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### REQUEST FOR QUOTATION (RFQ)

#### APPOINTMENT OF AN INSURANCE COMPANY/ BROKER TO PROVIDE INSURANCE COVER FOR PORTS REGULATOR OF SOUTH AFRICA FOR THE PERIOD OF THREE (3) YEARS

RFQ	RFQ/2022/23/30
RFQ ISSUE DATE	12 July 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Appointment of an insurance company/ broker to provide insurance cover for Ports Regulator of South Africa for a period of three (3) years
CLOSING DATE & TIME	20 July 2022 @ 12:00
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto:quotations@portsregulator.org) before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

MAAA NUMBER (CSD NO): \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## DETAILED SPECIFICATION

### APPOINTMENT OF AN INSURANCE COMPANY/ BROKER TO PROVIDE INSURANCE COVER FOR PORTS REGULATOR OF SOUTH AFRICA FOR THE PERIOD OF THREE (3) YEARS

#### **1. BACKGROUND**

- 1.1 Ports Regulator of South Africa (“the Regulator”) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government’s strategic objectives.
  - Promote equity of access of ports and facilities and service provider by ports.
  - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
  - Hear appeals and complaints contemplated in terms of Section 48 of the Act
- 1.3 The Ports Regulator of South Africa is requiring a suitable and qualified insurance company/insurance broker to provide with insurance cover for a Period of 3 Years

#### **2. SCOPE OF WORK**

The successful bidder must be able to provide the following insurance services that are aligned to all-related regulations i.e:

##### **2.1 Provide comprehensive insurance cover for losses, which may be incurred due to:**

- 2.1.1 Loss or Damage to property (moveable assets)
- 2.1.2 Natural causes which may bring losses/damages to property (moveable assets)
- 2.1.3 Fidelity Cover
- 2.1.4 Public Liability
- 2.1.5 Fire losses/damages to property (moveable assets)
- 2.1.6 Comprehensive Vehicle Cover including roadside assistance.
- 2.1.7 Business all risks
- 2.1.8 SASRIA
- 2.1.9 Professional Indemnity Insurance
- 2.1.10 Theft

##### **2.2 Policy and Claim Administration:**

Detailed procedures for claim submission and administration. Provide a clear and user-friendly claim procedure indicating turnaround time once the claim has been submitted:

- 2.2.1 Facilitate insurance for the Ports Regulator of South Africa for all assets/portfolios, including new assets/portfolios.
- 2.2.2 Ensure that all Ports Regulator of South Africa claims are attended to accordingly.
- 2.2.3 Correspond to insurance claims and other insurance related queries.
- 2.2.4 Ad-hoc adjustments and endorsements on sums insured and declaration to insurers/re-insurers.
- 2.2.5 Monitor premium payments and refunds in accordance with accounts and statements.
- 2.2.6 Provide quarterly reports on claims (claims processed and paid out/finalized/closed/rejected, claims in progress)

### 2.3 Ports Regulator quantity of assets

The below table indicate the estimated current number of assets per category that the Ports Regulator of South Africa is owning. This number may change when we buy new assets/dispose redundant assets.

<b>Assets</b>	<b>Quantity</b>
Computer Equipment	132
Furniture and Fittings	296
Intangibles/Software Licences	9
Motor Vehicle	1

N.B: A detailed asset register may be requested through the below mentioned email address.

### 3 Monitoring progress of deliverables

- 3.1 Adherence to the Service Level Agreement will be monitored.

### 4. Timeframes

- 4.1 The duration of the contract will be for a period of 3 years, reviewed and renewed annually.

### 5. Obligation

- 5.1 Bidder must adhere to Protection of Personal Information (POPI) Act.

### 6. Absence of Obligation & Confidentiality

- 6.1 No legal or other obligation shall arise between the service provider and Ports Regulator of South Africa unless/until both parties have signed a formal contract or Service Level Agreement in place.
- 6.2 The Contract site is at **Ports Regulator of South Africa (as and when required).**

## **7. EVALUATION CRITERIA**

### **7.1 SCM Administrative (Phase 1)**

- 7.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 7.1.2 The SBD forms must be completed, signed by the authorised company representative.

### **7.2 Mandatory Criteria (Phase 2)**

- 7.2.1 The insurance company/broker must submit valid proof of registration with the Financial Sector Conduct Authority (FSCA) as a licensed financial service provider.
- 7.2.2 The insurance company/broker must provide with at least one (1) written reference letter where short-term insurance was rendered on the letterhead of the referee, duly signed and dated by the referee.

### **7.3 Price & B-BBEE (Phase 3)**

Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. As the RFQ price is estimated to be between R 30 000.00 and R 1 000 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBBEE preference point system.

### **7.4 Pricing Considerations**

- 7.4.1 Bidders' price quotations must be inclusive of all applicable fees, escalations, and taxes **(including VAT)**.
- 7.4.2 All bidders pricing must include SASRIA premiums.
- 7.4.2 All interested bidders will be provided with Ports Regulator of South Africa asset register upon request.

#### **NB:**

Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

## **8. ADJUDICATION USING A POINT SYSTEM**

- 8.1.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 8.1.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.1.3 In the event that two or more bids have scored equal points, the successful bidder must be the one scoring the highest number of preference points for B-BBEE.

8.1.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for BBBEE, the successful bid must be the one scoring the highest score for functionality.

8.1.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## **9. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## **10. CONDITIONS TO BE OBSERVED WHEN BIDDING**

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

## **11. COST OF BIDDING**

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

### **END OF RFQ DOCUMENT**

#### **Annexed to this document for completion and return with the document:**

- Quotation on a company letterhead
- SBD 4
- SBD 6.1
- Copy of CSD Report or MAAA Number (National Treasury)
- Valid license to transact financial services provider issued by the Financial Sector Conduct Authority (FSCA)
- One (1) reference letter