



OFFICE OF THE CEO

ENG: FL Makwati
TEL: 018 381 0872

REQUEST FOR QUOTATION

RFQ NO.	Contact Person:
NWHC/2023/RFQ0118	Leflhogonolo Makwati
RFQ Issue Date:	Contact Details/ Telephone No.:
12 October 2023	018-381-0872
RFQ Closing Date	Contact Email:
26 October 2023 Time: 11h00	flmakwati@nwhc.co.za quotes@nwhc.co.za
Submission of proposals/ quotes	
Proposals should be hand delivered to: North West Housing Corporation Tender Box Segarona Building No. 23 First Street Industrial Site Mahikeng 2745	
Description of services/products required:	
Appointment of service provider to provide Short Term Insurance for 12 months.	

HEAD OFFICE:
No. 23 First Street, Segarona Building,
Industrial Site, Mahikeng, 2745

Tel: 018 381 5029 / 0647
Fax: 018 381 5847

Email: Info@nwhc.co.za
www.nwhc.co.za



Returnable Documents and Schedules:

✓ Returnable Documents which must accompany the quotation

✓

- Certified B-BBEE Rating Certificate/ Sworn Affidavit.
- Valid original Tax Clearance Certificate/Copy with SARS pin.
- CSD Master Registration report/ Master Registration Number.
- Provide SASRIA Cover where necessary
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT (If Applicable)
- Bidders must include Tax Clearance Certificate (SARS Pin).
- Joint Venture (JV) Agreement (if applicable)
- Certified copies of ID(s) of Directors or main shareholders.
- Certified copy of CIPC Registration certificate/ s not older than three (3) months
- Bidders must be registered with the Financial Services Board (FSB), Financial Intermediaries Associations (FIA) and the Institute of Risk Management South Africa (IRMSA). (Proof of registration must be attached).
- Written confirmation with an underwriter that company has been with for more than three months from the date of RFQ issued.
- No bids will be considered from persons in the service of the state.
- Audited annual financial statement for the last Three (3) Financial Years.
- Company Profile
- CVs of all personnel that will form part of the service provider indicating relevant experience.
- Copies of Qualifications
- Proof of relevant company experience

✓ Returnable Forms which must accompany the quotation

✓

The forms must be fully completed, signed and dated appropriately

- SBD 4: Declaration of Interest.
- SBD 6.1 Preference Points Claim Form in Terms of Preferential.

PLEASE NOTE:

- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers are advised that the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (No.5 of 2000) shall be applied in the evaluation of quotations.
- ✓ The quotation should be valid for a period of 90 days

HEAD OFFICE:

☎ No. 23 First Street, Segarona Building,
Industrial Site, Mahikeng, 2745

☎ Tel: 018 381 5029 / 0647

☎ Fax: 018 381 5847

✉ Email: Info@nwhc.co.za

🌐 www.nwhc.co.za

 *North West Housing Corporations*

Enquiries with regard to specifications may be directed to:

Name: Lucky Shuping
Telephone No: 018 381 0872

1. BACKGROUND

The North-West Housing Corporation (NWHC) is a schedule 3(c) Public Entity in terms of the Public Finance Management Act ("PFMA") No.1 of 1999 and it was established in terms of the North West Housing Corporation Act 24 of 1982 as amended. However, a decision was taken by the Provincial Executive Provincial Executive Council (EXCO) during the 2008/09 financial year to close the Corporation.

The Corporation was established by ACT, for the purposes of providing and furthering the provision of housing and accommodation in the Province on a co-ordinated basis and on a national scale and assisting in the formation of policies to achieve these objectives, to provide for the management, control and representation of the said Corporation by a Board of Directors, to define the powers and functions and duties of the said Corporation, and to provide for incidental matters.

2. BACKGROUND TO ASSIGNMENT / PROCUREMENT

North West Housing Corporation has identified the need to appoint a service provider for short term insurance for 12 months.

3. SCOPE OF WORK AND DELIVERABLES

3.1.1. Provide comprehensive insurance cover for losses for a period of 12 months which may be incurred due to:

- a) Property Theft and Vandalism
- b) Accidental Damages
- c) Natural causes which may bring losses/damages to any asset.
- d) Public Liability
- e) Fire
- f) Comprehensive Vehicle Cover including roadside assistance.
- g) Other-related risks

3.1.2. Provide comprehensive insurance cover for movable and immovable assets of NWHC which includes:

- a) NWHC's immovable properties. This includes buildings which has a combination of thatched roofs and tiled roofing. These properties are occupied either through residential dwelling (Matlosana CRU, Wimpy flat, Kagiso flat, Kamogelo flat), used as office space (Segarona building) and commercial (Morula Hotel) establishment providing lodging, meals and other for guest services.

HEAD OFFICE:

● No. 23 First Street, Segarona Building,
Industrial Site, Mahikeng, 2745

☎ Tel: 018 381 5029 / 0647

☎ Fax: 018 381 5847

✉ Email: Info@nwhe.co.za

● www.nwhe.co.za

 *North West Housing Corporation*

The estimated Market values of the assets per the latest valuations are as follows:

No.	item	usage	Estimated value
1	Matlosana CRU flat	Residential dwelling	R11,500,000.00
2	Wimpy flats	Residential dwelling	R7,000,000.00
3	Morula Property	Hotel and Gambling	R43,000,000.00
4	Kagiso flat	Residential dwelling	R12,795,000.00
5	Segarona Building	Office administration	R10,000,000.00
	TOTAL VALUE		R84,295,000.00

b) Office and other Equipment in our properties

c) Furniture and Fittings – which includes various types of wooden/steel/plastic furniture and fittings. Some which are fixtures and some which are unfitted. All these items/equipment are office based.

d) Three Vehicles (Mini-bus, hatch back and Van)

The estimated Market values of the assets per the latest valuations are as follows:

No.	item	usage	Estimated cost
1	Furniture and fixtures	Office use	R4,839,068.00
2	Motor vehicles	Office use	R1,235,812.00
3	Office and IT equipment	Office use	R5,516,075.00
4	Other equipment	Office use	R694,790.00
	TOTAL VALUE		R12,285,745.00

3.1.3. Provide SASRIA Cover where necessary.

3.1.4. Provide advice on value for money regarding the cost of insurance, means of cost and saving on insurance costs.

3.1.5. Provide a clear and user-friendly claim procedure, reasonable turnaround time in replacement of losses/damages.

3.1.6. Provide quarterly reports on claims (claims processed and paid out/finalised/closed/rejected, claims in progress)

-

4. EVALUATION CRITERIA

- The value of this quotation is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, the North West Housing Corporation shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- Respondents are required to complete **SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022)** and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

A maximum of 20 points to be awarded to a bidder for the specific goal specified for the RFQ below :

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the Bidder)
51 % or more Black owned	5	
51 % or more Female owned	5	
Youth	5	
Disability	3	
Military	2	

*****Note: Failure to submit valid an original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements at the Closing Date of this RFQ, will result in a score of zero being allocated for B-BBEE.***

• **EVALUATION CRITERIA TO BE USED:**

FUNCTIONALITY

A bid that scores less than 70 points in respect of functionality will be regarded as submission of a non-responsive Bid and will be Disqualified.

Criteria	Points	Max Points	Verification Method
Company Profile must at least include: 1. A detailed schedule of relevant experience (Including the start & end date of contract): 1 - 5 years 6 - 10 years above 10 years 2. Reference letters from Organs of State for having performed as per current and similar type of service: 1 - 5 Clients 6 - 10 Clients above 10 Clients 3. Registered as an Authorised Financial Service Provider	4 points 6 points 10 points 10 points 20 points 30 points 10 points	50	Attach a detailed schedule Attach reference letters from Organs of State Attach proof of registration as an Authorised Financial Service Provider
1.Full time Qualifications of employees allocated to NWHC and Experience: 1 - 5 years Experience & relevant Qualifications (NQF level 6 / relevant National Diploma or equivalent qualification) 6 - 10 years Experience & relevant Qualifications(NQF level 7 / relevant	5 points 10 points	25	CV and certified qualifications attached for employees

Bachelor Degree or equivalent qualification) above 10 years Experience & relevant Qualification (NQF level 8 / relevant Post Graduate Degree or equivalent qualification)	25 points		
Legal Support Details of Legal Support that will be given by the Insurance Broker to the NWHC in respect of claims and other related legal matters arising as a result of claims: Won and Settled Case matter: = 0 Cases = 5 Cases = 10 Cases = 20 Cases	0 points 10 points 15 points 25 points	25	Provide support details of such Cases resolved and CVs of the legal support team & proof of Admittance certificate
Total		100	

5. OTHER CONDITION(S) / DISCLAIMER

- The NWHC is under no obligation to accept any bid and reserves its right not to proceed with the appointment of any service provider that responded to the invitation to submit proposals, for whatever reasons it may consider appropriate;
- The NWHC further reserves its right to decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this tender / RFQ or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the bidders.

6. LATE BIDS

Bids received late shall not be considered. A bid will be considered late if it arrived one second after the stipulated closing time.

7. PRICES

All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.

8. FEES

- 8.1 These prices will apply for the duration of the agreement and will only be reviewed, if necessary and in keeping with any amendments applicable in terms of the law.
- 8.2 The Corporation expects that the cover be flexible to accommodate any changes arising from the volatility of Asset Fair Value adjustments.

9. DURATION OF THE CONTRACT

- 9.1 Successful service providers will be appointed for a period of thirty-six (36) months.

10. CANCELLATION

- 10.1 NWHC reserves the right to cancel the contract if the service provider fails to adhere to the conditions of the contract.
- 10.2 On termination of the contract for whatever reason, the service provider shall on demand deliver, without the right to retention all documents and information (soft and hard copies) gained of this agreement.

11. PAYMENT TERMS

- The NWHC undertakes to pay valid tax invoices in full within **thirty (30) days** from invoice date for services rendered; and

- All supporting documents for services rendered / products delivered should be submitted together with the tax invoices for the payment to be processed.

Signed at Mafikeng on 12/10/2023



F.L. Makwati

Supply Chain Manager: North West Housing Corporation

HEAD OFFICE:
No. 23 First Street, Segarona Building,
Industrial Site, Mahikeng, 2745

Tel: 018 381 5029 / 0647
Fax: 018 381 5847

Email: Info@nwhc.co.za
www.nwhc.co.za

 North West Housing Corporations

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.

SBD4

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

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51 %or more Black owned	5	
51 % or more Female owned	5	
Youth	5	
Disability	3	
Military	2	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	
	