



REQUEST FOR QUOTATION FOR GOODS AND SERVICES

Council for Geoscience requests your quotation on the goods or services listed hereunder. Please furnish all information as requested and return your quotation on the date stipulated. **Late quotations will not be considered.**

THIS REQUEST WILL BE EVALUATED BASED ON AN 80/20 (PRICE AND SPECIFIC GOAL/S) PREFERENCE SYSTEM

NB: Bidders must provide their quotes with the latest completed SBD6.1 (PPR 2022) form. To claim points on specific goal/s (as stipulated in SBD6.1), a Certified BBBEE Certificate /affidavit must be provided as a supporting document.

In a case where a bidder does not provide the certified supporting document/s or incorrect completion of the SBD6.1, they will not be awarded points.

Date Request Sent	04 July 2025
Department	Supply Chain Management
Description of goods and services	Appointment of a professional risk management (Insurance Broker) services company to assist the Council for Geoscience (GCS) with its insurance profile for period of three years. 1. SCOPE OF WORK They will be responsible for insurance placements, claims handling. The company will be responsible for insurance policies such as, Travel insurance, Asset insurance, Professional indemnity and Public Liability, Fidelity insurance, Vehicle Insurance and Directors and Officers insurance. 1.1. SHORT TERM INSURANCE PROGRAMME The Short Term Insurance Programme information deemed relevant is provided below and is to be considered provisional. The final Short Term Insurance Programme, sums insured etc will be negotiated and agreed with the successful bidder. This information is only provided as it may be deemed necessary to assist in determining the Broker's fee. NB. Programme and Sums Insured/Limits of Indemnity: See attached Insurance Summary (Annexure A). Only the appointed Risk Management and Short Term Insurance Services Broking Company will be provided with the Council for Geosciences claims history for the last three years.

	Only questionnaires from the appointed Risk Management and Short-Term Insurance Services Broking Company will be completed by the Council for Geoscience on request. Risk Management and Short-Term Insurance Broking Services companies are prohibited from obtaining any further information from the Council for Geosciences current insurance markets 1.2. COVER Risk Management and Short Term Insurance Broking Services companies must have a minimum cover of not less than; Professional Indemnity R 100 000 000.00 Fidelity Guarantee R 750 000.00 2. APPOINTMENT OF INVESTIGATORS, LOSS ADJUSTERS AND ASSESSORS Risk Management and Short Term Insurance Broking Services companies must have a mandate to appoint assessors within 24 hours were applicable. Risk Management and Short Term Insurance Broking Services companies must ensure that all investigators, loss adjusters and assessors acting on their and the insurers behalf are appropriately qualified in the field they are investigating and act in a professional manner. Risk Management and Short Term Insurance Broking Services companies must ensure that the loss adjusters, assessors and investigators do not intimidate or threaten the Council for Geoscience and its employees for information. There must be no commission or other incentives paid to investigators, loss adjusters and assessors, except for set fees charged. 3. SERVICE TEAM Risk Management and Short Term Insurance Broking Services companies must provide the Curriculum Vitae's of the proposed service team who will be responsible for servicing the Council for Geoscience including their qualifications and experience in risk management and insurance. Minimum of the following two positions: • Account Manager/Representative/Consultant
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	• Claims Officer/Technician 4. INTEREST IN INSURER AND/OR OTHER RISK MANAGEMENT PROVIDERS Risk Management and Short Term Insurance Broking Services companies must declare any interest which they have in Insurers or other Risk Management providers and Reinsurance Brokers to the extent that such interests may result in bias in the advice and operations of the bidder if appointed. 5. CLAIMS HANDLING Risk Management and Short Term Insurance Broking Services companies must; • Advice and assist the Council for Geoscience on how to lodge claims. • Make claim forms and other documentation pertaining to the claims readily available to the Council for Geoscience. • Keep the Council for Geoscience up dated on the progress of claims. • Assist with settling claims fairly without unnecessary delay. • Where a claim is rejected, advise the Council for Geoscience of the decision and the reason for the rejection in writing. • Advice the Council for Geoscience of the action that can be taken if a dispute arises on a claim, and time limits in which this action must be taken if the Council for Geoscience is not satisfied with the decision of insurer. Claims handling should be done in house at the Risk Management and Short Term Insurance Broking Services companies and not outsourced. 6. PRESENTATION / TRAINING The appointed Risk Management and Short Term Insurance Broking Services Company will be required to present the Short Term Insurance Programme to the management of the Council for Geoscience on request. The appointed Risk Management and Short Term Insurance Broking Services Company will be required to provide training to employees directly and indirectly involved with the insurance portfolio and claims.
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	MANDATORY SPECIFICATION MEMBERSHIP Risk Management and Short Term Insurance Broking Services companies must be registered with the Financial Sector Conduct Authority (FSCA). Provide Proof. No Restrictions implemented. COVER Risk Management and Short Term Insurance Broking Services companies must have a minimum cover of not less than; Provide Proof Professional Indemnity R 100 000 000.00 Fidelity Guarantee R 750 000.00 Broker's Fee Risk Management and Short Term Insurance Broking Services companies must specify in full, and disclose clearly all broker's fees, commission or any other remuneration, in cash or in "natura", which they will charge or receive per annum, in respect of their appointment were they to be appointed as envisage in the bid. The broker's fee for servicing the Council for Geosciences portfolio must be shown clearly. No hidden cost will be accepted. The broker's fee must be VAT inclusive; this broker's fee will be a fixed amount for a period of one year. After which period it will be adjusted according to the specified formula in the bid documents. Adjustments of this broker's fee will be done yearly. MANDATORY DOCUMENTS Bidders must comply with all the requirements mentioned below and failure will lead to disqualification (Please provide Proof): MEMBERSHIP Risk Management and Short Term Insurance Broking Services companies must be registered with the Financial Sector Conduct Authority (FSCA). Bidder to submit letter or document from FSCA as proof. COVERS • Confirmation of Professional Indemnity Cover of not less than R100 000 000.00. Provide confirmation letter from the insurer or letter of intent from a licensed provider. • Confirmation of Fidelity Guarantee Cover of not less than R 750 000.00 . Provide confirmation letter from the insurer or letter of intent from a licensed provider.
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	• ACCOUNT MANAGER – Submit CV with five or more years relevant experience • CLAIM OFFICER - Submit CV with five or more years relevant experience • COMPANY EXPERIENCE – Submit three or more signed reference letters for provision of brokerage services in the last ten years Pricing schedule: <table border="1"> <tr> <th rowspan="3">Description</th><th colspan="3">brokerage fee</th><th rowspan="3">Total for three years</th></tr> <tr> <th colspan="4">price (vat excl)</th></tr> <tr> <th>Year 1</th><th>Year 2</th><th>Year 3</th></tr> <tr> <td>Management fee</td><td>R</td><td>R</td><td>R</td><td>R</td></tr> <tr> <td colspan="4">SUBTOTAL</td><td>R</td></tr> <tr> <td colspan="4">VAT</td><td>R</td></tr> <tr> <td colspan="4">GRAND TOTAL</td><td>R</td></tr> </table>	Description	brokerage fee			Total for three years	price (vat excl)				Year 1	Year 2	Year 3	Management fee	R	R	R	R	SUBTOTAL				R	VAT				R	GRAND TOTAL				R
Description	brokerage fee			Total for three years																													
	price (vat excl)																																
	Year 1	Year 2	Year 3																														
Management fee	R	R	R	R																													
SUBTOTAL				R																													
VAT				R																													
GRAND TOTAL				R																													
Delivery address	280 Pretoria Street, Silverton.																																
Enquiry details (this must not be used for submission of quotations)																																	
Telephone no:	012 841 1016																																
Email	kthusi@geoscience.org.za																																
Important: Any quotation submitted outside e-bids email address will not be considered for evaluation.																																	
Submission of quotation to below details																																	
Email	E-bids@geoscience.org.za ATT: KATLEGO THUSI																																
Quote this information in all correspondences	RFQ-2025-013K Appointment of a professional risk management (Insurance Broker) services company to assist the Council for Geoscience (GCS) with its insurance profile for period of three years.																																
Compulsory Briefing Session	Not Applicable																																
Closing Date and Time	10 July 2025 at 14h00																																

Company Name	
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Bidder Signature	
Designation	

RFQ TERMS AND CONDITIONS

1. The rate must be VAT inclusive, for VAT registered vendors only and In an event that non-VAT vendor intentionally or erroneously quoted prices inclusive of VAT, the CGS shall consider total price exclusive of VAT in consultation with the affected service provider(s)
2. The Council for Geoscience pays 30 days after receipt of a correct tax invoice/statement
3. **The Council for Geoscience does not make pre-payments or deposits unless contract required by contract terms.**
4. The Council for Geoscience will only pay suppliers using the banking details listed on your Central Database Summary form.
5. Rates must be inclusive of delivery, and customs /clearing costs to the Council for Geoscience premises.
6. **The rates must be inclusive of disbursement and any other costs.**
7. RFQ responses must be submitted in pdf format.
8. Service providers must provide proof of registration on the National Treasury Central database, if a supplier is not registered; they are encouraged to register on the central database.
9. Quotation validity is 60 days from the date of RFQ closure.
10. The RFQ threshold is less than R1 000 000.00 VAT inclusive.
11. Treatment of arithmetic errors in the quotations
 - If the pricing schedule apply and there is an error in the line-item total resulting from the product or services of the unit rate and quantity, the line-item total shall govern, and rate shall be corrected. Where there is obviously gross misplacement of the decimals point in the unit rate, the line-item total as quoted shall govern and the unit rate shall be corrected.
 - Where there is an error in the of the prices, either as result of other corrections required by the checking process or in the RFQ's addition of prices, the total of the prices shall govern, and the service provider will be asked to revise selected item prices to achieve the total quoted price.
 - No bidder shall be offered competitive advantage to change total quoted prices after closing of the RFQ. If the bidder's change price, they will be disqualified.
12. Conducting business with former employees
 - a. The CGS may not conduct business with former employees or companies owned by former employees, within the first twelve (12) months of the termination of their employment service. The CGS may investigate special circumstances where the need to conduct business with former employees has arisen before the expiry of the 12-month period, and after consideration of the merits of the bid, may decide to award such a bid.

- b. A decision approving to conduct business with former employees or companies owned by former employees must be made on the basis, amongst others, that such former employees of the CGS or their companies will not result in any unfairness to other bidders in any procurement process of the CGS.
- c. Whether to consider the bid of former employees or companies owned by former employees may not be considered, if the former employees under consideration previously engaged in any fraudulent, dishonest or unethical conduct whilst employed by the CGS.
- d. CGS may, on justifiable grounds and after following due process, disregard the submission of any Bidder /Tenderer if that Bidder / Tenderer or any of its directors, members or trustees or partners has –
 - Abused the CGS's supply chain management system
 - Committed fraud or any other improper conduct in relation to such system; or
 - Failed to perform on any previous contract
- e. Requirements and evaluation of joint venture or consortium quotations/proposals
 - The JV agreement for JV partners must be submitted indicating a percentage split up to 100% for partners to render the agreement valid which must include, among other things, but to limited to role and responsibilities of each JV partner in the contract, JV bank account and power of attorney to sign the bid document on behalf of the JV. etc
 - All the JV partners or the lead Partner must submit mandatory documents, where applicable, depending on the nature of the project. Refer to mandatory requirements for this RFQ.
 - All the JV partners or unincorporated JV must submit administrative documents i.e CSD, company registration documents etc, refers to administrative requirements of this RFQ.
 - Specific goals evaluation for incorporated JV shall be applied considering consolidated BBBEE certificate.
 - Specific Goals evaluation for unincorporated JV shall be applied proportionally in accordance with the JV % split.
 - Below is a demonstration of points allocation for specific goals where the total points claimed will be the sum of the percentage work allocation for each partner multiplied by the percentage weighting for the race category, multiplied by the percentage ownership in the relevant specific goals.

Example of the formula

60 %	40 %	RFQ specific goals points
<u>Company B</u> 80% Women 20% Youth	<u>Company B</u> 30% Women 50% Youth	30% Women owned company= 10 20% youth owned company = 10
Score for Women: $60\% \times 80\% \times 10 = 4.8$ points Score for Youth: $60\% \times 20\% \times 10 = 1.2$ points Total = 6 points	$40\% \times 30\% \times 10 = 1.2$ points $40\% \times 50\% \times 10 = 2$ points Total = 3.2 point	Total Points for JV = 9.2

13. CGS POPI ACT COMPLIANCE POLICY STATEMENT

The Council for Geoscience is committed to securing the integrity and confidentiality of your Personal Information that is in our possession and will guard against unlawful access and use. The processing of your personal information by the Council for Geoscience will be done in accordance with the POPI Act 4 of 2013 as well as our processing notice that can be accessed from our [website](#).

SBD 4

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 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

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.

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 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

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT

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.

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 Preference point system

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

- a) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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 Allocated preference points

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 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 PREFERENCE POINT SYSTEMS

A maximum of 80 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, 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.

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)
1. 51% or more black Ownership. (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	
2. 30% or more black women ownership (Submit a valid certified Accredited SANAS or DTI B-BBEE certificate or sworn affidavit as supporting document)	10	

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:

.....

.....