



REQUEST FOR QUOTATION (RFQ)

(Over R30 000 up to a transaction value of R1 000 000 VAT included)

APPOINTMENT OF SHORT-TERM INSURANCE FOR A PERIOD OF THREE (3) YEARS

RFQ NO: LTAQ001-22/23

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted into the quotation box not later than **27 May 2022 @ 12H00 AT THE LTA'S QUOTATION BOX.**

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms administrative compliance, functionality and price.

ISSUED BY:

THE CHIEF EXECUTIVE OFFICER
LIMPOPO TOURISM AGENCY
P.O. BOX 2814
POLOKWANE
0700

Tel: (015) 293 3600 Fax: (015) 293 3651

CONTACT PERSON

MS SEWELA NYAKA

Tel: (015) 293 3729

E-mail: sewelan@golimpopo.com

Name of Bidder: _____

BID AMOUNT: R _____



SPECIFICATIONS:

1) INTRODUCTION AND BACKGROUND

Limpopo Tourism Agency is a schedule 3c entity mandated in terms of Limpopo Tourism Act of 2000 to amongst other things to promote and offer a sustainable and diverse tourism experience through strategic marketing (destination marketing) and support and facilitate tourism development programmes, collaborations with stakeholders and sectors transformation

2) PURPOSE OF THE BID

The purpose of this document is to detail the type of insurance cover which is required by the Limpopo Tourism Agency (LTA) and also to provide highlights of items to be insured.

The LTA needs a comprehensive short-term insurance services to cover its valuable assets, business interest and business risk from occurrence of uncertain future events that can be detrimental to the organization. The LTA is currently looking at signing a three (3) year agreement with the short-term insurance service provider or broker who is a registered Financial Services Provider

3) SCOPE OF WORK

The Limpopo Tourism Agency has assessed the risks of damages and loss to its valuable assets, business interest and business risk and as such requires a comprehensive short-term insurance cover to safeguards against such losses. The insurance solution should be tailored to suits the risk specific to the LTA as highlighted below.

4) SERVICES REQUIRED

4.1 The Limpopo Tourism Agency requires comprehensive short-term insurance services to mitigate the loss or damages of specified cover below:

4.1.1 Performance Requirements

The bidders should be able to provide the following general insurance actions in terms of placement, maintenance and administration of the insurance portfolio:

- ✓ Claim administration and maintenance;
- ✓ Day to day correspondence and queries;
- ✓ Provide a dedicated claims manager;
- ✓ Monitor premium payments and refunds in accordance with accounts and statements;
- ✓ Keep LTA up to date with latest amendments to the legislation on Insurance through workshops

4.1.2 Technical Requirements

a. Assets

- To cover all tangible property of every description belonging to the Agency or which the Agency has any propriety or financial interest against loss or damage caused by fire or similar threats including electronic breakdown.
- Electronic equipment, to cover on electronic business equipment including computers, laptops, desktops, servers and other peripherals or IT related gadgets.
- Stock, to cover on goods that forms part of the Agency's business activity e.g. cell phones, Ipads and 3Gs.

b. **Furniture and Fittings:** Agency currently has furniture and fittings located at the three (3) offices.

c. **Office Equipments:** consists of all other equipment other than IT equipment, used by the Agency on a daily basis for formal business activities.

d. **Motor Vehicle:** The Agency owns one vehicle used for daily business activities.

e. **Business Interruption:** A cover for financial loss suffered following interruptions of the Agency business. This should include but not limited to, fixed expenses, operating expenses and additional working expenses.

The preferred bidder should ensure that the following are also included in the insurance cover namely:

- Theft
- Goods in transit
- Business all risk

4.1.3 Additional Requirements

- The bidder must be registered as short-term insurance provider with the financial service board.

- The bidder must have an in-house Online Claim Management System and Information System to handle full claims details as per insurance industry standards and norms. **Submit a sample of claims reports required and client reference where online claims system was implemented.**
- Clearly indicating excess amount payable or deductible under each claim.
- **Wording & Cover** - Provisioning of a policy wording by defining each type of cover, terms and conditions as it related to the type of cover below. In case of a broker, policy wording of the relevant underwriter should be sufficient.
 - Building all combined
 - Office contents
 - Business interruption
 - Theft
 - Goods in transit
 - Business all risk
 - Public liability
 - Employers' liability
 - SASRIA
 - Directors & Officers liability cover



EVALUATION METHODOLOGY

The bid evaluation process shall be carried out in three Phases namely:

- Phase 1: Administrative Compliance
- Phase 2: Evaluation on Functionality
- Phase 3: Evaluation in terms of Price

1. Phase 1: Administrative Compliance (Submission of compulsory proposal requirements by bidders and compliance to specification.)

The first phase of evaluation is checking and verification of all mandatory documents to be submitted by the bidders and compliance to specification.

If any of the following Bid Forms are not completed and signed or handed in with your proposal on closing date and time, your proposal will be immediately disqualified.

- **SBD 3.1** (Pricing Schedule) Make sure it is completed
- **SBD 4** (Declaration of Interest) Make sure it is signed.

Only Certified copies or original documents will be accepted.

- **PLEASE NOTE:**

- a) the bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- b) the bidder has not:
 - i) abused the Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect;
- c) All corrections and scratching are initialled;
- d) Completion of the bid document using pencil not allowed, **BID DOCUMENT TO BE COMPLETED IN BLACK INK;**
- e) Scratching are done by putting a straight line through the corrected items;
- f) **THE USE OF CORRECTION FLUID WILL AUTOMATICALLY INVALIDATE YOUR BID;**

- g) Alterations to the bid document or submission of a copy of the original bid document will invalidate the bid;

Bidders that do not comply with the bid requirements may be regarded as non-responsive and may be disqualified.

2. Phase 2: Functionality

The assessment on functionality will be done in terms of the evaluation criteria and minimum threshold as specified. The minimum qualifying score for functionality is **60%** as set out below. Bidders who fail to achieve the minimum qualifying score on functionality will be disqualified for further evaluation of Price.

Functionality assessment should be allocated as follows:

FUNCTIONALITY CRITERIA			
	COMPONENTS	Points Awarded	
A	FINANCIAL ABILITY		20
	The service provider must have Professional Indemnity (PI) cover of least R50 Million which fully covers the function to be provided. <ul style="list-style-type: none"> • Less • No Professional Indemnity Cover 	10 05 0	
	The service provider must have Fidelity Guarantee (FG) cover of at least R45 Million which covers the functions to be provided. <ul style="list-style-type: none"> • Less • No Fidelity Guarantee cover Provide proof of PI and FG in your submission/proposal.	10 05 0	
B	PREVIOUS EXPERIENCE		20
	Years in business (Having experience in providing insurance services) <ul style="list-style-type: none"> • 10 Years and more • 5-9 Years • 02-4 Years • Less than 2 years 	10 08 05 02	
	Previous projects executed. <ul style="list-style-type: none"> • R1 Million or more • Less than R1 Million • No experience (Please provide at least three (3) references for a similar or related project with contact details, period and amount)	10 05 0	
C	KEY STAFF		20
	<ul style="list-style-type: none"> • Suitable Qualified and FAIS Compliant Service Team (all teams members must be fully compliant) • None 	20 0	

	Provide proof of Qualifications and FAIS Compliant.		
D	PROFESSIONAL MEMBERSHIP		20
	<ul style="list-style-type: none"> • Being member of Insurance Association. • None Provide a Proof of membership.	20 0	
E	LOCALITY		20
	<ul style="list-style-type: none"> • Company physically located within Limpopo Province. • Company located within the outside Limpopo Province 	20 10	

The minimum qualifying score for functionality is **60%**.

3. Phase 3: Evaluation in terms of Price

Only bids that achieve the minimum qualifying score/percentage for functionality will be evaluated further in terms of price. The bid shall be awarded to the bidder with the lowest price.



SBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

PRICING SCHEDULE

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED
IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

I/We _____

(Full name of bidder) the undersigned in my capacity as _____

Of the firm _____

Hereby offer to Limpopo Tourism Agency to render the services as described, in accordance with the specifications and conditions of contract to the entire satisfaction of the Limpopo Tourism Agency and subject to the conditions of tender, for the amounts indicated hereunder:

PRICING

- 1.1 Tender prices must be in ZAR Currency (Rand);
- 1.2 Tender rates must be submitted exclusive of VAT, but the final bid price submitted must include VAT;
- 1.3 The tenderer must provide maximum amounts payable per line item, in respect of Excess Payments for each asset, as per applicable column in the detailed pricing schedules. In these instances where maximum amounts will not be tendered on the specific asset, this should be stated clearly as such next to the particular line item, and the applicable rate must then be stated for these exceptions;
- 1.4 All Brokers fees and any other administrative fees that will be payable, must be indicated as separate items in the Gross insurance premium tendered;
- 1.5 Where extensions are granted free of charge, please state “free” in the premium column;
- 1.6 Where a line of cover or an extension is not tendered for, please state “No Tender” in the premium column;
- 1.7 The liability for payment of Assessor Fees must be for the account of the tendered in all instances, inclusive of alternative tenders;
- 1.8 Following please find a summary schedule to be completed in respect of the quoted premium(s) as contained in the detailed schedules attached hereto, to be used as a basis for the duration of the proposed contract period:

PRICING SCHEDULE (% Escalation)					
	Class of Insurance	Cover Needed	Year 1 (price/ year)	Year 2 (price/ year)	Year 3 (price/ year)
	Comprehensive Insurance Premium				
1.11.1.	Business All Risk	R2 000 000			
1.11.2.	Directors & Officials	R15 000 000			
1.11.3.	Electronic Equipment	R4 900 000			
1.11.4	Employer's Liability	R2 000 000			
1.11.5	Fidelity Guarantee	R2 000 000			
1.11.6	Glass	R100 000			
1.11.7	Office Contents	R2 000 000			
1.11.8	Public Liability	R5 000 000			
1.11.9	Theft	R50 000			
1.11.10	Motor Vehicle	R350 000			
1.11.11	Group Personal Accident	R250 000			
1.11.12	Accidental Damage	R100 000			
1.11.13	Business Interruption	R1 000 000			
1.11.14	Mobile Offices	R80 000			
	Sub-Total- Comprehensive Insurance	R			
1.11.15	SASRIA	R			
1.11.16	Broker's Fee	R			
	Sub-Total (VAT Excluded)	R			
1.11.17	VAT	R			
	Total	R			
	GRAND TOTAL (Y1, Y2 & Y3)	R			

***Prices MUST be indicated in full for the three years.**



BIDDER'S DISCLOSURE

SBD 4 FORM

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

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.

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

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.

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.

- 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.

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Signature

Date

.....

.....

Position

Name of bidder