

North West Development Corporation (SOC) Ltd



**TENDER DOCUMENT**

**TERMS OF REFERENCE (TOR):**

**The North West Development Corporation (SOC) Ltd hereby invites tenders from suitably qualified and experienced Short Term Insurance Brokers to provide insurance related services for Broad Form and Directors & Officers Liability Covers for the period of three (3) years.**

**TENDER NO: NWDC/ RIS003/2020**

**CLOSING DATE: 13 AUGUST 2020**

**TIME: 12.:00**

**DELIVERY ADDRESS:**

**NWDC HEAD OFFICE:**

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

TENDERER: \_\_\_\_\_

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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 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 assets located within the North West, Gauteng, Mpumalanga and the Northern Cape, thus there is exposure for liability risks.

## 3. SCOPE OF WORK

The North West Development Corporation (SOC) Ltd hereby invites tenders from suitably qualified and experienced Short Term Insurance Brokers. The contract period is supposed not to exceed three (3) years. The ideal service provider 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.

### 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) Broad Form Liability and Directors & Officers Liability.
- 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 service provider and will be reviewed annually.
- 3.1.5 Service Providers are required to quote on the best value for money insurance covers out in the market relating to the following items:

Broad Form Liability
Directors & Officers Liability

#### **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 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 (excluding current services to the NWDC) 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.

5.2.1 Separate SLA's must be drafted for NWDC and shall be for a period of three (3) years, with insurance covers renewable annually. Please note that the SLAs for both entities will commence with effect from date of commencement of SLAs.

## 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

Authenticated copies are permissible		
No	Document	Checked (√/X)
1.	Company profile	
2.	B-BBEE certificate: Only 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 document	
5.	Proof of Audited Financial Statements of 3 latest 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.	Certified copy of Certificate of Registration in terms of the FAIS Act	
13.	Certified copy of certificate of IGF (Intermediary Guarantee Facility) worth a minimum of R3,500,000	
14.	Proof of professional indemnity cover of a minimum of R15,000,000	

<b>Authenticated copies are permissible</b>		
<b>No</b>	<b>Document</b>	<b>Checked (√/X)</b>
15.	Proof of a Fidelity Guarantee Cover of R 10,000,000	
16.	Draft Service Level Agreement	
17.	Joint Venture Agreement/ Consortium/ Sub Contracting Agreement, Signed (where applicable)	
18.	Current and completed contracts with contactable references and values of the contracts	
19.	A letter from the bank which stipulates your company's financial risk in terms of low, medium or high in terms of financial standing at the bank i.e. bank rating letter,(not more than 3 months old)	
20.	Proposal/Methodology/ Approach	
21.	Project Plan with clear time lines (This must address all the phases of the project)	
22.	SBD 1 - Invitation to Bids	
23.	SBD 2 - Tax Clearance Certificate Requirement	
24.	SBD 3.1 - Price Schedule (Firm prices)	
25.	SBD 4 - Declaration of Interest	
26.	SBD 5 - National Development Planning Programme	
27.	SBD 6.1 - Preference points claim form in terms of the Preferential Procurement Regulations	
28.	SBD 8 - Declaration of Bidders Supply Chain Practices	
29.	SBD9 - Certificate of Independence	

**NOTE:**

- **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 investor 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  (FSB Certificate)
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.	25	25 Points : All of the above  10 Points – Detailed Project Plan with clear time lines  5 Points – Risk Management	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)
	<p>The quality of the criteria to provide cover to be used i.e. What will be regarded as a valid claim to maximum risk?</p> <p>Provide a detailed methodology including how the Service Provider will conduct services between the Client, Broker and Insured Party</p>		<p>Advice</p> <p>5 Points - Methodology and Approach</p>	
Proposed Team Members relevant experience and Qualifications	<p>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</p> <p>Submit a general Curriculum Vitae/profile for each of the key personnel which highlights experience that is relevant.</p> <p>Company Organogram.</p>	15	<p>15 points- 15 years relevant experience and a relevant qualification in insurance /risk financing.</p> <p>10 points -10 years relevant experience and a relevant qualification in insurance /risk financing.</p> <p>5 points- 5 year's relevant experience and a relevant qualification in insurance /risk financing.</p>	Team Members Cv's, certified copy of qualifications and Organogram
Testimonials or references	<p>Testimonials or references (confirmed by client other than NWDC) of handling big accounts for a minimum of three (3) years</p>	15	<p>15 points : 4 and more references;</p> <p>10 points: 2 -3 references;</p> <p>5 points: 1 reference.</p>	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: PREFERENTIAL POINT SYSTEM - PRICE AND B- BBEE - 80/20 Preferential**  
Preferential Procurement Framework of 2017:

CRITERIA	DESCRIPTION	PRICE (Points)-	B-BBEE (Points)
<b>Fee to be charged (Price) and B-BBEE Level</b>	80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million	80	20

**PRICE SCHEDULE :**

Year 1	Year 2	Year 3	Total
<b>Fee</b>	<b>Fee</b>	<b>Fee</b>	<b>Total Fee</b>
<b>Total Vat Incl.</b>	<b>Total Vat Incl.</b>	<b>Total Vat Incl.</b>	<b>Total Vat Incl.</b>

**8. SUBMISSION FORMAT**

- 8.1 The bidder must submit one (1) Original proposal ((clearly marked NWDC/RIS03/2020) to fulfil the project deliverables.
- 8.1 The sealed envelope must be placed in the tender box marked as **NWDC/RIS003/2020– Insurance Broker for Board form and Directors and Officers Liability** at the Main Reception Area NWDC Head Offices: NWDC Building, 22 James Watt Crescent, Industrial Site, Mafikeng, 2745; **by no later than:**
- Date: 13 August 2020, Time: 12:00**
- 8.2 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.

- 8.3 Each respondent must complete all the prescribed Standard Bid Document (SBD) as listed in this tender document.
- 8.4 Each respondent must furnish all the regulatory documents and any other information as required.
- 8.5 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.**
- 8.6 The Bidder will be required to make a formal presentation of their proposal to the relevant Committee as and when they will be requested.
- 8.7 No late submission shall be accepted.
- 8.8 Bid Documents are late if they are received at the address given in the document; after closing date and time.
- 8.8.1 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.
- 8.9 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**

Please note that there will be no briefing session. This is to comply with COVID-19 regulations of avoiding public gathering to reduce the risk of contracting the virus, and assist in flattening the curve.

## **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.
- 11.2 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 4 (four) 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 bidder, 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

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

## 15. ENQUIRIES

Enquiries may be directed to the following person:

Scope/Terms of Reference	Tender Document
Anthony Mmutle 076 201 7818 <a href="mailto:anthonym@nwdc.co.za">anthonym@nwdc.co.za</a>	Mmapula Pholoana 082 926 0826 <a href="mailto:mmapulap@nwdc.co.za">mmapulap@nwdc.co.za</a>

## 16. ANNEXURES:

Annexure 1 - Signed Proposal Forms