• Single claim identifier. <b>(1 point)</b></li> <li>• Capability to route claims to services providers, e.g. insurance attorney firms, assessors and other provider <b>(1 point)</b></li> <li>• Logging of claims handling experts against each claim. <b>(1 point)</b></li> </ul> <p>Claims trend analysis and system generated reports (incl. repudiated claims, reports) – monthly and quarterly. <b>(1 point)</b></p> <p>Provision of ad-hoc/weekly/monthly/quarterly and annual claims report encompassing:<b>(2 points)</b></p> <ul style="list-style-type: none"> <li>• Status</li> <li>• History</li> <li>• Age analysis</li> <li>• Pavement Status</li> </ul> <p>Online review of claims registered and the status with age analysis. <b>(1 point)</b></p>																
<p>7. Annual Financial Statements – Liquidity and Solvency (Going concern)</p> <p>Current Ratio Weighting</p> <table border="1" data-bbox="149 1170 447 1312"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>3.5 points</td> </tr> <tr> <td>2</td> <td>5 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	3.5 points	2	5 points	<p>Liquidity – This looks at the bidders ability to pay its short term obligation. The ratios will be used as indicators to determine the bidder’s liquidity.</p> <p>Current ratio will be used. Current Ratio measures the entity s ability to pay its short-term obligations or those due withing 1 year. The Ratio is calculated by taking the entity s current assets divide by its current liability.</p> <p>Generally good liquidity ratio is more than 1.</p> <table border="1" data-bbox="495 1227 1528 1365"> <thead> <tr> <th>Point Allocation</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>0= (0)</td> <td>No financial statements provided.</td> </tr> <tr> <td>1 = (3.5) points</td> <td>The current ratio is less than 1</td> </tr> </tbody> </table>	Point Allocation	Descriptor	0= (0)	No financial statements provided.	1 = (3.5) points	The current ratio is less than 1	5 points	Two (2) years Financial Statements
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<p>Debt to Equity Ratio Weighting</p> <table border="1"> <thead> <tr> <th>Value</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0 points</td> </tr> <tr> <td>1</td> <td>3.5 points</td> </tr> <tr> <td>2</td> <td>5 points</td> </tr> </tbody> </table>	Value	Weighting	0	0 points	1	3.5 points	2	5 points	<p>Solvency -refers to the bidder's capacity to meet both its long-term and short term financial commitments and continue operating in future.</p> <p>Too much debt can help with growth but could be dangerous for the company if they cannot finance it:</p> <ul style="list-style-type: none"> <li>Debt to Equity Ratio and Debt to Asset ratios will be used.</li> <li>Debt to Equity Ratio = Total Debt/total Equity</li> <li>Debt to asset Ratio = Total Debt/ Total assets</li> </ul> <p>Generally good Debt ratio is anything lower/less than 1.</p> <table border="1"> <thead> <tr> <th>Point Allocation</th> <th>Descriptor</th> </tr> </thead> <tbody> <tr> <td>0= (0)</td> <td>No financial statements provided / evidence provided</td> </tr> <tr> <td>1 = (3.5) points</td> <td>The Debt ratios are 1 and above</td> </tr> <tr> <td>2 = (5) points</td> <td>The Debt ratios are less than 1</td> </tr> </tbody> </table>	Point Allocation	Descriptor	0= (0)	No financial statements provided / evidence provided	1 = (3.5) points	The Debt ratios are 1 and above	2 = (5) points	The Debt ratios are less than 1	5 points	Two (2) years Financial Statements
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## 10. PREFERENCE POINT SYSTEM

9.1 The following preference point systems are applicable to this invitation to tender:

9.1.1 The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

9.1.2 Points for this tender shall be for:

- Price and
- Specific Goals

9.1.3 A maximum of 80 points is allocated for price on the following basis:

Points for this tender

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for the price of tender under consideration  
Pt = Price of tender under consideration  
Pmin = Price of lowest acceptable tender

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

*(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Form of evidence
<b>SPECIFIC GOAL 1: HDI</b>	15		CIPC document, Valid BBBEE Certificate / Sworn Affidavit / Certified Copy of ID and Shareholder's certificate.
Enterprise is 100% Black Owned	10		
Enterprise is 51% Black Owned	5		
Enterprise is less than 51% Black Owned	3		
Enterprise is 0% Black Owned	0		
100 % Woman ownership	5		
51% Woman ownership	3		
Less than 51% Woman ownership	1		
0 % Woman ownership	0		
<b>SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY &amp; RDP</b>	5		Valid BBBEE Certificate / Sworn Affidavit, Certified
SMMEs (EME)	5		
SMMEs (QSE)	3		
Large firm (GEN)	1		

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## 11. ALTERATIONS TO DOCUMENTS REQUIREMENTS

### Alterations to documents

Do not make any alterations or additions to the bid documents, except to comply with instructions issued by the employer, or alterations or additions necessary to correct errors made by the tenderer.

### Alternative bid offers

Submit alternative bid offers only if main bid offer, strictly in accordance with all the requirements of the bid documents, is also submitted. The alternative bid offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

Accept that an alternative bid offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

**NB ANY AMENDMENTS TO THE BID DOCUMENTS MUST BE SIGNED IN FULL BY THE BIDDER'S AUTHORISED SIGNATORY AND AN ACCOMPANYING LETTER FROM THE BIDDER ON THEIR OFFICIAL LETTERHEAD WILL INDICATE SUCH ALTERATIONS. FAILURE TO OBSERVE WILL LEAD TO THE BID BEING DISQUALIFIED.**

**ANY COMPLETION OF THE BID DOCUMENT IN PENCIL OR ERASABLE INK WILL NOT BE ACCEPTED AND MIGHT DISQUALIFY THE BID.**

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Special / Technical Information and Specifications and with the General Conditions of Contract and General Conditions to Bidders included in the bid document and hereby agree to:-

Indicate if there would be a price increase applicable and attach proof thereof

SIGNED ON BEHALF OF THE BIDDER: ..... (Signature)

NAME OF

SIGNATORY (in capital letters) .....

## 12. PRICING SCHEDULE

- a) The rates must be inclusive of direct and indirect costs including VAT.
- b) Rates will remain firm for the first twelve months from the date of award (Contracting), where after, escalation will be subject to negotiations with the W&RSETA.




ITEM DESCRIPTION	TOTAL AMOUNT (VAT INCLUSIVE)
TOTAL PREMIUM (TOTAL AMOUNT PAYABLE INCLUDING BROKERS FEES AND VAT)	R
BASIC EXCESS TOTAL AMOUNT	R
<b>GRAND TOTAL</b>	<b>R</b>

## 13. ANNEXURES

- ANNEXURE A: SUMMARY OF W&R SETA ASSET PORTFOLIO
- ANNEXURE B: SUMMARY OF ASSETS & LIABILITY CLAIMS HISTORY
- ANNEXURE C: ICT POLICY



## 14. APPROVALS

<b>Reviewed and Recommended By:</b>			
<b>Name</b>	Mr. Mzamo Matyobeni		
<b>Position</b>	BSC Chairperson		
<b>Signature</b>		<b>Date</b>	25/04/2024
<b>Recommendation:</b>			
<b>Recommended:</b>	<input type="checkbox"/>	<b>Not Recommended:</b>	<input type="checkbox"/>
<b>Manager's Full Name</b>	Ms. Lindiwe Nhlapo · ROSE MANYOSA		
<b>Position</b>	Chief Financial Officer		
<b>Notes</b>			
<b>CFO's Signature</b>		<b>Date</b>	29.04.2024
<b>Approval:</b>			
<b>Approved:</b>	<input checked="" type="checkbox"/>	<b>Not Approved:</b>	<input type="checkbox"/>
<b>Manager's Full Name</b>	Mr. Tom Mkhwanazi		
<b>Position (Executive)</b>	Chief Executive Officer		
<b>Notes</b>			
<b>CEO's Signature</b>		<b>Date</b>	02/05/2024