

South African National Accreditation System
 Libertas Office Park
 Cnr Libertas and Highway Streets
 Equestria
 Pretoria
 0184

REQUEST FOR QUOTATION



PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

DATE OF ISSUE:	09 December 2021	REQUISITION NUMBER	REQ0004252
CLOSING DATE:	15 December 2021	CLOSING TIME:	11:00
QUOTE VALIDITY:	30 days from the date the RFQ closed	Submissions and enquires to be made to:	Ms Nkhesani Mathebula procurement@sanas.co.za 012 740 8536

1. PRODUCT /SERVICE DETAILS

Description of goods / services: Business insurance for a period of three years.

BACKGROUND OF THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM(SANAS)

The South African National Accreditation System (SANAS), a schedule 3A public entity established in terms of the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act, 2006 and a member of the Department of Trade, Industry and Competition "the dtic" COTII. SANAS is responsible for promoting accreditation aimed at facilitating international trade and the enhancement of South Africa's economic performance.

SANAS currently provides accreditation services to more than 1800 accredited organisations which consist of Calibration, Testing, Verification, Medical, Veterinary, Pharmaceutical, Forensic and Blood Transfusion Laboratories, Inspection Bodies and Certification Bodies. In addition to our accredited organisations, we have numerous applicants in the process of obtaining accreditation.

PURPOSE AND OBJECTIVE

SANAS is inviting reputable service provider/s to provide Business Insurance for a period of three years. The objective of the RFQ is to ensure that all the SANAS assets are insured against exposure to risks.

SPECIFICATIONS OF CONTRACT

The Service Provider must provide insurance underwriter premiums based on the schedule of SANAS insurance portfolio.

- All Assets to be covered at purchase price.
- The service provider to quote including excess waiver.
- The service provider to specify the value of the cover where necessary.
- E.g. Directors' liability and SANAS employees.

SERVICE PROVIDER REQUIREMENTS

The service provider will be expected to address the following risk areas and provide reliable information on the following:

1. Office contents - Furniture and Fittings**1.1. Accounts receivable**

Loss or damage by accident to the books of accounts / records, consequently rendering the tracing of outstanding debt balances impossible.

1.2. Business All Risk

- Please refer to annexure A attached to this document.

1.3. Theft

- Loss and damage of all assets and or building contents (refer to annexure A attached to this document.), at SANAS building or office, as a result of theft accompanied by forced entry into the building.

1.4. Stated benefits (employees and board of directors)

- A 24 hour 7 days cover for bodily injury (internal and/or external) by accident or violence, to employees or board of directors when they are on duty regardless of the office or province. Cover to include death of any SANAS employees whilst on duty whether in their traditional office setup or rendering their employment services on the road.
- Death or bodily injury to or illness of any person employed under a contract of service, or in the SANAS building and which occurs in the course of and in connection with such person's employment or relation to SANAS business.

1.5. Labour Practice Liability:

- Cover for the losses arising from a claim made by an employee by reason of any Labour Practice Violation.

1.6 . Trustee Liability:

- Cover on the losses arising from any breach of trustee responsibility in connection with any employee benefit fund.

1.7 . Company Management Liability:

- Cover on losses by reason of any wrongful act.
- Reimbursement on the company for losses it has or was legally entitled to indemnify its offices for personal Management Liability:
 - Losses by reason of any wrongful act in their capacity as Director or Officer of the Company.

-Crisis containment:

- Cover for public relations costs necessary to manage a crisis that may result in financial loss crises that may arise from the loss:

Such crises may arise from the loss of intellectual property rights acquired under patent, trademark or copyright.

- The loss of a major client or contract
- Acts committed on the premises that result in employee/customer trauma.
- Damage to property
- Recall of products due to potential to caused damage or injury.

1.8 Electronic equipment

- Physical loss or damage to property belonging to SANAS or held by SANAS in trust or on commission, including leased equipment for which they are responsible

1.9 Cars: Roadside

- **summary of benefits**

- Comprehensive cover for damage / loss of motor vehicles. Include a group B Courtesy Car

- **Minor repairs**

- Breakdown & accident tow in storage
- Message relay
- Accommodation: car hire; courtesy transport vehicle repatriation
- Road guard

Emergency medical

- Home drive
- Intoxication and everyday service

- **Home & Office**

- Locksmith:Glazier;Plumber:Electrician

- **Legal**

- **Advisory service**

1.10 Glass

- Internal and External Glass (including mirrors). Please note that windows are not included in our asset register as we are renting the office, however in the event that SANAS is responsible for the damage we have to pay.

1.11 Public Liability

- Loss or damage to third party or injury/death to third parties due to negligence of SANAS employees or board of directors:
- Probable events (i.e. strikes, unrest, etc.)
- Defamation and wrongful arrest.
- Errors and Omissions.

- Products liability.
- Legal Defence Costs.
- Personal injury.
- Advertising Liability.
- Spread of Fire.

1.12 Professional Indemnity

1.13 SASRIA

- **Riot and strike, and political riot**

1.14 Fidelity Guarantee

- Cover against commercial crime / fraud caused by hackers or SANAS employees.
- Please specify the total cover on the quotation.

1.15 Combined Risk

- Cover against all property constructed of brick, stone, concrete or metal on metal framework and roofed with slate, tiles, metal, concrete, asbestos or thatch

1.16 Insured Risks (Combined):

- Fire, lightning, thunderbolts, subterranean fire, explosions, implosions, spontaneous combustion, fermentation, charring, smoke, storm, wind, water, hail or snow, earthquake, earth tremor, aircraft, impact, theft and accidental damage due to sanitary ware.

1.17 Support

- One-on-one dedicated Claims Consultant

1.18 Claims

- Five (5) calendar days turn-around time for outcome of claim from the date of submission of the claim.

1.19 Innovations

- Value-adds

1.20 Fixed assets values

Description	Cover amount/Value
Computer equipment	R4 500 000.00
Furniture & Fittings	R10 000 000.00
Motor Vehicles	R1 000 000.00
Leasehold Improvement	R500 000.00

Mobile devices	R0
Building	R70 000 000.00

1.21 Innovations

- **Value-adds**

1.22 Fixed Asset Values

A detailed fixed asset register will be shared with the appointed service provider.

1.23 The size of the organisation is (78) employees and (12)board members

1.24 SANAS Offices:

303 Libertas Office Park

Highway Street

Equestria

DURATION

The appointed service provider will enter into contractual agreement with SANAS for a period of three years.

PRICING

The total pricing proposal must indicate the **monthly premium** as well as the **total premium** for the above duration also include any other benefit that SANAS will be entitled to in the event of loss or damage.

ADMINISTRATIVE REQUIREMENTS

The following documents must accompany the submission on or before the closing date:

- Pricing must be inclusive of VAT.
- SBD 4,6.1, 8, 9 (Completed and signed)
- Quotation must be valid for 30 days.
- BBBEE certificate/Affidavit
- Tax clearance certificate /Valid Pin
- Current CSD Summary Report

EVALUATION CRITERIA

The RFQ will be evaluated on the 80/20 (Price and BBBEE points) preference point system in terms of the PPPFA Act and its regulations 2017 (See SBD 6.1). The contract will be awarded to the service provider that scored the highest total number of points.

Expected date of delivery:	December 2021 or January 2022													
Contract or once-off:	Contract													
Other information:														
SECTION TO BE COMPLETED BY SUPPLIER														
2. SUPPLIER DETAILS														
Supplier name:														
CSD number:														
Contact person:														
Contact number:														
Email:														
VAT number (if applicable):														
Physical address:														
3. SCM COMPLIANCE REQUIREMENTS (please tick)														
<table border="1"> <tr> <td>Central Supplier Database Report or Summary</td> <td></td> </tr> <tr> <td>Completed and signed SBD 4</td> <td></td> </tr> <tr> <td>Completed and signed SBD 6.1</td> <td></td> </tr> <tr> <td>Completed and signed SBD 8</td> <td></td> </tr> <tr> <td>Completed and signed SBD 9</td> <td></td> </tr> <tr> <td>Certified valid B-BBEE Certificate</td> <td></td> </tr> </table>			Central Supplier Database Report or Summary		Completed and signed SBD 4		Completed and signed SBD 6.1		Completed and signed SBD 8		Completed and signed SBD 9		Certified valid B-BBEE Certificate	
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Certified valid B-BBEE Certificate Certified valid B-BBEE Certificate (Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)														
EVALUATION PROCESS All bids will be evaluated as follows: • The First stage , bids will be evaluated first for Administrative requirements. Only bids that meet Administrative and Compliance requirements will be considered for further evaluation. • The second stage , bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.														
4. QUOTATION TERMS & CONDITIONS:														
1. Quote validity refers to calendar days 2. SANAS reserves the right to award to multiple suppliers. 3. SANAS reserves the right to increase or decrease quantities at the prices quoted. 4. SANAS reserves the right to cancel this request. 5. All goods/services must be quoted in Rand value. 6. SANAS reserves the right to negotiate with bidders.														

7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

5. ACKNOWLEDGEMENT AND SUBMISSION:

Annexure A: Details of cover required

1. Fire **Yes**
 2. Buildings combined No
 3. Corporate plan No
 4. Office contents Yes
 5. Electronical equipment Yes
 6. Business interruption No
 7. Accounts receivable No
 8. Theft Yes
 9. Money No
 10. Fidelity No
 11. Glass **yes**
 12. Goods in transit No
 13. Marine cargo No
 14. Business all risks No
 15. Accidental damage No
 16. Public liability No
 17. Employers' liability No
 18. Stated benefits No
 19. Personal accident No
 20. Motor Yes
21. Motor traders internal risks No
22. Motor traders external risks No
23. Machinery breakdown No
24. Machinery interruption No
25. Deterioration of stock No
26. Plant all risks No
27. Contractors' all Risks No
28. Houseowners No
29. Householders No
30. Personal all risks No
31. Personal liability No
32. Risk Library and Risk Engineering No
33. Sasria Yes

Premises

Libertas Office Park, Cnr Libertas and Highway
Street, Equestria, 0184

Sub-section A - Contents R 10 485 000

Sub-section C - Documents

Sub-section D - Legal liability - Documents

Included

General condition
 Burglar alarm warranty Yes
Extensions Included
 Leakage of oils and chemicals Yes
 Riot and strike (other than RSA and Namibia) Yes R
 Theft by forcible entry Yes
 Theft Yes

Sub-section A : Material damage

Item Qty Description of insured property

No.

1. Hardware and Software _ As per Asset Register R 4 494 381
2. SHARP MX-M904N REFURB

3.	SHARP MX-5140N REFURB
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Specified vehicle basis

No.	Registration no. TBA	Make and model	Year	Cover NCB/CFG Def.
1.	HONDA BR-V 1.5 COMFORT CVT	C	(1.1)	
Engine number	: L15Z13126029			
Vin number	: MAKDG18C0H4001249			
Mead and McGrouther code	: 25173330			

2.	SANAS1GP	TOYOTA QUEST 1.6	C	(1.1)
AUTO				
Mead and McGrouther code	: 60010260			

3.	SANAS2GP	TOYOTA QUEST 1.6	C	(1.1)
AUTO				
Mead and McGrouther code	: 60010260			

4.	SANAS3GP	TOYOTA QUEST 1.6	C	(1.1)
AUTO				
Mead and McGrouther code	: 60010260			

5.	SANAS4GP	TOYOTA QUEST 1.6	C	(1.1)
AUTO				

Claims preparation costs	
Extensions applicable to either basis	Included
Hiring or carriage of passengers for reward	No
Keys	Yes

Radios and telephones	Yes
Riot and strike (other than RSA and Namibia)	Yes

Sub-section 2**Limits of indemnity**

(a) in respect of any occurrence directly or indirectly due to or in consequence of R 5 000 000

fire or explosion

(b) passenger liability (extension 12 and/or 13)

- vehicles in definition 1.4 R 1 000 000

- other vehicles R 5 000 000

(c) any other event and the aggregate of (a), (b) and (c) R 5 000 000

Sub-section 3

Sum insured R 5 00