Request for Proposal
RFQ/26/27/53: Insurance Brokerage

#	QUESTION	RESPOND
	Claims History	It is irrelevant for now as this RFQ relates to broker fees only.
1.	Asset Register	Asset Register will only be made available to the successful bidder. This RFQ relates to broker fees only.
2.	Bidder requested Annexure A – Pricing Schedule	Pricing Schedule is loaded on etender portal
3.	Page 27 line 5 Bid Condition returnable Documents “The bidder must provide proof from an Insurance Company (on their Company letterhead) that confirms that the bidder (Broker) has successfully placed”.	Please refer to clause 2.7 indicating full detail of the requirement <u>Proof of Placement Experience of Marine and Aviation Insurance Cover</u> The bidder must provide proof from an Insurance Company (on their Company letterhead) that confirms that the bidder (Broker) has successfully placed: • Marine Insurance Cover • Aviation Insurance Cover
4.	Two bid documents are currently available on the eTenders Portal. One reflects a closing date of 20 July 2026, while the other reflects 23 July 2026. Kindly confirm the correct bid closing date.	Please note that the RFQ DOC indicating 20th July has been removed on the etenderportal And updated was loaded reflecting closing date of 23 July 2026 **NOTE**: That the closing date of the RFQ has been further extended to the **30th July 2026@11am**
5.	Please confirm whether SAPO requires bidders to submit a premium-based quotation or whether the pricing should be limited to a brokers fee only.	It should be limited to broker fees only.
6.	Delivery email address	Bidders must forward their proposal to the below email address SAPORFQ@POSTOFFICE.CO.ZA only
7.	More detail surrounding the required “Parcel Insurance” D. SPECIFICATION, Page 14 1. BACKGROUND	More detail will be shared with the successful bidder as this RFQ relates to broker fees only. However, it is expected that the broker should be having knowledge of 3rd party Cell Captive and must be able to advise SAPO accordingly on available options in order for SAPO to offer parcel insurance.
8.	Please define the Actuarial Evaluation. Is this specific to the off-balance sheet cell captive prediction only? D. SPECIFICATION Page 15 item 3.1.18	During the annual renewal, the broker should provide term calculations from the underwriting market based on an actuarial evaluation. These should include a structure with different aggregate layers and a suitable deductible arrangement.
9.	Is 3.1.18 above, directly related to 4.3 D. SPECIFICATIONS Page 15?	Yes
10.	D. SPECIFICATION PAGE 15 ITEM 4 it is stated "Management and settlement of claims <u>above</u> the deductible/ excess level	The document has been amended.

	in line with applicable insurance covers/ policies in place.", however, under E. EVALUATIOON CRITERIA Page 17 Phase 1 it is stated that "Bidders must complete the tariff cost for handling of Motor and Non-motor claims in full as it forms part/constitutes the Pricing Schedule (Annexure A) in its entirety." followed by the following note: "Note: Tariff cost provided for handling of Motor and Non-motor claims will not be used for preference point scoring (specific goals and price) but for benchmarking purposes should it be required during the Implementation process." Please confirm if brokers will be required to only manage claims above insurance policy excess levels or manage all losses from ground up i.e. all losses including those falling within self-insured layers?	Bidders must submit and complete pricing in full in the Bid Document pack. Removed on the Gate keeping criteria Removed on the Gate keeping criteria Yes, all other claims below the insurance excess levels will be managed in-house as it falls within the self-insured layer.