



REQUEST FOR PROPOSALS
SERVICE PROVIDER FOR INSURANCE BROKERING SERVICES FOR THE
COEGA DEVELOPMENT CORPORATION (PTY) LTD
Contract No. CDC/386/21

The Coega Development Corporation (CDC) is headquartered in the City of Gqeberha, Nelson Mandela Bay Municipality, South Africa, with a strategic operational footprint in South Africa and beyond the borders in the African continent. The CDC's vision is to be the leading catalyst for the championing of socio-economic development. This it seeks to achieve through the development and operation of the 9 003 hectare Coega Special Economic Zone (SEZ), a transshipment hub and a leading investment destination in Africa, providing highly skilled competence and capacity for the execution of quality complex infrastructure and related projects throughout South Africa and selected markets on the African continent, and advisory on the development of industrialization and logistics zones. The CDC's advanced capabilities are successful enablers in economic zone development and management, real assets management, infrastructure planning and development for National, Provincial, Local Government Departments and State-owned Entities, technology integration while realising related socio-economic impact areas such as skills and SMME development. The foundational culture of the CDC's approach, backed by core values, is innovation and continuous improvement.

INVITATION TO TENDER

The Coega Development Corporation (CDC) is inviting capable and competent Financial Service Providers who are registered with the Financial Services Board, with proven experience and track-record to submit their proposals for the provision of Insurance Brokering Services for a period of three (3) years.

SCOPE OF WORK

The list below is intended to illustrate the typical scope of services required; it may not necessarily be exhaustive; however,

- Providing professional advice on short term insurable risks,
- Providing professional risk control and risk management,
- Lead the CDC through a process that will enable it to make well informed insurance decisions,
- Conducting and maintaining an environmental analysis to establish CDC insurance needs,
- Conducting a formal annual assessment of the appropriateness of insured values for all assets with reference to current replacement and/or retail and/or book and/or trade values,

- Investigating and maintaining the various product options that would meet CDC insurance needs,
- Conducting and maintaining cost-benefit analyses to determine the most appropriate approach,
- Ongoing placement of the insurance with the selected insurer (s),
- Providing confirmation of insurance cover,
- Securing and facilitating the annual and/or cyclical renewal of insurance covers,
- Managing and administering insurance claims,
- Assisting the CDC to comply with applicable legislation, regulations and applying best practice in handling insurance issues,
- Reporting and meetings,
- The Service Provider will be required to review the CDC short-term insurance portfolio with CDC Procurement and Finance departments in a formalised pre-set meeting on a quarterly basis,
- The Service Provider will be required to report on the overall progress of the Services and discuss service execution issues i.e., problems, risks, administrative issues etc. at a Service Relationship Review on an annual basis,
- Advice to CDC,
- The Service Provider must provide financial advice on the short-term insurance portfolio in the event CDC requests such advice and must assist CDC with the interpretation of insurance policy documents and matters incidental thereto, including the interpretation of insurance rules and regulations.

CONDITIONS

Failure to adhere to the conditions stated hereinunder or to provide evidence where specified, will render the submission non-responsive and the submission will be declared as null and void and will not be considered further.

- (a) The CDC's Procurement Policy and Procedures shall apply.
- (b) The following legislation shall apply:
 - (i) Public Finance Management Act (PFMA);
 - (ii) National Treasury Regulations;
 - (iii) Preferential Procurement Policy Framework Act, 2000;
 - (iv) Preferential Procurement Regulations, 2017;
 - (v) Occupational Health and Safety Act and Regulations, Act (85 of 1993);
 - (vi) Compensation for Occupational injuries and disease Act (130 of 1993);
 - (vii) BBBEE Act Number 53 of 2003 (as amended by Act number 46 of 2013); and
 - (viii) Any other applicable legislation.
- (c) The appointment will be for 3 years (36 months).
- (d) Joint Venture & Consortiums will not be accepted due to the nature of services that require a single entity appointment.

- (e) Bidders will be evaluated on functionality and are expected to meet the minimum of 70% threshold in order to be evaluated further. The evaluation criteria for assessing functionality and weight of each criterion are provided under **Section 3.2, Table 3A & 3B** of the RFP document.
- (f) The 80/20 preference point system, as per the Preferential Procurement Policy Framework Act 2000: Preferential procurement Regulation 2017 is applicable for allocating points for price and preference points.
The following scores will be applied:
 - (i) Price - 80,
 - (ii) B-BBEE Score - 20.
- (g) Successful bidder will be required to comply with the Occupational Health and Safety Act and Regulations, Act (85 of 1993) and Compensation for Occupational injuries and disease Act, Act (130 of 1993) and all relevant and applicable legislations. Upon appointment of the successful bidder, it will be required to develop Occupational Health, Safety and Environmental Management Systems to comply with the SANS Norms and Standards. CDC SHEQ Unit will monitor compliance and implementation of Occupation Health and Safety, Environmental and Quality requirements for the duration of the contract.
- (h) Successful bidder will be required to provide proof of National (all the South African Provinces) and Gqeberha local presence (established office).
- (i) Generic entities as well as QSEs with less than 51% black shareholding are to submit a valid SANAS Accredited B-BBEE Verification Certificate (with the full applicable B-BBEE elements). Bidders with more than 51% black shareholding (EMEs & QSEs) are to submit a sworn affidavit stamped and signed by the Commissioner of Oaths as per the DTI B-BBEE template. Bidders must confirm their company registration with Companies and Intellectual Property Commission (CIPC) (formerly CIPRO) as CDC will not award any bid to any business that appears on the CIPC List of de-registered businesses. The CDC may verify company registration with CIPC through BizPortal.
- (j) All Bidders must be Value Added Tax (VAT) Vendors and the **Pricing Schedule** must include VAT.
- (k) Bidders must provide proof of registration on the National Treasury's Central Supplier Database (CSD) or provide a Treasury CSD registration number e.g. MAAA0...
- (l) CDC will only award the Bid to a Successful Bidder who is tax compliant. The tax compliant status of the Bidders will be verified through the CSD and South African Revenue Services (SARS) website.
- (m) Public servants are prohibited from conducting any form of business with organs of state, whether in their own capacity as individuals or through companies in which they are directors. Verification will be carried out by the CDC and Bidders will be disqualified should they be found to be in contravention with this requirement.
- (n) It is incumbent upon and the responsibility of the Prospective Bidders to submit their full and correct contact details when they download the RFP Document to enable any communication that the CDC might need to issue to all the Prospective Bidders during the bidding process to be realised. The CDC

will not be accountable for any such omission or failure by the Prospective Bidders.

- (o) Any misrepresentation of information will lead to immediate disqualification of the Bidder's Submission. It is imperative that the duly authorised person conducts quality control on all the documentation to be submitted to the CDC as part of this RFP and signs the submission as a correct and sound documentation that the CDC could put its reliance on.
- (p) Late Submissions will not be accepted.
- (q) Incomplete RFP Submissions will be deemed null and void and shall be considered non-responsive.
- (r) Tender validity shall be twelve (12) weeks.
- (s) **No telephonic or any other form of communication with any other CDC member of staff other than the named individual below relating to this RFP will be permitted.**
- (t) **All the enquiries regarding this bid must be in writing only, and must be directed to:**
 - (i) Ms Zine Mtanda, Unit Head: Supply Chain Management.
 - (ii) E-mail address: tenders@coega.co.za

The RFP documents can be downloaded from the CDC website (www.coega.co.za) from **12 November 2021** at 10h00.

Due to the outbreak of the COVID-19 Pandemic, leading to restricted movement and a need to heed to safety precautions, there will be a non-compulsory Virtual Briefing Meeting held on **22 November 2021**, at 10h00, via Microsoft Teams. Bidders must use this link to join the meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmJlNzFiZmMtYzRkOS00MTY5LTljMDAtM2Y2ZGlyYzEyOWYy%40thread.v2/0?context=%7b%22Tid%22%3a%22b4333a30-8174-45c8-8963-f080d0621754%22%2c%22Oid%22%3a%22af69246a-1386-40a4-b310-a554a90d0e2a%22%7d.

The closing date and time for the receipt of complete bid documents is **12h00, 17 January 2022. One original completed bid document and one flash drive** shall be placed in a sealed envelope clearly marked: **"CDC/386/21 - REQUEST FOR PROPOSALS: PROVIDERS FOR INSURANCE BROKERING SERVICES FOR THE COEGA DEVELOPMENT CORPORATION (PTY) LTD"**. Bids are to be placed in the tender box at the CDC's Main Office located at the **Coega Business Centre, Cnr Alcyon Rd and Zibuko Street, Zone 1, Coega SEZ, Gqeberha (Port Elizabeth)** or via e-mail,

TendersCDC38621@coega.co.za. This maximum size of this email is **20MB**.

It must be noted that the email address provided on this advert is **ONLY** for submissions of bids and for any enquires related to the bid may be submitted electronically via tenders@coega.co.za

Bidders who choose **to submit electronically must** note that it is the responsibility of the bidder to ensure that all pages of the original bid document and the supporting documents are scanned and included in the electronic submission. Should the electronic submission miss some key pages more especially the documents required for evaluation purposes, the bid will be disqualified. Bidders must first test and confirm that their bid submissions are accessible before sending the email to CDC, as CDC will not consider

incomplete and inaccessible folders/ documents/ links. Those bidders who submit the electronic bids should keep the original copy of the bid as it will be required on appointment of the successful bidder.

Bids will not be opened in public, and no late submissions will be considered.

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The CDC reserves the right not to accept the lowest proposal in part or in whole or any proposal.