



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa Tel: +27 12 482 3000 • Fax +27 12 367 5151 • Reg. No 1999/001899/30 •
www.sita.co.za

Our Ref: RFB 3093-2025

To whom it may concern

Questions and Answers: Pack 1

RFB 3093-2025: REQUEST FOR THE ACQUISITION OF SITA CORPORATE INSURANCE FOR A PERIOD OF FIVE (05) YEARS.

No.	Questions	Answers
1.	- Professional Indemnity cover of R100 million. - Would SITA allow a letter of intent for the cover once tender has been awarded? - Pricing structure. Please advise on fee structure. - Must fees be stipulated separately? - Must fees be presented VAT Inclusive? - Will payment of fees be once off or paid monthly? - Premium - Will premium be paid annually or monthly through premium financing.	- The professional indemnity must be confirmed and submitted as per the requirements in the bid document. - Pricing structure - Bidders must make use the pricing schedule- SITA-SCM-SBD-3 – Price response provided in an excel template. - The template has provision for VAT. - Payment fee is paid annually. - Premium - Premium will be paid annually.

Non-Executive Directors:

Ms Sedzani Mudau (Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,
Mr Omega Shelembe

Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka

2. We kindly require the following information in order to approach the market for insurance quotes <u>Claims History:</u> - Kindly provide us with a copy of a comprehensive 3 year claims history reflecting; - Type of claim; - Value of claim; - Status of claim; <u>Insurance Program: Terms of Reference:</u> <u>Assets</u> - Sums insured and Limits of indemnity required. - List of IT equipment as well as values to be insured, Laptops /I-pads and other mobile items to be separate together with IMEI numbers. - Sum Insured for other office equipment - Sum insured for Contents other than Office machinery and Computer equipment - Loss of Documents limit of indemnity <u>Building Combined:</u> - Please advise if this is your own building. - If you are the owners, please provide sum insured. Need value per building - Please advise if you have any form of rental income from buildings you own. - If indeed, kindly advise the physical address. - If available . Any survey reports done to determine MPL/EML. Or as an alternative highest value at risk if over R 200 000 000,00 <u>Business Interruption:</u> - Please advise total revenue/ Income. <u>Theft:</u> Please advise Limit of Indemnity	3 years claims history has been provided. - Terms of reference provided - Buildings combined with full details provided. - Revenue provided in the proposal forms.
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	Money: Please advise total cash at hand per day.as well as the limit of indemnity of crossed cheques. Accidental Damage: Please advise total asset value and Limit of indemnity per claim required. Goods In Transit: Please advise total Limit of Indemnity per load to be insured Motor Fleet 2. Please provide us with a list of vehicles with market value. Need values to calculate Sasria. Liability Insurance 3. Please provide us with limits of indemnity of General as well as Employers Liability. Travel Insurance Please provide us with the following information. Number of persons plus estimated days of travel. Show different figures for International Travel and Local Travel. <u>Complete Proposal Forms: (As per attached)</u> The following insurance covers are very specialised in nature, therefore in order to obtain insurance terms the following proposal forms have to be completed and attached herewith. 4. Cyber 5. Directors and Officers Liability 6. Commercial Crime	• Limit of indemnity for theft provided in the proposal forms. • Money: SITA does not keep cash at hand and make use of crossed cheques. • Accidental damage: Provided is in declaration. • Goods in transit: Provided • Motor fleet: Provided • Liability Insurance: Provided • Travel Insurance: Provided • SITA provided completed proposal forms to all the bidders which provides detailed information. The information provided is deemed to be detailed enough and sufficient.
3.	We kindly request your assistance with the following queries and documentation to enable us to prepare a comprehensive and competitive proposal.	

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1. Travel Insurance 1. Estimated international travel days per annum. 2. Estimated local travel days per annum. 2. Limits of Indemnity Required Kindly advise on the applicable limits for the following cover sections: • Buildings • Electronic Equipment 1. Mainframe assets 2. Network assets • Business All Risk 1. Laptops 2. Desktop Computers 3. Tablets 4. Monitors • Stock & Work in Progress (What Type of Stock is it?) • Theft • Money • Accidental Damage • Goods in Transit • Business Interruption • Cyber Risk • Commercial Crime • Group Personal Accident (kindly provide us with Accumulation limits for Accidental Death; Permanent Disability; Temporary total disability and Temporary partial disability) 1. Number of employees covered 2. Number of executives covered	• Travel Insurance: Provided • Limit of indemnity provide.
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• Contractors All Risk • Primary Public Liability • Umbrella Liability • Directors' and Officers' Liability • Motor (Leased vehicles) 3. Claims History We kindly request a detailed claims history for the past three (3) years for underwriting purposes. 4. Asset Register Please provide an up-to-date asset register, including insurable values where applicable. 5. Proposal Forms Attached please find the following proposal forms for completion and signature: 1. Directors & Officers Liability 2. Cyber Liability 3. Commercial Crime 4. Umbrella Liability 5. Contractor's All Risk 6. General Liability We would appreciate receiving the completed documents and requested information at your earliest convenience to allow us sufficient time to approach the insurance market and compile our response.	• Claims history provided. • Register provided. • Proposal Forms are now submitted.
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4.	I noticed that the attached Pricing Schedule does not include a section for Group Personal Accident. Could you kindly advise on the best approach to presenting its pricing? Additionally, may you please provide guidance on the required amount of cover for leased vehicles.	• Pricing schedule will be updated and sent to all bidders. • SITA does not have leased vehicles, only owned vehicle and trailers and is already provided.
5.	Kindly assist with the following information: • Asset Register • Claim history • Commercial Crime Proposal forms	• Already provided
6.	To confirm, the documentation sent is related to Directors and Officers Liability and Cyber Liability. Please advise when will remainder of the documentation for the other covers be sent?	All proposal forms have been submitted.

On behalf of SITA

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