



REQUEST FOR PROPOSALS

NWDC/ RIS01/2018

TERMS OF REFERENCE (TOR):

The North West Development Corporation (SOC) Ltd hereby invites tenders from suitably qualified and experienced Short Term Insurance Brokers for Immovable Assets

CLOSING DATE: 21 September 2018

TIME: 13:00

DELIVERY ADDRESS:

MAHIKENG MMABATHO BRANCH OFFICE:

NWDC (SOC) LTD
30 JAMES WATT CRESCENT
MAHIKENG
2745
Work: 018 381 3665
Fax: 086 530 3265

BIDDER: _____

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1. PREAMBLE

The NWDC's **strategic thrust** is to drive an inclusive strategy towards economic growth and transformation in the Province in line with the Provincial priorities. The entity is appropriately positioned as the implementing vehicle of the Provincial Government to roll-out the developmental agenda.

The NWDC's **purpose** is therefore to contribute towards the growth and transformation of the economy by positioning the North West Province as a competitor in the SADC Region, Africa and the globe in investment attraction.

The NWDC **aims** to demonstrate its leadership by implementing key programmes and providing support for the development of key sectors of the economy in line with the conventional economic and industrial policies of the Province. Key to this aim is the growth of the cooperatives economy, trade and investment facilitation and increased strategic economic infrastructure. The NWDC undertakes to support key Provincial strategies in a manner that ensures successful implementation of those strategies.

2. BACKGROUND

The Corporation's Investment Property Portfolio, which is situated throughout the province, comprises of residential, factories, light industrial parks and shopping complexes. Due to the revised Local Government Demarcation Process, some of these properties are outside the demarcations of the Province, being located in Garankuwa, Babelegi (Gauteng Province), Marapyane (Mpumalanga) and Mothibistad (Northern Cape).

3. SCOPE OF WORK

The North West Development Corporation (SOC) Ltd hereby invites tenders from suitably qualified and experienced Short Term Insurance Brokers. The bidders should be experienced in rendering insurance services to public entities or government institutions and have a sound track record of work of a similar nature. Bidders are requested to attach proof of the above on the respective company letterhead. The contract period is three (3) years.

3.1 The scope of work includes and addresses the following:

- 3.1.1 Provision of short term insurance cover for the North West Development Corporation's (NWDC) immovable assets portfolio and related perils.
- 3.1.2 Provision of regular services including advice and consultation on Risk Management and property insurance related measures.
- 3.1.3 A comprehensive and specific insurance portfolio that represents NWDC in all insurance related matters with the insurers.
- 3.1.4 Implementation Plan for three (3) years contract with specific details which will be offered by the successful bidder and will be reviewed annually.
- 3.1.5 Bidders are required to quote on the best value for money insurance covers out in the market relating to the following items:

Insurance Cover for all NWDC insurable Immovable Assets
SASRIA
Loss of Rental Revenue

4. PROFILE OF TENDERING COMPANY

The tendering companies are required to attach to their quotation a short summary of their operations including:

- 4.1** A background of the company, policies and actual achievements. Breakdown of shareholding percentages in respect of Broad Based Black Economic Empowerment and previously disadvantaged persons within the company.
- 4.2** A brief outline of the length of time operating in the Short-term Insurance industry, the extent, nature and area of current operations and approximate numbers of support staff employed within the company that will interact with the NWDC;
- 4.3** A list of current contracts held by the company, corporation, division or branch that will be supplying the service as well as telephone and fax numbers of senior persons of such clients who could be contacted for references;
- 4.4** The physical address of the office that will be providing the service. A visit to the office may be made by the Bid Evaluation Committee before the contract is awarded;
- 4.5** Full contact details (telephone, fax, cell phone numbers and email address) of those persons who may be contacted in connection with the Bid Evaluation Committee visit.

5. LEGALITIES AND RULES

Proposal received from the bidders will be assessed by the relevant committee for implementation.

- 5.1** The NWDC reserves the right to appoint or not to appoint.
- 5.2** All bidders must include a draft copy of a proposed SLA with their proposal document.
- 5.3** The NWDC and the successful bidder will be required to sign an agreed upon SLA prior to commencement of the services. Please note that the SLA for the entity will commence with effect from **1 October 2018**.
- 5.4** The NWDC reserves the right to cancel the Terms of Reference.
- 5.5** The NWDC is not obliged to appoint the bidder with the highest points scored.
- 5.6** All bidders must ensure their companies are indemnified and must attach their valid Professional Indemnity Insurances. The copyright of the reports is to be delivered by the bidder to the NWDC, upon acceptance of the final reports.

6. CONFIDENTIALITY

A contractual pre-requisite is to comply with the NWDC's Confidentiality Agreements. It must be noted that all company information is confidential. Once appointed, the successful bidder will be expected to enter into a Confidentiality Agreement with the NWDC.

7. TECHNICAL EVALUATION CRITERIA

STAGE 1: SUBMISSION OF FICA DOCUMENTS

The following compulsory documentation must be submitted with the proposal:

FICA REQUIREMENTS AND ADDITIONAL INFORMATION REQUIRED NOTE:

Authenticated copies are permissible		
No	Document	Checked (√/X)
1.	Company profile	
2.	B-BBEE certificate: Only South African National Accreditation System (SANAS) or SWORN Affidavits shall be accepted.	
3.	Company registration (CIPC) and Company Documents	
4.	Power of Attorney/ Letter of Authority / and/or Resolution Authorizing the Director to sign all the documents	
5.	Proof of latest Audited Financial Statements of three (3) consecutive years	
6.	6.1 Confirmation of Residential Address or Business Address	
	6.2 Proof of residence of directors	
7.	SARS Registration and Valid Tax Clearance Certificate must be valid at the time of the submitting this Bid Document	
8.	VAT Registration Certificate	
9.	CV, ID Copies and Profile of Directors, Team Members and Supporting Staff Members	
10.	Company Organogram with Positions	
11.	Proof that the broker and/or insurer is authorized by the Financial Services Board to provide insurance- FSB Number	
12.	Proof of latest Audited Financial Statements of three (3) consecutive years.	
13.	Certified copy of Certificate of Registration in terms of the Financial Advisory Intermediary Services (FAIS) Act	
14.	Certified copy of certificate of IGF (Intermediary Guarantee Facility) worth a minimum of R2,000,000	
15.	Proof of professional indemnity cover of a minimum of R16,500,000	
16.	Proof of a Fidelity Guarantee Cover of R 11,000,000	
17.	Draft Service Level Agreement	
18.	Joint Venture Agreement/ Consortium/ Sub Contracting Agreement, Signed (where applicable)	
19.	Current and completed contracts with contactable references and values of the contracts	
20.	Bank confirmation letter which is not older than three (3) months.	
21.	Proposal/Methodology/ Approach	
22.	Project Plan with clear time lines (This must address all the phases of the project)	
23.	SBD 1 - Invitation to Bids	
24.	SBD 2 - Tax Clearance Certificate Requirement	
25.	SBD 3.3 - Price Schedule (Professional Services)	
26.	SBD 4 - Declaration of Interest	
27.	SBD 5 - National Development Planning Programme	
28.	SBD 6.1 - Preference points claim form in terms of the Preferential Procurement Regulations	
29.	SBD 8 - Declaration of Bidders Supply Chain Practices	
30.	SBD9 - Certificate of Independence	

- Please Tick (✓) if available and (X) if not available.
- Tax Clearance Certificate must be valid at time of submitting this bid document.
- In case of a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/JV member or subcontractor as well as certified copy of a relevant agreement.
- It must be noted that the evaluation of the proposal will be conducted in line with the scope of work indicated in this document.
- Only SANAS or SWORN AFFIDAVIT B-BBEE certificates shall be accepted.
- Non-submission of the above documents will render this tender invalid.

STAGE 2: TECHNICAL/FUNCTIONALITY STAGE:

In order to qualify for the next stage of evaluation, the bidder must score a minimum of **75 points**.

(A)	(B)	(C)	(D)	(E)
CRITERIA	DESCRIPTION	WEIGHT	FUNCTIONALITY RATING	Portfolio of Evidence (POE)
Company Experience in Short Term Insurance Broking	Experience of prospective company in Short Term Insurance Broking services	25	25 points: 15 years and more. 20 points: 8-14 years 15 points: 4-7 years 10 points :3years	Proof of years in Short Term Insurance Broking services
Company Profile indicating Short Term Brokerage insurance	Company Profile indicating Short Term Brokerage in State Owned Entities, Constitutional Institutions, Government Department and Municipalities	20	20 points : All of the above 5 points: State Owned Entities 5 points: Constitutional Institutions 5 points : Municipalities 5 points : Government Departments	Proof of Contracts, claims handling and claims ratio executed or to be attached
Proposal, Methodology, Approach and Project Plan	A clearly defined Proposal including: Detailed Project plan with clear time lines Detailed process Plan on how the account will be managed i.e. processing of claims, queries, etc. The quality of the criteria to provide cover to be used i.e. What will be regarded as a valid claim to maximum risk?	25	25 Points : All of the above 10 Points – Detailed Project Plan with clear time lines 5 Points – Risk Management Advice	Detailed Project Plan, Process Plan, Risk Management Advice Methodology and Approach

(A)	(B)	(C)	(D)	(E)
CRITERIA	DESCRIPTION	WEIGHT	FUNCTIONALITY RATING	Portfolio of Evidence (POE)
	Provide a detailed methodology including how the Service Provider will conduct services between the Client, Broker and Insured Party.		5 Points - Methodology and Approach	
Proposed Team Members relevant experience and Qualifications	The relevant team members and other team assistants should have a minimum of five (5) years' experience and relevant qualifications in the Short Term Insurance Brokerage Submit a general Curriculum Vitae/profile for each of the key personnel which highlights experience that is relevant. Company Organogram.	15	15 points- 15 years relevant experience and a relevant qualification in insurance /risk financing. 10 points -10 years relevant experience and a relevant qualification in insurance /risk financing. 5 points- 5 year's relevant experience and a relevant qualification in insurance /risk financing.	Team Members Cv's, certified copy of qualifications and Organogram
Testimonials or references	Testimonials or references (confirmed by client other than NWDC) of handling big accounts for a minimum of three (3) years	15	15 points : 4 and more references; 10 points: 2 -3 references; 5 points: 1 reference.	Testimonials of the references on the respective company letterheads including the contact person with their contact details
	TOTAL SCORE	100		

NOTE: The qualifying score for functionality is 75 points. All the bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for the next step of evaluation.

STAGE 3: PRICE AND B- BBEE - 80/20 Preferential Procurement Point -2017

- Bids will then be evaluated on an 80/20 basis, where 80 points is assigned for price and 20 for B-BBEE points as outlined in Preferential Procurement Regulation of 2017
- Only SANAS or SWORN AFFIDAVITS B-BBEE certificates shall be accepted for scoring.

8. SUBMISSION FORMAT

8.1 The bidder must submit one (1) Original separate proposal (as per below format) and (3) three hard copies (clearly marked NWDC/RIS 001/2017) to fulfil the project deliverables.

8.2 The sealed envelope must be placed in the tender box marked as **NWDC/RIS001/2018– Short-term Insurance Broker for Immovable Assets** at the Main Reception Area NWDC offices Mmabatho Branch : **NWDC Building, 30 James Watt Crescent, Industrial Site, Mahikeng, 2745, by no later than:**

Date: 21 September 2018

Time: 13:00 pm

8.3 The bidder should provide the full legal corporate name of each Company/Individual identified in this tender document; and the name, title, address, telephone number, facsimile number and e-mail address of the individual to be contacted with respect to the submission. Include the URLs (website address), if applicable.

8.4 Each respondent must complete all the prescribed Standard Bid Document (SBD) as listed in this tender document.

8.5 Each respondent must furnish all the regulatory documents and any other information as required.

8.6 If a courier service company is to be used for delivery of this tender document, the bid document description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed or dropped into the tender box. **The NWDC will not be held responsible for any delays where tender documents are handed to the NWDC Receptionist.**

8.7 The Bidder will be required to make a formal presentation of their proposal to the relevant Committee as and when they will be requested.

8.8 No late submission shall be accepted.

8.9 Bid Documents are late if they are received at the address given in the document; after closing date and time.

8.10 Bid Documents that are not received by the deadline will not be considered and will be returned to the proposer unopened, if the return address has been stated.

8.11 No Electronic, E-mail or Faxed Proposals shall be accepted.

8.12 All costs related to this proposal shall be carried by the proposer.

9. TENDER VALIDITY PERIOD

Responses to this bid document received will be valid for a period of 90 days counted from the closing date of the submission.

10. COMPULSORY BRIEFING SESSION

A **COMPULSORY BRIEFING SESSION** will be held on **05 September 2018 @10h00** at the following address: **MMABATHO REGIONAL OFFICE; 30 JAMES WATT CRESCENT, MAHIKENG, 2745.**

11. SUPPLIER PERFORMANCE MANAGEMENT

- 11.1 Supplier Performance Management is viewed by the NWDC as critical component in ensuring value for money acquisition and good supplier relations between the NWDC and all its suppliers.
- 11.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement with the NWDC, which will form an integral part of the supply agreement. The agreement will serve as a tool to measure, monitor and assess the supplier performance level and ensure effective delivery of service, quality and value add to NWDC's business.
- 11.3 Bidders are required to comply with the above condition, and also provide a scorecard on how their performance is being measured to achieve the objectives of this condition.

12. NWDC's RIGHTS

- 12.1 The NWDC is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
- 12.2 The NWDC reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the NWDC.
- 12.3 The NWDC reserves the right to award this tender to a purely empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders.
- 12.4 The NWDC reserves the right to award this tender as a whole or in part without furnishing reasons.

13. UNDERTAKINGS BY BIDDER

- 13.1 The bidder hereby offers to render all or any of the services described in the attached documents to the NWDC on the terms and conditions and in accordance with the specifications stipulated in this Tender Documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- 13.2 Bid documents submitted by Companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- 13.3 The Bidder shall prepare for a possible presentation should NWDC require such and the tenderer shall be notified thereof no later than 3 (Three) days before the actual presentation date.
- 13.4 The Bidder hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the NWDC during the validity period indicated and calculated from the closing hour and date of the Tender. This proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 13.5 The Bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response and that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

13.6 The Bidder hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfillment of this contract.

14. REASONS FOR DISQUALIFICATION

- 14.1 The NWDC reserves the right to disqualify any bidder, who does any one or more of the following, and such disqualification may take place without prior notice to the offending investor, however the bidder will be notified in writing of such disqualification:
- 14.2 Bidder who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;
- 14.3 Bidders who submitted incomplete information and documentation according to the Requirements of this bid document;
- 14.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate information;
- 14.5 Bidders who received information not available to other vendors through fraudulent means; and/or
- 14.6 Bidders who do not comply with mandatory requirements as stipulated in this bid document

Specific Conditions of the Contract

Special Conditions that apply to this contract are as follows:

- The Service Provider to have access to internet as basis of communication (e-mail).
- The Service Provider will furnish NWDC with an invoice upon completion of each milestone (along with other required supporting documentation).
- The successful Service Provider will have to sign a Service Level Agreement with NWDC, immediately upon approval of the award.
- The Service Provider will be liable for any recollection of missing data, as a result of poor completion of questionnaire by the appointed entity.
- Ensure that the process is conducted in a transparent manner.
- The NWDC reserves the right to cancel the Terms of Reference.
- The NWDC is not obliged to appoint the proposal writer with the highest points scored.
- Tariffs must not exceed the tariffs in terms of Council of Law Society of South Africa
- All proposal writers must ensure their companies are indemnified and must attach their valid Professional Indemnity Insurances. The copyright of the reports is to be delivered by the proposal writer to the NWDC, upon acceptance of the final reports.

15. ENQUIRIES

Enquiries may be directed to the following person:

Scope/Terms of Reference	Tender Document
Anthony Mmutle NWDC 018 381 3663 anthonym@nwdc.co.za	Neo Mogashane - Snr. Procurement Officer NWDC 018 381 3663 neom@nwdc.co.za

16. ANNEXURES:

- Annexure 1 - Immovable Assets Replacement Costs
- Annexure 2 - Loss Experience

