



OFFICE OF THE PREMIER: NORTHERN CAPE

Request for quotation (RFQ)
Appointment of a short-term insurance broker.



Duration: 36 months



Date Issued: 14 April 2026

Closing date and time: 21 April 2026 at 11h00

1. Purpose

The purpose of this request for quotation (RFQ) is to invite qualified and experienced service providers to submit quotations for the appointment of a broker to manage the short-term insurance portfolio of the departmental assets for a period of **thirty-six (36) months**.

2. Specification

The appointed broker will be required to:

- Facilitate and secure comprehensive short-term insurance cover for all departmental assets listed below:
 - 2 x Double cab bakkies
 - 4 x Trailers
 - 1 x Sedan vehicle
- Assess and advise the department on the most cost-effective and appropriate insurance solutions.
- Ensure that all assets are adequately insured against risks, including, but not limited to theft, damage, loss, and third-party liability.
- Provide continuous advisory services and support on all insurance-related matters for the duration of the contract.
- Administer and manage all claims, including submission, processing, and follow-ups.
- Conduct annual reviews of the department's insurance portfolio to ensure adequate coverage and value for money.

Note: Detailed asset information (including make, model, year, sizes etc.) will be shared with the successful bidder upon appointment.

3. Duration

The successful bidder will be appointed for a period of **thirty-six (36) months commencing on 01 May 2026**.

4. Pricing model

Prospective bidders must clearly indicate their brokerage fee structure for the services to be rendered. The pricing must be comprehensive and include all cost associated with the provision of brokerage services for the duration of the contract. The brokerage fee must be a fixed amount and not a percentage of the value or cost of the service provided by third party service providers.

The pricing must clearly indicate any annual escalation.

The Department will not accept any additional or hidden costs not explicitly stated in the submitted pricing. All costs must be fully disclosed at the time of submission.

All prices must be quoted inclusive of Value-Added Tax (VAT), where applicable. VAT may only be charged by service providers who are registered as VAT vendors and can provide a valid VAT registration number issued by the South African Revenue Service (SARS).

The successful bidder will be required to invoice the department on an annual basis. The invoice must clearly reflect:

- The actual insurance premium charged by the insurance company; and
- The brokerage fee charged by the broker

The insurance premium must be supported by **adequate and verifiable documentation** from the insurer, including policy schedules and premium breakdowns.

5. Evaluation Criteria

The bid will be evaluated on the 80/20 principles as guided by the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022.

Stage 1: Pre-qualification (mandatory documentation)

Prospective bidders must submit the following mandatory documentation:

- A valid Financial Services Provider (FSP) licence issued by the Financial Sector Conduct Authority (FSCA) in terms of the Financial Advisory and Intermediary Services Act (FAIS Act).

Failure to submit the above documentation will result in disqualification.

Stage 2: Compliance with Supply Chain Management

The minimum requirements to participate in this request for quotation are:

- SBD4 - Bidder's disclosure (**Annexure B**)
- Critical information form (**Annexure C**)
- Proof of Central Supplier Database (CSD) registration (Unique MAAA-number)
- CSD profiles must reflect a tax compliant status at closing date of the RFQ

Stage 3: Price and specific goals point's calculation (Annexure D)

Price	80
Specific Goals	20

6. Closing date and time

6.1. All quotations must be submitted no later than **Tuesday, 21 April 2026 at 11h00**.

6.2. Submission Format:

Quotations and all supporting documentation may be submitted via www.etenders.gov.za online submission.

REQUEST FOR QUOTATION
Appointment of a short-term insurance broker

7. Enquiries

For any enquiries, please contact:

- Ms M Vice
Tel: 060 550 8080
Email: MVice@ncpg.gov.za
- Ms P Meruti
Tel: 071 683 4033
Email: PMeruti@ncpg.gov.za



AN KRUGER
CHIEF FINANCIAL OFFICER

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder



Province of the

Northern Cape
office of the premier
finance

Critical information for prospective service providers:

• **Central Supplier Database:**

Prospective service providers must be registered on the Central Supplier Database and proof must be submitted. (Unique CSD number)

Please provide CSD supplier number MAAA_____

• **Administrative criteria:**

SBD 4 Bidders Disclosure (Please find attached)

Please note that failure to declare truthfully will result in supplier being registered on the Restricted Supplier Database.

• **Evaluation criteria:**

- Bids will be evaluated on the 80/20 preference point system for acquisition of goods or services with a Rand value equal to or below R50 million.
 - 80 points - Price
 - 20 points - Specific goals (Please find attached)

- Bids will be evaluated on the 90/10 preference point system for acquisition of goods or services with a Rand value above R50 million.
 - 90 points - Price
 - 10 points - Specific goals (Please find attached)

Signature of Bidder



Province of the

Northern Cape
office of the premier
f i n a n c e

Specific goals

80/20 preference point system for acquisition of goods or services with a Rand value equal to or below R50 million.

Specific goals	Points	
Black owned	5	
Black women	4	
Black youth	5	
Persons living with disabilities	6	
	20	

90/10 preference point system for acquisition of goods or services with a Rand value above R50 million.

Specific goals	Points	Points allocated
Black owned	3	
Black women	2	
Black youth	2	
Persons living with disabilities	3	

10