

**EFIN/2026/16 TENDER FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INSURANCE BROKER SERVICES
FOR APERIOD OF 5 YEARS**

BIDDERS BRIEFING MINUTES

Date: 11 September 2026

Venue: Online

Time: 9:00-11:00

NO.	ITEM AND DISCUSSIONS	RESPONSIBLE PERSON
1.	OPENING AND WELCOME	Sourcing Representative
1.1.	The meeting started at 9:10, and the Sourcing Representative welcomed all prospective bidders and attendees to the meeting, and apologies for the technical glitches in starting the meeting.	
2.	INTRODUCTION and APOLOGIES	Sourcing Representative
2.1.	The Sourcing Representative, and the 2 Technical members from Finance introduce themselves by designations, except for 1 member who was struggling with the speakers but indicated via the comments as being present. No apologies recorded from the Amnscor team, and all who are supposed to be attending were present.	
3.	REVIEW OF THE INVITATION TO BID	Sourcing Representative
3.1.	The Sourcing representative, displayed the invitation to bid, and went through the expected timeframes of the bid which are stated as: Bid Issue date: 25 August 2026 Bid closing date :17 September 2026 The Sourcing representative highlighted the administrative requirements of the tender outline in the invitation to Bid Document, and furthermore indicated that the briefing session is not compulsory, therefore even those bidders who are not part of the meeting are allowed to tender for the project, and that the bidders can ignore the stated submission deadline on the cover page of the RFB for now, as it will be discussed at the end of the meeting.	
3.2.	Important bidding rules and tender validity period was highlighted to the prospective bidders. The Sourcing representative indicated that that the bid validity of the tender is 180 days from the closing date, and encouraged the bidders to pay attention to the deadline for submission of clarities which is 5 days prior to	

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	tender closing, and asked bidders to refrain from sending question after this period as it makes it difficult to provide answers, as the technical team must also be given time to attend to the questions.	
4.	REVIEW OF THE SCOPE OF WORK AND EVALUATION CRITERIA	
4.1.	SCOPE OF WORK	Technical Representative (Finance Division)
	The Technical representative outline the technical scope of work for the project, and highlighted the Armscor's Insurance portfolio at high-level and stated that for now the project cost as required on the pricing schedule or KD17 is only for broker fee for a period of five (5) years, and not for sourcing the Insurance quotations from insurance companies. • A question was asked about the demographics of the Armscor divisions: The response given was that the demographics of Armscor's divisions are spread across the country. The head office is in Erasmuskloof: Pretoria, one (1) in Pretoria West, three (3) in Centurion, two (2) in Cape town and another smaller division in Durban. • There was a question on how much our motor fleet aggregate value is, which the team did not have information during the meeting, and to be checked and bidders will be informed.	
4.2.	EVALUATION CRITERIA	Sourcing Representative
	The Sourcing representative, indicated that the evaluation of bids will be based on a 3-stage evaluation process focusing on: Stage 1: Mandatory criteria- which is an "all or nothing criteria" meaning bidders must meet all 5 requirements under mandatory by submitting the required documentary proof and failure to comply to any of the 5, the bid will be disqualified.	

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	Stage 2: Functionality criteria, bidders to submit the stated evidence required and must achieve a minimum qualifying score of 65% or more to proceed to the next stage and failure to achieve the MQS, the bid will be disqualified. Stage3: Price and Specific Goals The Sourcing representative indicated that a bidder who has met the requirements for stage 2 will be evaluated for Price and Specific Goals, and the applicable preference point for this requirement is 80/20 pointing system, where 80 is for price and 20 is for the allocation of BBEE points, as per the submitted BBEE level , and indicated that failure to submit or a entities with a BBEE level 5 and below will score 0 and not be disqualified from the evaluation process, and highlighted the evidence required . The Sourcing representative further indicated that the applicable table for the preference point is Table 3: Specific Goals for Other Procurement, and not “Table 3: General procurement” as stated on KD17 below the pricing schedule table which is an error. • A question was asked whether sub-contracting is a mandatory requirement for the bid and the response from the Sourcing representative was that subcontracting is not a requirement, the inclusion of subcontracting in the Bid is for those bidders who wishes to or volunteer to use a sub-contractor, in order to bridge gaps in those areas where the main bidder is lacking, and those who will be subcontracting, the bidder must remember to submit documents also for the subcontractor. • Another question was raised, on whether the reference letters must only be from SOE's or it can be any other Companies. The response was, no, it does not have to be SOE reference letters only, reference letters from other companies will be accepted.	

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5.	Q&A SESSION	All
5.1.	A question was asked if there's a possibility of extending the closing date, and it was answered that the closing date has already been extended, for those who have not noticed should refer to the Armscor's tender bulletin and the National Treasury E-tender portal. Clarity was required on what the following questions means as stated on KD 18: 1. What is the requests for bids number? 2. Confirm Compliance to price basis.	
5.2.	Another question was asked, whether Intellectual Property (IP) is applicable for this project? as the Invitation to Bid has a questioner about IP, where bidders are expected to respond to. The Sourcing representative Indicated that question 5.1 and 5.2 will be responded to on a later stage and bidders will be informed in the same manner in which the tender was advertised, as the respond is still to be checked with the relevant officials.	
6.	CLOSURE OF THE MEETING	Sourcing Representative
	The Sourcing representative outlined that bidders can continue sending questions/clarities to the dedicated email address: scmbids@armscor.co.za until 05 working days prior to closing date, and furthermore highlighted that the closing date has been extended to 28 September 2026 @ 11:00 am and all the terms and conditions as advertise still applies. The Sourcing representative thanked everyone for attending the meeting and declared the meeting closed at 10:00.	

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APPROVAL OF MINUTES	
	
Scriber	BSC Chairperson
Date: 17/09/2026	Date: 17/09/2026