



Request for Tender: Short Term Insurance Services to Denel SOC for Period of 36 Months

DEN473/22/09/2023

Date Issued: 22 September 2023

Closing date and time: 12 October @ 12:00PM

Bid Validity Period: 180 days

TENDER BOX ADDRESS:

DENEL SOC LTD

CORPORATE OFFICE RECEPTION

NELLMAPIUS DRIVE

IRENE

PRE-QUALIFICATION REQUIREMENT

- Membership/ Registration with SAFSIA/ FIA
- License from Financial Service Board in terms of Financial and Intermediary Service Act No. 37 of 2002
- Fidelity certificate with limit of R30M
- Membership of South African Insurance Brokers Association (SAIBA)

*NB** Failure to attached attach the above required certification will lead to automatic disqualification*

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PART A: INVITATION TO TENDER

THE PURPOSE OF THIS RFT

- Denel is looking for qualified and suitable service provider for Short term insurance services for Denel Corporate Office.
 - The bidder should provide an appropriate structure, methodology and resource plan which addresses Denel's requirement.
-

Tenderers should ensure that Tenders are delivered timeously and to the correct address (reflected on the cover page of this document). If the Tender is late, it will not be considered for evaluation.

The Tender box is open during the following hours (09:00 to 15:00) Monday to Friday.

ALL TENDERS MUST BE SUBMITTED ON THIS DOCUMENT – (NOT TO BE RE-TYPED)

No Tenders received by facsimile, email or any other similar medium will be considered.

THIS TENDER IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (*Refer to Annexure L*) AND SPECIAL CONDITIONS SPECIFIED IN THIS RFT, WHICH ARE SET OUT IN PART C OF THIS DOCUMENT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR TENDER BEING DISQUALIFIED).

NAME OF TENDERER AND EACH ENTITY IN CONSORTIUM:	
POSTAL ADDRESS:	
STREET ADDRESS:	
CONTACT PERSON (FULL NAME):	
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
TENDERER REGISTRATION NUMBER OR REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM	

TENDERER VAT REGISTRATION NUMBER OR VAT REGISTRATION NUMBER OF EACH ENTITY IN CONSORTIUM				
TAX CLEARANCE CERTIFICATE SUBMITTED OR PIN?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
B - BBEE CERTIFICATE SUBMITTED?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
REGISTERED WITH THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
FULL NAME OF AUTHORISED REPRESENTATIVE:				
CAPACITY IN WHICH AUTHORISED REPRESENTATIVE SIGNS:				
SIGNATURE OF AUTHORISED REPRESENTATIVE:				
DATE OF SIGNATURE				

PART B: CHECKLIST OF COMPULSORY RETURNABLE SCHEDULES AND DOCUMENTS

Please adhere to the following instructions:

Tick in the relevant block below

Ensure that the following documents are completed and signed where applicable:

Use the prescribed sequence in attaching the annexures that complete the Tender Document

NB: Should all of these documents not be included, the Tenderer may be disqualified on the basis of non-compliance.

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) original and one (1) electronic copy on a CD/USB for Qualifying and Functionality Evaluations |
| <input type="checkbox"/> | <input type="checkbox"/> | Part A: Invitation to Tender (with a signature of an authorised representative of the Tenderer) |
| <input type="checkbox"/> | <input type="checkbox"/> | Part C: Specifications, Conditions of tender and Undertakings by Tenderer (with a signature of an authorised representative of the Tenderer) |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure A: Schedule of Rates/Price Proposal |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure B: Executive Summary |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure C: SBD2 - Tax Clearance Certificate Requirement |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure D: Declaration of Interest |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure E: SBD6.1 and B-BBEE status level certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure F: SBD8: Declaration of Tenderer's Past Supply Chain Practices |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure G: SBD9: Certificate of Independent Tender Determination |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure H: Certified copies of your CIPC company registration documents listing all members with percentages, in case of a close corporation |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure I: Certified copies of latest share certificates, in case of a company. |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure J: A breakdown of how fees and work will be spread between members of the Tendering consortium. |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure K: Supporting documents in response to Mandatory Criteria /Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure L: General Conditions of Contract |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure M: Supporting documents - CSD Registration Summary Report |

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure N: Recent references and transactions the Tenderer has handled as specified in this document |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure O: Proposed Human Resources and Organogram |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexure P: EE report or detailed employee profile report and Transformation Plan (if applicable) |

PART C: SPECIFICATIONS, CONDITIONS OF TENDER AND UNDERTAKINGS BY TENDERER

DEFINITIONS

In this Request for information, unless a contrary intention is apparent:

- 1.1 B-BBEE means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003);
- 1.2 **B-BBEE Act** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No 53 of 2003);
- 1.3 **B-BBEE status level** means the B-BBEE status received by a measured entity based on its overall performance used to claim points in terms of Regulation 6 and 7 of the Preferential Procurement Regulations, 2017;
- 1.4 **Business Day** means a day which is not a Saturday, Sunday or public holiday;
- 1.5 **Tender** means a written offer in the prescribed or stipulated form lodged by a Tenderer in response to an invitation in this Request for Tender("RFT"), containing an offer to provide goods, works or services in accordance with the Specification as provided in this RFT;
- 1.6 **Tenderer** means a person or legal entity, or an unincorporated group of persons or legal entities that submit a Tender;
- 1.7 **Companies Act** means the Companies Act, 2008 (Act No 71 of 2008);
- 1.8 **Compulsory Documents** means the list of compulsory schedules and documents set out in table1 of this document;
- 1.9 **Closing date and time** means the Date and time, specified as such under the Clause 4 (Tender Timetable) in this document, by which Tenders must be received;
- 1.10 **Denel** means **Denel** SOC Ltd, a state-owned company with registration number: 1992/001337/30) or any of its Divisions and Subsidiaries;
- 1.11 **Evaluation Criteria** means the criteria set out under the Clause 22 (Evaluation Process) of this document, which includes the Mandatory Criteria, Functional Criteria (gate 1) and Price and Preferential Points (gate 2) Assessment;

- 1.12 **Functional/Technical Criteria** means the criteria set out in clause 22.2 referring to the qualify specification of supply and delivery of heavy fuel oil in accordance with the relevant standards. Refer this document;
- 1.13 **Includes or including** means includes or including without limitation;
- 1.14 **Intellectual Property Rights** means all rights, title and interests in and to any creation of the mind that is capable of being protected by statute or through common law including, but not limited to, Copyright, Designs, Know-how, Patents and Trademarks and any other ensuing Intellectual Property Rights and interests of a similar nature whether registerable or not;
- 1.15 **NKP** means an area declared as a National Key Point area in terms of the National Key Point Act, 1980 (Act No 102 of 1980) as amended;
- 1.16 **PFMA** means the Public Finance Management Act, 1999 (Act No 1 of 1999), as amended;
- 1.17 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) as amended;
- 1.18 **PPPFA Regulations** means the Preferential Procurement Regulations 2017, published in terms of the PPPFA;
- 1.19 **Price and Preferential Points Assessment** means the process described in Clause 22.3 of this document, as prescribed by the PPPFA.
- 1.20 **Rand or R** is a reference to the lawful currency of the Republic of South Africa;
- 1.21 **Request for Tender or RFT** means this document including all annexures and any other documents so designated by Denel;
- 1.22 **SARS** means the South African Revenue Service;
- 1.23 **Services** means the services required by Denel, as specified in this RFT/P;
- 1.24 **SLA** means Service Level Agreement that will be concluded between Denel and successful Tenderer;
- 1.25 **SOC** means State Owned Company, as defined by the Companies' Act;
- 1.26 **Specification** means specification or description of Denel's requirements contained in this RFT;
- 1.27 **State** means the Republic of South Africa;
- 1.28 **Tendering Process** means the process commenced by the issuing of this Request for Tenders and concluding upon formal announcement by Denel of the

selection of a successful Tenderer(s) or upon the earlier termination of the process;

1.29 **Website** means a website administered by Denel under its name with web address www.denel.co.za;

Note: The term SLA and Contract are used interchangeably in this document.

INTRODUCTION

Denel (SOC) Ltd is the largest manufacturer of defence equipment in South Africa and operates in the military aerospace and landward defence environment. Incorporated as a private company in 1992 in terms of the South African Companies Act (No 62 of 1973)

Denel's sole shareholder is the South African Government and the following are Divisions / Units that constitute Denel:

- Denel Corporate
- Denel Land Systems
- Denel Aeronautics
- Denel PMP
- Denel Vehicles Systems
- Denel Industrial Properties
- Denel Dynamics
- Denel Overberg Test Range

PURPOSE OF THIS REQUEST FOR TENDER (RFT)

SERVICE DESCRIPTION

Denel Group: Appointment of Service Provider for provision of short-term insurance services

OBJECTIVES AND BACKGROUND OF THE REQUIRED SERVICES

Denel implements robust risk management, which includes risk financing to achieve its objectives. Denel's risk finance strategy includes self-funding to cater for high frequency low impact losses, which is critical for overall risk management. The contingency policy is structured around the underlying policies.

The insurance broker plays a critical role in the risk management process and the including advice on pertinent insurance covers for the various activities.

Company Profile

Denel is a state-owned defence company, which operates in the Air, Guided Weapons, Landward, Integrated System Solutions and Civil Security markets in local and export markets with a turnover of circa R3b. Denel is a contractor and key supplier to the South African National Defence Force both as the Original Equipment Manufacturer (OEM) and for the overhaul, maintenance, repair, refurbishment and upgrade of systems. Denel's divisions/subsidiaries are positioned to individually or severally act as specialised contractors to global defence suppliers and where necessary in partnership with other global defence companies.

Other relevant information

(i) Trade

Denel trades globally and is required to among other things comply with all applicable legislation regulating trade in controlled items.

(ii) Operational Environment

Denel enters into complex and long-term contracts that involve technology, design, development, and manufacturing and compliance risk, which must be mitigated to ensure successful implementation.

(iii) Location of operations

Denel is head quartered at Irene, in Centurion with its operating entities mainly located in Alberton, Benoni, Kempton Park, Irene, Lyttleton in Centurion, Lotus Gardens, Pretoria West in Tshwane and Bredasdorp in the Western Cape.

INSURANCE PORTFOLIO

Denel's insurance portfolio includes aviation, non-aviation and the marine covers as tabulated below.

Insurance Classes

	ASSETS
	Assets All Risks
	Machinery Breakdown
	Business Interruption (GP)
	Business Interruption (I.C.O.W)
	Business Interruption (A.I.C.O.W)
	Theft
	Money
	Accidental Damage
	Commercial Crime
	Cyber Liability
	Motor (Own Damage Only)
	Marine (Imports / Exports/ Inland Transit)
	Travel
	Aviation Personal Accident
	Group Personal Accident
	Sasria

	LIABILITIES
	Aviation Liability
	General / Premises
	Products Liability
	- Mitigation Expenses
	Products Inefficacy
	Products Recall Cost
	Incidental Medical Malpractice
	Incidental Professional Indemnity
	Pure Economic Loss
	Computer Network Liability
	Employer's Liability
	Employment Practices Liability
	Directors & Officers Liability
	Motor Third Party/ Carriage of Explosives/ Ordinances including Demonstration/ Tests / Trials & Exhibitions
	Wrongful Arrest/ Defamation
	Statutory Legal Defence Costs

Contingency Policy (Underlined by relevant class policies)

	Policy Section in Force
	SECTION 1 – EXCESS BUYDOWN Personal Accident
	Motor Own Damage
	Assets All Risks
	Liability. Comprehensive and Umbrella
	SECTION 2 – DIFFERENCE IN CONDITIONS (Special Risks)
	Total Annual Aggregate Limit of Indemnity

LEGISLATIVE FRAMEWORK OF THE BID

Tax Legislation

- 1.1.1 Bidder(s) must be compliant when submitting a proposal to Denel SOC Ltd and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

- 1.1.2 It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 1.1.3 The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 1.1.4 It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.
- 1.1.5 Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.
- 1.1.6 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

Procurement Legislation

Denel SOC Ltd has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

Technical Legislation and/or Standards

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

TIMELINE OF THE BID PROCESS

The period of validity of tender and the withdrawal of offers, after the closing date and time is 180 days. The project timeframes of this bid are set out below:

Activity	Due Date
Advertisement of bid on Government e-tender portal	22 September 2023
Deadline for Questions relating to bid from bidder(s)	06 October 2023
Bid closing date	12 October 2023
Notice to bidder(s)	Denel SOC Ltd will endeavour to inform bidders of the progress until conclusion of the tender.

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at Denel SOC Ltd discretion. The establishment of a time or date in this bid does not create an obligation on the part of Denel SOC Ltd to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if Denel SOC Ltd extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

CONTACT AND COMMUNICATION

- 1.2 A nominated official of the bidder(s) can make enquiries in writing, to the tender committee via email address TenderResponse@denel.co.za. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.
- 1.3 The delegated office of Denel SOC Ltd may communicate with Bidder(s) where clarity is sought in the bid proposal.
- 1.4 Any communication to an official or a person acting in an advisory capacity for Denel SOC Ltd in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.
- 1.5 All communication between the Bidder(s) and Denel SOC Ltd must be done in writing.
- 1.6 Whilst all due care has been taken in connection with the preparation of this bid, Denel SOC Ltd makes no representations or warranties that the content of the bid or any

information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. Denel SOC Ltd, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

- 1.7 If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by Denel SOC Ltd (other than minor clerical matters), the Bidder(s) must promptly notify Denel SOC Ltd in writing of such discrepancy, ambiguity, error or inconsistency in order to afford Denel SOC Ltd an opportunity to consider what corrective action is necessary (if any).
- 1.8 Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by Denel SOC Ltd will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.
- 1.9 All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.

LATE BIDS

- 1.10 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

COUNTER CONDITIONS

- 1.11 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

FRONTING

- 1.12 Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

- 1.13 The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies Denel SOC Ltd may have against the Bidder / contractor concerned.

SUPPLIER DUE DILIGENCE

- 1.14 Denel SOC Ltd reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

SUBMISSION OF PROPOSALS

- 1.15 Bid documents shall only be placed in the tender box OR couriered to the aforesaid address (Denel SOC Ltd, Nellmapius Drive, Irene) on or before the closing date and time.
- 1.16 The bidder(s) are required to submit (one (1) original and one (1) Memory Stick with content of each file by the 12 October 2023 at 12:00. Each file and Memory stick must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the Memory Stick must be labelled and submitted in the following format
- 1.17 Bidders are requested to initial each page of the tender document on the top right hand corner.

PRESENTATION / DEMONSTRATION

- 1.18 Denel SOC Ltd reserves the right to request presentations/demonstrations from the short-listed Bidders as part of the bid evaluation process.

DURATION OF THE CONTRACT

Denel will appoint the contract for 36 months with review on anniversary date.

GENERAL CONDITIONS OF SPECIFICATION

- 1.19 All intellectual proprietary rights emanating from this project will reside with Denel.
- 1.20 All reports and working paper files shall become the property of Denel.
- 1.21 The prospective service providers must submit an all-inclusive price and detailed cost breakdown schedule (the price must be VAT inclusive).
- 1.22 Travelling costs and time spent or incurred between the service provider offices and Denel or home and office the staff shall not be for the account of Denel
- 1.23 Payment will be strictly based on completed and approved deliverables and time spent and not only based on time spent at Denel.
- 1.24 The successful bidder will be expected to conduct themselves in a manner that will be seen as part of Denel.
- 1.25 Have at least 10 years' experience in the general short term insurance industry and must have placed covers in local and international markets
- 1.26 Have at least 5 years' experience in handling of an account(s) similar in size (R6 – R18b) and nature to that of Denel in the defense industry
- 1.27 Employees to be assigned to the Denel account to be suitably qualified with no less than five years with proven experience in brokering at local and international markets for the various insurance classes mentioned in this RFP
- 1.28 5-10 years' experience in managing outsourced captive companies with practical knowledge of the latest governance and compliance requirements in the financial services field for captive/insurance companies
- 1.29 Be based in Gauteng or have an existing office in Gauteng
- 1.30 Have established International branches or associates
- 1.31 Have an established and experienced servicing team in order to meet the servicing requirements detailed above
- 1.32 Financial Service Provider (FSP) license

SCOPE OF WORK

The successful Service Provider(s) will render to Denel short-term insurance brokering and Contingency Policy management services in conjunction with the Group Risk and Compliance Manager.

Brokering Services

- Brokering (Short-term insurance) services on Denel's insurance portfolio requirements and ensure alignment with the Contingency Policy where applicable.
- Prepare an annual renewal strategy in consultation with Denel entities, Contingency Policy provider and the Denel Group Risk and Compliance Manager.
- Draft and finalize terms and conditions, policy wordings, premium rates and premiums, placement structures, layers and quota shares, as well as percentage participation of insurers.
- Prepare and provide insurance summaries
- Conduct road shows to explain the policies, claims procedures and other requirements to Management and staff.
- Prepare, quantify, submit, record, complete and finalise major and significant claims, and facilitate major post-loss reviews and root cause analyses and provide reports.
- Keep a running total of deductibles, aggregate deductibles, loss history, claims history, loss and claims ratios, as well as conduct constant claims analytics.
- Provide alternative risk financing / insurance structures including deductibles / inner-deductibles, aggregate deductibles, and risk controls to optimize risk management.
- Provide information and guidance on insurance related matters including, but not limited to, complex technical insurance matters involving underwriting, contracting, claims and captive management.
- Attend to daily insurance requirements such *ad hoc* covers, extensions and revisions of cover, as well as updating of covers for extraordinary events such as tenders, acquisitions, disposals and new constructions.
- Market Denel's risks to underwriters/ reinsurers, locally and internationally, in accordance with established principles.
- Conduct underwriting surveys and any other mandatory risk assessment exercises required for underwriting purposes on identified sites/facilities and provide reports.

- Monitor and report on insurer solvency and pertinent compliance requirements
- Attend, at Denel premises, monthly and/or quarterly meetings as required.
- Management and reporting of claims, and ensuring compliance with relevant, statutory and regulatory requirements.

Servicing of Contingency Policy

Perform Actuarial and Quantitative Analytics including, but not limited to:

- Actuarial loss forecasting including forecast assumptions to determine suggested insurance programme alternatives
- Claims analyses in connection with the loss forecast
- Other actuarial analyses as may be required to assist with the above

Policy programme structure and design

- If required, terms from various risk finance underwriters and assistance with the selection of the most appropriate underwriter
- Finalization of terms with the underwriter
- If required, discuss reinsurance protection in accordance with requirements of the policy provider

Issue policy documentation, including:

- Review of the risk finance insurance policy wording including but not limited to insurance regulations and potential tax and accounting implications based on insurance and insurance brokering principles
- Obtain insurance invoices
- Collection of premium and remittance to the underwriter

Monthly review and evaluation of claims activity:

- Review monthly paid and outstanding claims report prepared by the claims department to determine accuracy of claims to be submitted to the contingency underwriter
- Summarize and submit monthly paid and outstanding claims report to the contingency underwriter
- Review burning of aggregates

PROPOSAL SPECIFICATION

Suitably qualified Service Providers are requested to submit proposals for the services outlined in the above section, and mark attachments as indicated below:

Insurance brokering and related servicing

- The Service Provider's service offering and structure showing branches
- Full physical addresses and locations of Company Head Office, SA branches and branch offices outside SA
- Track record in terms of how long has the company been active in the SA Market
- Track record in terms of how long have the company's international branches been in operation
- Number of employees to fulfil the requirements of this assignment
- The company's experience in handling Aviation, Marine, Liability, Employee Benefits brokering, accounts claims management and insurance risk surveys (Attach a marked list showing individual policies, activities and the date the company started with these activities)
- Organogram of the proposed service team, which must also specify the level of seniority and Title of the proposed Account Executive in the Company
- The profile of the company's proposed service team should the company be successful, showing educational qualifications, experience in years in brokering covering Aviation, Marine, Liabilities, Assets All Risks and claims management (Please attach CV and mark the class and number of experiences clearly).
- A list of the top 10 brokering services accounts held in the past 10 years. (Attach a clearly marked list with the names of the companies, the duration the accounts held, the type of services the company provided, and the client turnover and client industry with references.
- Provide reference for three accounts for companies with turnover in excess of R3 billion the company has held
- Declaration whether the company has been through or intends to go through any form of re-structuring in the past year or within the next 2 years- If yes, please attach a document providing information relating to the reasons, the impact or perceived impact on the operation of Service provider etc.

Contingency Policy

The Service Provider's service offering and structure

- Full location details and physical addresses of its Head Office and SA branches, branch offices outside SA,

- Track record in terms of how long has the company been active in the SA Market
- Track record in terms of how long have the company's branches been in operation
- Experience of the company in years in underwriting, reinsurance, accounting and administration, and related statutory compliance. (Provide a list showing each activity the date the company started the activity for the client, the name of the client, the duration the activity was carried out and the size of the Contingency Policy or other alternative risk finance mechanism
- Management information systems and processes to administer the Contingency Policy (Provide a document listing the name of the management system, its purpose and the description of reports it produces.
- The profile of employees that will be responsible for the administration of the Contingency Policy (Please provide CVs in relation to the abovementioned positions)
- Company experience in alternative risk finance including accounting and financial management, compliance and drafting insurance policies. (Provide list of each of the functions showing the date the company started the activity, the client involved and the number of years the Service Provider conducted the activity for the client and provide a reference from the relevant client).
- A list of the top 5 alternative risk finance accounts held in the past 10 years with references.
- Declaration whether the company has been through or intends to go through any form of re-structuring in the past year or within the next 2 years- If yes, please attach document providing information relating to the reasons, the impact or perceived impact on the operation of the Service Provider

EVALUATION AND SELECTION CRITERIA

Denel SOC Ltd has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)	Price and B-BBEE Evaluation (Gate 2)
Prequalification Requirement and mandatory returnable documents	File Proposal	Bidders who pass the pre-qualification and Technical evaluation stage will be evaluated on pricing

1.33 Gate 0: Pre-qualification Criteria

1.33.1 Without limiting the generality of Denel SOC Ltd's other critical requirements for this Bid, bidder(s) must submit the documents listed in **Table 1** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

2. The Evaluation Criteria will be divided into three stages of evaluation, namely: 1) Prequalification, 2) File Proposal & 3) Pricing and B-BBEE.

Table 1: Documents that must be submitted for Pre-qualification

REQUIREMENT	COMPLIANT	NON-COMPLIANT
1. At least 10 years' experience in the general short-term insurance industry and must have placed covers in local and international markets		
2. Have at least 5 years' experience in handling of an account(s) similar in size (at least R3 b) and nature to that of Denel in the defense industry		
3. Valid Tax Clearance Certificate or an access pin to SARS e-Filing of tenderer and subcontractor.		
4. Valid BBBEE Certificate A Bidder must be at least B-BBEE level 1-4		
5. License from Financial Service Board in terms of Financial and Intermediary Service Act No. 37 of 2002		
6. Membership of SAFSIA/ FIA		

7. Central Supplier database proof of registration (provide documentation).		
8. Certified copy of the Company Registration with CIPC (submit proof thereof)		
9. Current Banking Details, Cancelled Cheque or Original letter from the Bank issued on a bank letterhead with stamp verified on CSD report.		
10. Copy of the organization's share holder agreement (if applicable), and Certified copies of all share holder certificates and ID copies		
9. For JV's, a copy of the joint venture agreement or consortia which submit joint Tenders.		
Compliance of the Tenderer		
1. Bidders have submitted all returnable documentation to Denel.		
2. Documents are duly authorized /signed.		
3. Correct adherence to the 2 envelop process has been duly complied with.		
4. Bidders must present a list of all envisaged Sub-Contractors (first tier service providers)		

2.1 Gate 1: Technical Evaluation Criteria = 100 points

All bidders are required to respond to the technical evaluation criteria scorecard and compliance checklist. This involves the number of years competing in similar work, monetary size of contract / agreements, references. Refer below for detailed information.

First Stage: Technical Evaluation Criteria

Only those Tenderers which score **70 points or higher (out of a possible 100)** during the technical and site visit evaluation will be evaluated during the second stage of the Tender. Tenderers are required to submit supporting documentation as testimony to their compliance with each requirement, where applicable.

DESCRIPTION	SCORING MATRIX	MAXIMUM WEIGHTING
Reference for:		
<p>Bidders must have demonstrable experience of the implementation/ management of services specified in the scope of work. Reference letters will be required from the clients and must include:</p> <ul style="list-style-type: none">· company name· company letter head· contact person· contact telephone numbers· details of work successfully completed. <p><i>NB* Appointment letters will not be accepted</i></p>	5 References and above = 25 points	25%
	4 References = 20 points	
	3 References = 15 point	
	2 References = 10 points	
	1 Reference = 5 point	
Capacity and Relevant Experience		
<p>5.1 Have at least 10 years' experience in the general short-term insurance industry and must have placed covers in local and international markets</p> <p>5.2 Have at least 5 years' experience in handling of an account(s) similar in size (at least R3 b) and nature to that of Denel in the defense industry</p> <p>5.3 Employees to be assigned to the Denel account to be suitably qualified with no less than five years with proven experience in brokering at local and international markets for the various insurance classes mentioned in this RFP</p> <p>5.4 5-10 years' experience in managing Alternative Risk Financing structures/Contingency Policy with practical</p>	Project Lead	50%
	Each bullet point will account for five points	

5.5	knowledge of the latest governance and compliance requirements in the financial services field Be based in Gauteng or have an existing office in Gauteng		
5.6	Have established International branches or associates		
5.7	Have an established and experienced servicing team in order to meet the servicing requirements detailed above		
5.8	Professional Indemnity Cover of at least R 50 million excluding deductibles		
5.9	Complying with the provisions of applicable legislations and including Financial Sector Control Authority (FSCA) licensing/registration requirements.		
5.10	Relevant South African and International professional membership		
Project approach and execution			
5.11	Project Plan must clearly indicate the requirements listed below (Failure to submit will result in the bidder getting zero points) Contractor's detailed and complete implementation programme (Gantt Chart). The chart must clearly indicate the activities and timeframe from Letter of appointment to last payment certificate on the project. This will be assessed as follows: <ul style="list-style-type: none"> • Linkages between key activities • Indicate critical path 	Timelines within an acceptable timeline = 25 points	25%
		Timeline = 10 point	
		No Project Plan = 0	

• Completion date within the stipulated period		
--	--	--

NB* Bidder must score a minimum of 70 points to qualify for the next stage of evaluation (Presentation)

Price and BBBEE Evaluation (80+20) = 100 points

2.1.1 Only Bidders that have met the 80 point threshold in Gate 1 will be evaluated in Gate 2 for price and BBBEE. Price and BBBEE will be evaluated as follows:

2.1.2 In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

1) Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation	
$Ps \ 80 \left(1 - \frac{Pt - P \min}{P \min} \right)$	80

The following formula will be used to calculate the points for price:

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

2) Stage 2 – BBBEE Evaluation (20 Points)

a. BBBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and
- B-BBEE Certificate

b. Joint Ventures, Consortiums and Trusts

- i) A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- ii) A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- iii) Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. Denel SOC Ltd will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- iv) The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

c. Sub-contracting

Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

The following is an extract from the PPPFA Act:

11(8) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”

11(9) “A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.”

3) Stage 3 (80 + 20 = 100 points)

The Price and BBEE points will be consolidated.

GENERAL CONDITIONS OF CONTRACT

2.2 Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

- a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which Denel SOC Ltd is prepared to enter into a contract with the successful Bidder(s).
- b. The bidder submitting the General Conditions of Contract to Denel SOC Ltd together with its bid, duly signed by an authorised representative of the bidder.

CONTRACT PRICE ADJUSTMENT

2.3 Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation.

SERVICE LEVEL AGREEMENT

- 2.4 Upon award Denel SOC Ltd and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by Denel SOC Ltd.
- 2.5 Denel SOC Ltd reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.
- 2.6 Bidder(s) are requested to:
- a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
 - b. Explain each comment and/or amendment; and
 - c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.
- 2.7 Denel SOC Ltd reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to Denel SOC Ltd or pose a risk to the organisation.

SPECIAL CONDITIONS OF THIS BID

- 2.8 Denel **SOC Ltd reserves the right:**
- 2.9 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)
- 2.10 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 2.11 To accept part of a tender rather than the whole tender.
- 2.12 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 2.13 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 2.14 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 2.15 Award to multiple bidders based either on size or geographic considerations.

DENEL SOC LTD REQUIRES BIDDER(S) TO DECLARE

In the Bidder's Technical response, bidder(s) are required to declare the following:

2.16 Confirm that the bidder(s) is to: –

- a. Act honestly, fairly, and with due skill, care and diligence, in the interests of Denel SOC Ltd;
- b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
- c. Act with circumspection and treat Denel SOC Ltd fairly in a situation of conflicting interests;
- d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
- e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with Denel SOC Ltd;
- f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;
- g. To conduct their business activities with transparency and consistently uphold the interests and needs of Denel SOC Ltd as a client before any other consideration; and
- h. To ensure that any information acquired by the bidder(s) from Denel SOC Ltd will not be used or disclosed unless the written consent of the client has been obtained to do so.

CONFLICT OF INTEREST, CORRUPTION AND FRAUD

2.17 Denel SOC Ltd reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of [Institution name] or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")

- a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;
- b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity

- in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
- c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of Denel SOC Ltd's officers, directors, employees, advisors or other representatives;
 - d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity's officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;
 - e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;
 - f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;
 - g. has in the past engaged in any matter referred to above; or
 - h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director's name not specifically appearing on the List of Tender Defaulters kept at National Treasury.

MISREPRESENTATION DURING THE LIFECYCLE OF THE CONTRACT

- 2.18 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that Denel SOC Ltd relies upon the bidder's Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.
- 2.19 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by Denel SOC Ltd against the bidder notwithstanding the conclusion of the Service Level Agreement between Denel SOC Ltd and the bidder for the provision of the Service in question. In the event of a conflict between the bidder's proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

PREPARATION COSTS

2.20 The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing Denel SOC Ltd, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

INDEMNITY

2.21 If a bidder breaches the conditions of this bid and, as a result of that breach, Denel SOC Ltd incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds Denel SOC Ltd harmless from any and all such costs which Denel SOC Ltd may incur and for any damages or losses Denel SOC Ltd may suffer.

PRECEDENCE

2.22 This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

LIMITATION OF LIABILITY

2.23 A bidder participates in this bid process entirely at its own risk and cost. Denel SOC Ltd shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder's participation in this Bid process.

TAX COMPLIANCE

2.24 No tender shall be awarded to a bidder who is not tax compliant. Denel SOC Ltd reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance

Certificate to Denel SOC Ltd, or whose verification against the Central Supplier Database (CSD) proves non-compliant. Denel SOC Ltd further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

2.25 No tender shall be awarded to a bidder whose name (or any of its members, directors, partners or trustees) appears on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Denel SOC Ltd reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

GOVERNING LAW

2.26 South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER'S PERSONNEL

2.27 A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its sub-contractors comply with all terms and conditions of this bid. In the event that Denel SOC Ltd allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and Denel SOC Ltd will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

CONFIDENTIALITY

2.28 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's tender(s) will be disclosed by any bidder or other person not officially involved with Denel SOC Ltd's examination and evaluation of a Tender.

- 2.29 No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by Denel SOC Ltd remain proprietary to Denel SOC Ltd and must be promptly returned to Denel SOC Ltd upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.
- 2.30 Throughout this bid process and thereafter, bidder(s) must secure Denel SOC Ltd.'s written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

DENEL SOC LTD PROPRIETARY INFORMATION

- 2.31 Bidder will on their bid cover letter make declaration that they did not have access to any Denel SOC Ltd proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

AVAILABILITY OF FUNDS

- 2.32 Should funds no longer be available to pay for the execution of the responsibilities of this bid RFI DG437/04/03/2020 the Denel SOC Ltd may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

ANNEXURE A

1 PRICE PROPOSAL

Refer to attached separate annexure A

2 CURRENCY

All prices must be quoted in South African Rand on a fixed price basis, with all applicable taxes included.

3 Prices Subject to Confirmation

Prices quoted which are subject to confirmation will not be considered.

4 Binding Offer

Any tender furnished pursuant to this RFT shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

5 Disclaimers

Tenderers are hereby advised that Denel is not committed to any course of action as a result of its issuance of this RFT and/or its receipt of Tenders. In particular, please note that Denel reserves the right to:

- 5.1 Modify the RFT's requirements and request Tenderers to re-tender on any changes;
- 5.2 Reject any Tender which does not conform to instructions and specifications which are detailed herein;
- 5.3 Not necessarily accept the lowest priced Proposal or an alternative Tender;
- 5.4 Reject all Tenders/Proposals, if it so decides;
- 5.5 Award only a portion of the proposed product(s)/service(s) which are reflected in the scope of this RFT;
- 5.6 Split the award between more than one enterprise/organisation should it at Denel's discretion be more advantageous in terms of, amongst others, cost or developmental considerations; or make no award at all;
- 5.7 Validate any information submitted by Tenderers in response to this Tender. This would include, but is not limited to, requesting the Tenderers to provide supporting evidence. By submitting a tender, Tenderers hereby irrevocably grant the necessary consent to Denel to do so;
- 5.8 Request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 5.9 Award the Tender to the next highest ranked Tenderer, should the preferred Tenderer fail to sign or commence with the contract within a reasonable period after being requested to do so, provided that the preferred Tenderer is still prepared to provide the required goods at the quoted price. Under such circumstances, the validity of the tenders of the next ranked Tenderer(s) will be deemed to remain valid, irrespective of whether the next ranked Tenderer(s) were issued with a Letter of Regret. Tenderers may therefore be requested to advise whether they would still be prepared to provide the required goods at their quoted price, even after they have been issued with a Letter of Regret;
- 5.10 Cancel the contract and/or place the Tenderer on Denel's list of Restricted Suppliers, should a contract be awarded on the strength of information furnished by the Tenderer, which after award of the contract, is proven to have been incorrect;
- 5.11 Award Tender to the highest scoring Tenderer(s) unless objective criteria justifies the award to another Tenderer.

Note: Denel will not reimburse any tenderer for any preparatory costs or other work performed in connection with its Proposal, whether or not the Tenderer is awarded a contract.

6 PAYMENT TERMS

The service provider shall note and accept Denel's payment terms as stipulated in the SLA and/or contract.

ANNEXURE B: EXECUTIVE SUMMARY/COMPANY PROFILE

ANNEXURE C: SBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of Tender that the taxes of the successful Tenderer must be in order, or that

Satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Tenderer's tax obligations.

- 1) In order to meet this requirement TENDERERS are required to complete in full the attached form TCC 001
- 2) "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally.
- 3) The Tax Clearance Certificate Requirements are also applicable to foreign TENDERERS / individuals who wish to submit Tenders.
- 4) SARS will then furnish the Tenderer with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 5) The original Tax Clearance Certificate must be submitted together with the Tender. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the Tender. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 6) In Tenders where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate
- 7) Tax Clearance Certificate 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 8) Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Note: Valid Original Tax Clearance Certificate is mandatory (TENDERERS may also provide Tax Compliance Pin)

ANNEXURE D: SBD 4

DECLARATION OF INTEREST

1. Is the Tenderer or any person connected with or employed by the Tenderer or an entity which forms part of the Tenderer, aware of any fact which may give rise to an actual or perceived conflict of interest on the part of the Tenderer, DENEL or any person involved in the evaluation or adjudication of this Tender?

YES NO

2. If the answer to 1 above is "Yes", TENDERERS are required to set out, in detail immediately below, the facts which may give rise to an actual or perceived conflict of interest and identify the individuals to which those facts relate.

3. In addition, TENDERERS are required to complete the following:

3.1. Full Name of Tenderer or his or her representative:
.....

3.2. Identity Number:
.....

3.3. Position occupied in the Company (director, trustee, shareholder¹):
.....

3.4. Company Registration Number:
.....

3.5. Tax Reference Number:
.....

3.6. VAT Registration Number:

¹ "Shareholder" means a person who owns shares in the company.

3.7. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personnel numbers must be indicated in paragraph 4 below.

3.8. Are you or any person connected with the Tenderer presently employed by the state?

YES NO

If so, furnish the following particulars:

Name of person / director / trustee / shareholder/
member:.....

Name of state institution at which you or the person connected to the Tenderer is
employed:

.....
Position occupied in the state
institution:.....

Any other particulars:

.....
.....
.....

3.8.1. If you are presently employed by the state, did you obtain the appropriate
authority to undertake remunerative work outside
employment in the public sector? **YES NO**

If yes, did you attach proof of such authority to the Tender document? (Note:
Failure to submit proof of such authority, where applicable, may result in the
disqualification of the Tender.)

If no, furnish reasons for non-submission of such proof:

.....
.....
.....

3.9. Did you or your spouse, or any of the company's directors/ trustees / shareholders /
members or their spouses conduct business with the state in the previous twelve
months?

YES NO

If so, furnish particulars:

.....
.....
.....

- 3.10. Do you, or any person connected with the Tenderer, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this Tender?

YES NO

If so, furnish particulars:

.....
.....
.....

- 3.11. Are you, or any person connected with the Tenderer aware of any relationship (family, friend, other) between any other Tenderer and any person employed by the state who may be involved with the evaluation and or adjudication of this Tender?

YES NO

If so, furnish particulars.

.....
.....
.....

- 3.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are Tendering for this contract?

YES NO

If so, furnish particulars:

.....
.....
.....

4. Full details of owners, directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Persal Number

DECLARATION

I, _____ THE _____ UNDERSIGNED
(NAME).....

CERTIFY ON BEHALF OF THE TENDERER THAT THE INFORMATION FURNISHED IN THIS DECLARATION IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE TENDER OR ACT AGAINST ME IN TERMS OF PARAGRAPH 15 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Tenderer

ANNEXURE E: SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all Tenders invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all Tenders:

- **the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and**
- **the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).**

1.2

- a) The value of this Tender is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this Tender shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this Tender are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a Tenderer to submit proof of B-BBEE Status level of contributor together with the Tender will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a Tenderer, either before a Tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“Tender”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive Tendering processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based

Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of Tender invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:
80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of Tender under consideration

P_t = Price of Tender under consideration

P_{\min} = Price of lowest acceptable Tender

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a Tenderer for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6

7	2	4
8	1	2
Non-compliant contributor	0	0

5. TENDER DECLARATION

5.1 TENDERERS who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(**Tick applicable box**)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name _____ of
company/firm:.....

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One person business/sole propriety
Close corporation
Company
(Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.6 Total number of years the company/firm has been in business:.....

8.7 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the Tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the Tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

.....

.....
SIGNATURE(S) OF TENDERERS(S)

DATE.....

ADDRESS

1. DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1.1 This Standard Tendering Document must form part of all Tenders invited.

1.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

1.3 The Tender of any Tenderer may be disregarded if that Tenderer, or any of its directors have-

- a. abused the institution's supply chain management system;
- b. committed fraud or any other improper conduct in relation to such system; or
- c. Failed to perform on any previous contract.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the Tender.

Item	Question	Yes	No
2.1	<p>Is the Tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p>Is the Tenderer or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p>Was the Tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3.1	If so, furnish particulars:		
2.4	<p>Was any contract between the Tenderer and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2.4.1	If so, furnish particulars:
-------	-----------------------------

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of Tenderer

ANNEXURE G: SBD 9

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

- 1 This Standard Tendering Document (SBD) must form part of all Tenders¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Tendering (or Tender rigging).² Collusive tendering is a *per se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the Tender of any Tenderer if that Tenderer, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the Tendering process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when Tenders are considered, reasonable steps are taken to prevent any form of Tender-rigging.
- 5 In order to give effect to the above, the attached Certificate of Tender Determination (SBD 9) must be completed and submitted with the Tender:

¹ Includes price quotations, advertised competitive Tenders, limited Tenders and proposals.

² Tender rigging (or collusive Tendering) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a Tendering process. Tender rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Tender:

(Tender Number and Description)

in response to the invitation for the Tender made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I _____ certify, _____ on _____ behalf
of: _____ that:

(Name of Tenderer)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the Tenderer to sign this Certificate, and to submit the accompanying Tender, on behalf of the Tenderer;
4. Each person whose signature appears on the accompanying Tender has been authorized by the Tenderer to determine the terms of, and to sign the Tender, on behalf of the Tenderer;
5. For the purposes of this Certificate and the accompanying Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - (a) Has been requested to submit a Tender in response to this Tender invitation;
 - (b) Could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the Tenderer and/or is in the same line of business as the Tenderer
6. The Tenderer has arrived at the accompanying Tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive Tendering.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a Tender;
 - (e) The submission of a Tender which does not meet the specifications and conditions of the Tender; or
 - (f) Tendering with the intention not to win the Tender.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and

conditions or delivery particulars of the products or services to which this Tender invitation relates.

9. The terms of the accompanying Tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Tenders and contracts, Tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....
Signature

.....
Date

.....
Position

.....
Name of Tenderer

Annexure H – CIPC Registration Documents

Tenderers are required to include, as Annexure H to their Tenders, certified copies of all relevant CIPC registration documents listing all members with percentages, in the case of a close corporation.

Annexure I – Latest Shareholder Agreements

Tenderers are required, as Annexure “I” to their Tenders, to submit certified copies of their latest Shareholder Agreements.

Annexure J – Joint Venture, Consortium Documents

Tenderers which submit Tenders as an unincorporated joint venture, consortium or other association of persons are required to submit, as Annexure J, a breakdown of how the fees and work will be split between the various people or entities which constitute the Tenderer.

Annexure K – Mandatory Evaluation Criteria (Table 1)

Tenderers are required to include, as Annexure K to their Tenders, supporting documents to their responses. These include but not limited to:

- a. Valid BBBEE Certificate
- b. Proof of registration with the Central Supplier database
- c. Certified copy of the Company Registration with CIPC
- d. Original letter from the Bank issued on a bank letterhead with stamp
- e. Certified copies of all shareholder certificates and their ID copies
- f. Certified copies of shareholder agreements **(if applicable)**

Annexure L – General Conditions of Contract

General Conditions of Contract can be accessed on the National Treasury website.

Annexure M – CSD Registration

CSD Registration Summary Report

Annexure N- Proposed Human Resources who will be handling Denel Instructions

Proposed Human Resources who will be handling Denel Instructions (if applicable)

Name	Position/Job Title	Related Experience (years)	Technical Certification	Full time/Part time involvement	Proof and abridged CV attached Yes/No

Note: An Organogram of the tenderer or of the team that will work on the Denel project must be attached and be marked Annexure N