



REQUEST FOR PROPOSAL (RFP)

Bid Number	RFP 06/2024
Bid description:	Appointment of Service Providers to provide high value item (Diamond) insurance for Alexkor RMC JV.
Period:	36 Months
Submission Email Address:	tenders@alexkor.co.za
Telephone number:	(027) 831 8394/8379
Procurement enquiries: Technical enquiries	cambellp@alexkor.co.za franklinc@alexkor.co.za
Name of the responsible unit:	Sales and Marketing
Issue Date:	28 February 2024
Closing Date & Time for submission:	25 March 2024 at 11h00 am
RFP Validity date	90 Business days
Evaluation Criteria	Price: 80 points B-BBEE: 20 points
Compulsory Briefing session:	Compulsory Microsoft Teams Online briefing will take place on Wednesday, 13 March 2024 at 11:00 am. Meeting ID: 343 409 412 511 Passcode: fRzs3K

TERMS OF REFERENCE (TOR) FOR REQUEST FOR PROPOSAL (RFP)

1. Project Scope

Provision of diamond insurance services for a period of 36 months.

1.1 Detailed Goals and Milestones

The service provider should have:

- An understanding of the requirements in insuring good of high value. Example of high-valued goods include but not limited to diamonds, gold and platinum.
- An understanding of the requirements in insuring good of high value. Example of high-valued goods include but not limited to diamonds, gold and platinum.
- Extensive knowledge of the risk involved in insuring high value goods, unique and volatile goods and the requirements thereof.
- The goods are insured against the following incidents but not limited to the ones listed below:
 - Natural disaster
 - Fire
 - Theft
 - Loss
- The overnight limit is R100 million and daily limit (during working hours) is R100 million.
- The goods are kept safe at the Alexkor RMC JV vault.
- Extensive knowledge of the risk involved in insuring high value goods, unique and volatile goods and the requirements thereof.

No.	Criteria	Measure of Criteria	Weight
1.	Company Experience – Company Profile	<p>The bidder must have a minimum of five (5) years where they have successfully facilitated or performed and executed projects related to the insurance of high-valued and unique goods. The bidder must submit a company profile that will clearly state the number of years' experience.</p> <p>Less than 5 years = 0 5 years to 7 years = 20 points Above 7 years = 30 points</p>	30
	Company Experience - Reference Letters	<p>Bidders must provide valid, signed, contactable 3 reference letters on client's letterhead not older than 5 years where your company has provided similar service on high-valued items.</p> <p>The reference letter must include the following: Name of company Contact details Description of goods insured/Type of insurance provided Duration of contract</p> <p>10 points for each letter ALEXKOR RMC JV reserves a right to contact provided references to confirm information provided.</p>	30
2	Financial Viability Assessment	<p>The Bidder must be financial stable to undertake this project because of goods insured are of highvalue. The Bidder must submit a Bank Code Report.</p> <p>Point Allocation Code A- C = 40 points Code D – E = 20 points Code F -H = 0</p>	40
Total			100

EVALUATION AND SELECTION PROCESS

The bidders will be evaluated as follows:

PHASE 1 - ADMINISTRATIVE CRITERIA:

Which will disqualify bidders not meeting the requirements (responsive / compliance / eligibility).

Bidders who do not meet the requirement below will be immediately disqualified from the bidding process

Item	Description	Yes	No
1.	Company registration documents		
2.	Certified copies of directors or owners Identity documents		
3.	Proof of registration on the CSD		
4.	SARS Tax Pin		
5.	BBBEE Level Certificate from accredited agencies or registered Auditor or Sworn Affidavit		
6.	The bidder must be an authorised financial service provider. A valid Certificate/License of an Authorised Financial Service Provider with the Financial Sector Conduct Authority (FSCA) as per Financial Advisory and Intermediary Services Act 2002 (FAIS)		
7.	The bidder must submit proof of insurance Underwriter. Bidder must submit a signed letter from their insurance underwriter		
8.	Company profile		
9.	Fully completed and signed		
	i. Invitation to bid -SBD 1		
	ii. Declaration of Interest – SBD 4		
	iii. Preference Points Claim - SBD 6.1 + BBBEE Certificate		
	iv. Contract form – SBD 7.3		
	v. Declaration of bidder's past SCM Practices – SBD 8		
	vi. Certificate of Independent Bid Determination – SBD 9		
10.	Fully completed and signed pricing schedule		

PHASE 2 - FUNCTIONAL EVALUATION

Pre-Qualification and Functional Evaluation

Eligibility for Evaluation: Only bidders who satisfy the pre-qualification criteria will advance to the functional evaluation stage. During this phase, bidders will be assessed based on their responses to the specific requirements outlined in the bid specification.

Minimum Functional Score: Bidders must achieve at least 70% in the functional assessment to be considered for further evaluation. It is important to note that failing to score in any of the evaluation areas will result in disqualification, even if the overall minimum score of 70% is met.

80/20 Preferential Points System: The evaluation process will incorporate the 80/20 preferential points system, aligning with procurement regulations.

Mandatory Document Submission

Failure to submit any of the following documents in their entirety will render the bid invalid:

Entity Registration: A copy of Entity Registration Documents and Certified ID Copies of Director(s) (issued within the last 6 months), along with CSD Registration.

Tax Compliance: A valid SARS PIN Printout.

Standard Bidding Documents (SBDs): Complete SBD1, SBD3, SBD4, SBD6, SBD8, and SDB9 forms.
BBBEE Certification: A certified copy or original BBBEE Status Level Certificate (SANAS accredited) or an original affidavit.

Joint Ventures: For joint ventures, a valid Tax Compliance Document and a signed agreement from both partners are required, clearly indicating the lead partner.

Price and B-BBEE Status Level Contribution

Regulatory Framework: Alexkor RMC JV adheres to the Preferential Procurement Policy Framework Act, No 5 of 2000, and its 2011 Regulations.

Bid Value: The bid value is expected not to exceed R50 000 000 (inclusive of all applicable taxes), and thus, the 80/20 preference point system is applicable.

Preference Points Allocation: Points will be awarded based on:

Price: 80 points.

B-BBEE Status Level of Contributor: 20 points.

Policy Compliance and Transparency

To ensure a fair and transparent selection process, Alexkor RMC JV is committed to adhering strictly to its policy regarding the appointment of service providers, ensuring equal opportunities for all participants.

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	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

POINTS AWARDED FOR PRICE

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 comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

Approved by:

A handwritten signature in black ink, appearing to read 'F. Cloete', written in a cursive style.

Franklin Cloete
REVENUE AND FINANCIAL MANAGEMENT MANAGER
Date: 27 February 2024