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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/2025/26/50
RFQ ISSUE DATE	15 DECEMBER 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF AN INSURANCE COMPANY/ BROKER TO PROVIDE INSURANCE COVER FOR PORTS REGULATOR OF SOUTH AFRICA FOR THE PERIOD OF THREE (3) YEARS
CLOSING DATE & TIME	19 JANUARY 2026 @ 12:00 (midday)
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: 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 three (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.

Assets	Quantity
Computer Equipment	215
Books	65
Furniture and Fittings	379
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 Three (3) years.

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.
- 7.1.3 The POPIA consent form must be completed and signed by the authorised company representative.
- 7.1.4 The SBD 6.1 must be completed and 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 two (2) written reference letters where short-term insurance was rendered on the letterhead of the referee, duly signed and dated by the referee.

Failure to provide this mandatory requirements will lead to bidder's proposal not being considered further on price and specific goals.

7.3 Price & specific goals (Phase 3)

- 7.3.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**
- 7.3.2 Bidders' total price proposal weighs 80 points.
- 7.3.3 Bidders' price quotations must be inclusive of all applicable fees, escalations, and taxes **(including VAT)**.
- 7.3.4 All bidders pricing must include SASRIA premiums.
- 7.3.5 All interested bidders will be provided with Ports Regulator of South Africa asset register upon request.
- 7.3.6 **Specific goals**
 - 7.3.6.1 The bidder must submit SBD 6.1 preference points claim form.
 - 7.3.6.2 The bidder must submit a BBBEE certificate/ Sworn affidavit.
 - 7.3.6.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs 20 Points.

NB:

Tax matters 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. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

9. 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.

10. 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
- Declaration of Interest (SBD 4)
- Preference points claim form (SBD 6.1)
- Copy of CSD Report or MAAA Number (National Treasury)
- B-BBEE Certificate/sworn affidavit
- POPIA consent form
- Valid license to transact financial services provider issued by the Financial Sector Conduct Authority (FSCA)
- Two (2) reference letters

