

BID DOCUMENT

BID NUMBER:	FIC/RFB/INSURANCE/3/2023/24
ISSUE DATE:	06 SEPTEMBER 2023
CLOSING DATE FOR THE BID:	27 SEPTEMBER 2023
AMENDED CLOSING DATE FOR THE BID:	04 OCTOBER 2023
CLOSINGTIME FOR THE BID:	11:00
DESCRIPTION FOR THE BID:	THE PROVISION OF SHORT-TERM INSURANCE BROKERAGE SERVICES TO THE FINANCIAL INTELLIGENCE CENTRE FOR A PERIOD OF FIVE (5) YEARS.
SUBMITTING BIDS:	One (1) original and an electronic copy of the RFB document must be handed in / delivered to: TENDER BOX FINANCIAL INTELLIGENCE CENTRE BYLSBRIDGE OFFICE PARK CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGHVELD EXT 73) HIGHVELD CENTURION

Bidders are required to inform the FIC when the documents will be delivered at the FIC offices 48 hours, in order to provide an access code. Communication can be sent to Kamogelo.rathebe@fic.gov.za

CSD NUMBER

.....

DOCUMENTS IN THIS BID DOCUMENT PACK

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PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/INSURANCE/3/2023/24	CLOSING DATE:	04 OCTOBER 2023	CLOSING TIME:	11:00
DESCRIPTION	THE PROVISION OF INSURANCE BROKERAGE SERVICES TO THE FINANCIAL INTELLIGENCE CENTRE FOR A PERIOD OF FIVE (5) YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73 CENTURION)					
HIGHVELD EXT 73					
CENTURION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Kamogelo Rathebe		CONTACT PERSON	Kamogelo Rathebe	
TELEPHONE NUMBER	012 641 6018		TELEPHONE NUMBER	012 641 6018	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Kamogelo.rathebe@fic.gov.za		E-MAIL ADDRESS	Tenders@fic.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
- 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

- The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.
- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

- 5.1 The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

PART D: TERMS OF REFERENCE / MINIMUM SPECIFICATION FOR THE WORK**1 BACKGROUND TO THE FIC**

- 1.1. The Financial Intelligence Centre (FIC) is South Africa's national centre for the receipt of financial data, analysis and dissemination of financial intelligence to the competent authorities.
- 1.2. The FIC was established by the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) and has the mandate to identify the proceeds of crime, combat money laundering and terror financing. It does this by seeking to:
 - Supervise and enforce compliance with the FIC Act
 - Facilitate effective supervision and enforcement by supervisory bodies
 - Receive financial data from accountable and reporting institutions
 - Share information with law enforcement authorities, intelligence services, the South African Revenue Service, international counterparts and supervisory bodies
 - Formulate policy regarding money laundering and the financing of terrorism
 - Provide policy advice to the Minister of Finance, and
 - Uphold the international obligations and commitments required by the country in respect of anti-money laundering and combating financing of terrorism (AML/CFT).
- 1.3. The FIC Act introduces a regulatory framework of measures requiring certain categories of business to take steps regarding client identification, record-keeping, reporting of information and internal compliance structures. The Act obliges all businesses to report to the FIC various suspicious and certain other transactions. The FIC uses this financial data and available data to develop financial intelligence, which it is able to make available to the competent authorities and supervisory bodies for follow-up investigations or administrative action.
- 1.4. All accountable and reporting institutions are required to register with the FIC. The FIC and supervisory bodies have the authority to inspect and impose administrative penalties on non-compliant businesses. The Act also introduced an appeal process and an appeal board.
- 1.5. South Africa is a member of the Financial Action Task Force, the international body which sets standards and policy on anti-money laundering and for combating the financing of terrorism (AML/CFT). In addition, it is also a member of the Eastern and Southern Africa Anti-Money Laundering Group, a regional body of the FATF which aims to support countries in the region to implement the global AML/CFT standards.
- 1.6. The FIC is a member of the Egmont Group, which is made up of financial intelligence units from 166 countries. The primary aim of the organisation is to facilitate co-operation and

sharing of financial intelligence information among its members.

2 BACKGROUND TO THE REQUIREMENT

The FIC seeks the services of an insurance broker who will ensure that the FIC has the adequate insurance cover for all its assets. The service provider will be expected to annually source insurance cover renewals for the FIC (finds the FIC the best policy by comparison shopping) and ensures that all claims submitted are processed and finalised as per the contractual agreement.

3 OBJECTIVES AND OUTCOMES OF THE SERVICES TO BE PROVIDED

The appointed service provider to provide professional management services inclusive of:

- a) Monthly Progress Meetings (Claims), or as and when required.
- b) Monthly claims history reports, or as and when required.
- c) 30 days turn-around time on the outcome of claims; and
- d) Efficient claim and dispute resolution process.

4 SCOPE OF SERVICES REQUIRED

4.1 The proposal should include the following:

No.	Deliverable	Description
4.1.1	Annually source insurance quotes (at least 3) from insurance companies and present to the FIC	❖ Discussions to set renewal and maintenance strategy, including identifying emerging risks ❖ Monitor annual premium payments ❖ Keep FIC up to date with latest amendments to the insurance legislation
	Deliverable	Description
4.1.2	Administrative services of the claims process	❖ Dedicated Claims Consultant ❖ Day to day correspondence and queries ❖ Claim administration and maintenance; (30 calendar days turnaround time for outcome of claim from the date of submission of the claim or such shorter turnaround time as per proposal). ❖ Regular meetings, as and when required.

4.2 **Other Requirements**

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

4.2.1 Office contents

Furniture and Fittings

4.2.2 Electronic equipment

Electronic business equipment including computers, laptops, licensed software, datacentre equipment, etc.

4.2.3 Theft

Damage to contents at all premises as a result of theft, accompanied by forcible entry into or out of the building.

4.2.4 Motor Fleet

Comprehensive cover for damage / loss of motor fleet vehicles – including ghost vehicle principle for hired vehicles.

4.2.5 Fire

Covers damage or loss to content of both buildings because of fire, lightning, explosion, earthquake, storm, flood, collision by vehicles, aircraft and animals, falling trees, malicious damage and other insured perils.

4.2.6 Glass

Internal Glass (including mirrors)

4.2.7 Business all Risks

As per FIC Asset Register. Any *risk* that the contract does not specifically exclude is automatically covered.

4.2.8 Extended Liability

The bidder will be required to take out adequate extended Liability cover.

4.2.9 SASRIA

Riots, strikes and other violent incidents.

4.2.10 Professional indemnity

Provide indemnity cover for the FIC against possible claims or legal liability in its professional capacity made by third party. The bidder will be required to take out adequate Professional Indemnity cover.

4.2.11 Natural disasters

That should cover any catastrophic events/acts of God, i.e., caused by nature or natural processes of the earth i.e. floods and earthquake. The severity of a disaster is measured in lives lost, economic loss and the ability of the FIC to operate.

4.2.12 Public liability

Adequate public liability required – R20 million.

4.2.13 Kindly refer to **Annexure A** for detailed FIC assets.

5 LOGISTICS AND SCHEDULE OF THE ASSIGNMENT

5.1 Location where the Services are required:

The services will be required at all the FIC's business premises (Centurion, Designated Data recovery site and Cape Town Office).

5.2 Time Frame:

The service is required for a period of five (5) years, annually renewable starting financial year 2023/2024. The contract start date for the required services is 1 November 2023.

NB: Responses should indicate price breakdown for a five (5) year period.

15 TECHNICAL QUESTIONS

Any technical questions regarding the above requirement can be forwarded to Tenders@fic.gov.za.

PART E: EVALUATION PROCESS

16 EVALUATION PROCESS

Compliance with minimum requirements and response requirements

16.1 All bids duly lodged will be examined to determine compliance with Bid requirements and conditions. Bids with obvious deviations from the requirements/ conditions will be eliminated from further evaluation.

16.2 Pre-selection

- Supply Chain Management business unit will do **pre-selection** on the following requirements:

No	Item	Mandatory (Yes / No)	Description / Comments
1.	Central Supplier Database	YES	Bidders must be registered on the Central Supplier Database (CSD) that can be accessed via National Treasury Website – www.csd.gov.za prior to submitting a bid. Bidders must submit a valid CSD registration report or indicate their CSD supplier number as proof.
2.	Valid B-BBEE Certificate or Sworn Affidavit	NO	Original or certified copy of a B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies OR A sworn affidavit as prescribed by the B-BBEE codes of good practice. Failure of a bidder to provide a valid B-BBEE certificate/sworn affidavit will forfeit points for specific goals.
3.	Standard Bidding Documents: SBD 4- Bidder Declaration	YES	Standard Bidding Documents must be fully completed and duly signed where required and submitted with Bid.
4.	Standard Bidding Documents: SBD 6.1- Preference Point Claim Form	NO	Failure to submit completed and duly signed SBD 6.1 form will result in points being forfeited for specific goals.
5.	Proof of license as Financial Services Provider must be attached.	YES	Financial Services Provider number (FSP) - Proof of license as Financial Services provider (FSP) issued by the Financial Sector Conduct Authority (FSCA) as per the financial advisors and intermediary services act (FAISA).
6.	CVs of key personnel must be provided	YES	Provide CVs of persons who will be acting in the roles of a dedicated claims consultant and Portfolio Manager . The CVs must reflect experience in the roles mentioned above.

Note:

- a) A bidder/tenderer who fails to comply with **mandatory** requirements will be disqualified from further evaluation.

17 FUNCTIONALITY AND PREFERENCE POINTS SYSTEM (PRICE AND SPECIFIC GOALS)

17.1 All remaining bids which have complied with the pre-selection criteria will be evaluated as follows:

17.1.1 Functionality will be done in terms of the evaluation criteria as set out below, whereby respondents who do not achieve the minimum score will be eliminated.

17.1.2 The minimum threshold to qualify for the next phase is 75%. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and specific goals in terms of B-BBEE status level of contribution.

17.1.3 The table below explains the rating guideline for the evaluation of functionality criteria.

No.	Criteria	Weight
1.	Company experience in providing short term Insurance brokerage services: Provide a list of clients with the start and end dates of their contracts indicating experience showing not less than five (5) years in providing insurance brokerage services. (The clients reference list referred to above must form part of the bidder's proposal. Not less than five (5) years of experience in the insurance industry.	30
2.	<u>Client References:</u> Provide a reference list from 5 clients detailing the providing of insurance brokerage services – Complete Annexure B - A list of contactable references not older than 5 years. The list must contain ALL the following information: - Client name and contact details; - Contract description and services performed; and - Contract period (start and end dates).	30
3.	Deliverables in terms of support a. Provide details of the methodology applied in coordinating interactions between the Client, Bidder and the Insurance company. b. Provide a dispute resolution process including the turnaround times in resolving disputes. c. Turnaround times for settling claims to be included in methodology - Please detail your response time/ turnaround time in processing claims. d. Please detail in percentage form the total number of claims received versus the number of processed successful claims (Claims payout ratio) for the last three (3) years.	2.5 2.5 15 15
	e. Provide the CV and name of the individual that will act in the role of a dedicated Consultant for the FIC. - Provide the CV and name of the individual that will act in the role of a dedicated Portfolio Manager for the FIC.	2.5 2.5
	Total	100

17.1.4 Table below explains the rating guideline for the evaluation:

No	CRITERIA / FUNCTIONAL FACTOR DESCRIPTION	Points = 0	Points = 1	Points = 2	Points = 3	Points = 4	Points = 5
1	<u>Company experience in providing short term Insurance brokerage services:</u> Client list clearly indicating the number of years in providing insurance brokerage services.	No submission or relevant information provided. Experience less than required for 3 points will be rated as a zero.	N/A	N/A	Between 5 – 7 years company experience in short term insurance	Between 8 -11 years company experience in short term insurance brokerage services	Greater than 11 years company experience in short term insurance brokerage services
2	<u>CLIENT REFERENCES:</u> References from at least 5 clients - Attach a list of contactable references not older than 5 years (Annexure B)	No submission or relevant information provided	1 valid reference with all required information	2 valid references with all required information	3 valid references with all required information	4 valid references with all required information	5 or more valid references with all required information
3.	<u>Deliverables in terms of support:</u>						
a.	<u>Provide details of the methodology applied in coordination interactions between the Client.-</u>	No submission or relevant information provided	N/A	N/A	N/A	N/A	Methodology includes: Coordination between parties
b	<u>Provide a dispute resolution process including the turnaround times in resolving disputes.</u>	No submission or relevant information provided	Dispute resolution without turnaround times	Dispute resolution includes turnaround times of 46 days and more	Dispute resolution includes times between 31 days to 45 days	N/A	Dispute resolution includes times less or equal to 30 days
c	Turnaround times for settling or addressing claims - Please detail your response time/ turnaround time in processing claims in the methodology	Turnaround times for settling claims longer than 45 days	N/A	N/A	Turnaround times for settling claims between 31 days to 45 days.	N/A	Turnaround times for settling claims less or equal to 30 days.
d.	Please detail in percentage form the total number of claims versus the number of processed successful claims (Claims payout ratio)	Less than 90%	N/A	N/A	90-94%	95-96%	97 -100%
e.	<u>CVs for the Dedicated Consultant and Portfolio Manager indicating the number of years of experience in similar roles. (Similar= experience in insurance brokerage services)</u>	No submission or relevant information provided. Experience less than required for 3 points will be rated as a zero.	N/A	N/A	Dedicated consultant: 3 to 5 years' experience. AND Portfolio Manager: 3 to 5 years' experience.	Dedicated consultant: Over 5 years and less than 10 years' experience in a similar role. AND Portfolio Manager: Over 5 years and less than 10 years' experience in a similar role.	Dedicated consultant: Over 10 years' experience in a similar role. AND Portfolio Manager: Over 10 years' experience in a similar role.

- 17.1.5 Where the rating guideline above does not provide for the information provided by the bidder, the evaluator reserves the right to allocate closest or any score as he/she sees fit.
- 17.1.6 The evaluation criteria and weights for functionality as indicated in the table above will apply.
- 17.1.7 Only qualifying quotations will be evaluated further in terms of the **80/20** preference points system, whereby 80 points will be for price only and 20 points for preference points based on specific goals as set out in the preference point claim form.
- a) The percentage scored for price shall be calculated as follows:
- b) A maximum of 80 points is allocated for price on the following basis:

80/20

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

Where

P_s = Points scored for price of quotation under consideration

P_t = Rand value of quotation under consideration

$P_{\min}$ = Rand value of lowest acceptable quotation

17.1.8 Awarding of points for Specific Goals

- a) Preference points for Specific Goals will be awarded according to the table indicated in the preference points claim form.

18 ADJUDICATION

- 18.1 The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points or it may be a lower scoring provider on justifiable grounds or no award at all.

19 VALIDITY PERIOD

- 19.1 Validity period from date of closure is 90 days.
- 19.2 Tenderers must hold their tenders valid for acceptance by the FIC at any time within the requested validity period after the closing date of the tender.

19.3 Tenderers may be requested to extend their validity period for a specified additional period. In such instances, tenderers will not be allowed to change any aspect of their tender, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of FIC's extension of the validity period.

PART F: PRICING SCHEDULE

20 FINANCIAL PROPOSAL/PRICING SCHEDULE

- 20.1 The below table should be used to stipulate the costing of the required services.
- 20.2 Bidders should indicate the price per year for short-term insurance brokerage services.
- 20.3 Bidders must submit the quotation on their official company letterhead.
- 20.4 Bidders are also required to complete the below pricing schedule in the with the scope of work.

TOTAL TENDER PRICE IN SA RANDS

Total Cost of Ownership (TCO) to the FIC for five (years)

Inclusive of VAT, Discounts, etc.) R _____

Description	Sum Insured	Year 1 (premium + broker fee)	Year 2 (premium + broker fee)	Year 3 (premium + broker fee)	Year 4 (premium + broker fee)	Year 5 (premium + broker fee)
Business All Risks	R 128 914 277.00					
Office Contents	R 11 345 688.00					
Motor Vehicles	R 4 616 562.00					
Public Liability Insurance	R 20 000 000.00					
SASRIA						
Other escalation						
Total Bid price (Exclusive of VAT)						
VAT						
Total Bid price (Inclusive of VAT)						

ANNEXURE A - Detailed FIC assets.**Insurance Schedule as at 31 July 2023:**

Description/ Category	Centurion	Cape Town	Total
	Cost Price	Cost Price	
Computer Hardware	R68,253,868.79	R1,168,044.56	R69,421,913.35
Office Equipment	R10,312,452.93	R1,033,235.15	R11,345,688.08
Lease Office Equipment	R1,791,928.73	R127,994.91	R1,919,923.64
Cell Phone	R692,454.22	R35,334.01	R727,788.23
Leasehold Improvement	R39,147,385.45	R1,894,920.92	R41,042,306.37
Furniture	R8,842,349.80	R431,891.67	R9,274,241.47
Security Equipment	R296,799.00	R34,884.00	R331,683.00
Fixtures and Fittings	R6,175,040.61	R21,380.70	R6,196,421.31
Motor Vehicle	R4,275,780.77	R340,781.34	R4,616,562.11
	R139,788,060.30	R5,088,467.26	R144,876,527.56

Motor Vehicles:

Description	Year Model
VW Golf 6 2.0 Gti B4B4	2013
VW Caddy Panel Van 2.0 TDI	2020
Fortuner Toyota 2.4 GD6 RB AT	2021
Audi A4 TFSI 35	2023
GOLF 8 GTI 2.0 TSI 180KW DSG	2023
GOLF 8 GTI 2.0 TSI 180KW DSG	2023
GOLF 8 GTI 2.0 TSI 180KW DSG	2023

Cellphones:

Description	Year bought	Qty
Samsung Galaxy A32	2022	43
Samsung Galaxy A33	2023	72
I Phone 13 Apple	2023	5
Samsung Galaxy A34 128GB7	2023	1

ANNEXURE B – Track Record

List of current and past insurance brokerage services assignments/contracts.

Experience in the short-term insurance brokerage services, with contactable references of at least five (5) past and/or current clients within the past five (5) years

Name of Organisation	Contact Person	Contact Number and Email Address	Description contract details or services provided	Period of Contract (Start and End Date)
1.				
2.				
3.				
4.				
5.				

PART G: STANDARD BIDDING DOCUMENTS (OVERLEAF)

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

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 system is applicable to invitations to this tender:
- the 80/20 system for requirements with a Rand value of up to 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 shall be awarded for:

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

- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
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 FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

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) “**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 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest 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 2022, 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 that shall be supported by proof / documentation as stated in the conditions of this tender:

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

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)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. 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]

4.5. 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:	
	
	
	