

**SCI-BONO DISCOVERY CENTRE NPC**

Tel: +27 11 639 8400 | Fax: +27 11 832 3360 | www.sci-bono.co.za
C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

**REQUEST FOR PROPOSALS (RFP):
MANAGEMENT OF SHORT TERM INSURANCE
CS/SCM/FIN/R17-18/31**

1. DETAILS OF THE RFP

RFP NO	CS/SCM/FIN/R17-18/31
RFP FOR	Provision of Management of Short Term Insurance Services
COMPULSORY BRIEFING	14 July 2017 @ 10:00am
SUBMISSION DEADLINE	25 July 2017 @ 12:00pm
RFP	corner Miriam Makeba & Helen Joseph Street, Newtown, Johannesburg, 2017

2. BACKGROUND INFORMATION

- 2.1. The Sci-Bono Discovery Centre is an independent Non Profit Company set up by the Gauteng Department of Education. It is a flagship science centre located in Newtown, Johannesburg. Sci-Bono envisions a society with the capacity to compete in the global world of science and technology and that is equipped with the skills, attitudes and values needed to improve the quality of life of all South Africans. It works closely with the Gauteng Department of Education (GDE), to enhance curriculum delivery in schools.

3. PURPOSE

3.1. The purpose of this Request for Proposal (RFP) is to solicit proposals from reputable service providers for the **management of short term insurance services for a period of FIVE years from date of appointment.**

4. SPECIFICATIONS

4.1. The services to be rendered as a Short Term Insurance Broker over the contract period should include general services related to the placement, maintenance and administration of the insurance portfolio which includes:

4.1.1 Assets,

4.1.2 Buildings,

4.1.3 Events Liability,

4.1.4 ICT Equipment deployed at Government Schools and Districts Offices around Gauteng Province (Smart Boards (Appr. 3000), Tablets (Appr. 57000), Micro Servers (Appr. 2000), Laptops and Desktops, Servers and other ICT Equipment))

4.1.5 Solar Labs,

4.1.6 Directors and Officers.

4.2. The appointed broker will be responsible for/ required to perform the following actions:

4.3. Review existing cover.

4.4. Establish uninsured risks and review uninsured risks and exposure.

4.5. Review cover, limits and sums insured.

4.6. Determine and negotiate renewal terms.

4.7. Pre-renewal meetings to discuss excess structures and alternatives of renewal

4.8. Renewal follow-up on alternative quotations.

4.9. Presentation of renewal terms and recommended options.

4.10. Compilation of detailed insurance manual as well as full summary on cover, limits, conditions and exclusions.

4.11. Check and provide issued policy as well as legal confirmation of statutory compliance.

4.12. Compilation of claims procedural manual and update.

4.13. Ad hoc adjustments and endorsements on sums insured and declarations to insurers/re-insures.

- 4.14. Day-to-day correspondence and queries.
- 4.15. Monitor premium payments and refunds.
- 4.16. Ad hoc training where required in terms of policy and procedural manual.
- 4.17. To continue with portfolios currently renewed.

4.2 Technical Evaluation

- 4.2.1 Shortlisted service providers may be subjected to a site visit to view the actual items to be supplied and to verify the capacity to deliver.
- 4.2.2 Service providers must be FAIS Compliant and FSB licensed
- 4.2.3 Service providers must have experience managing large portfolios with government departments and related institutions.
- 4.2.4 Service providers must not enter into joint ventures or outsource any of the services to execute the contract

5. MINIMUM REQUIREMENTS

5.1. Suppliers must submit the following:

Bidders must supply Sci-Bono with the below-mentioned minimum requirements; failing to provide these requirements shall constitute automatic disqualification:

Envelop 1:

- A Formal Written Quotation (clear & unambiguous; with VAT implications);
- Quotation form downloadable from the Sci-Bono website;

Envelop 2:

- Comprehensive description and specification of the offered items.
- Proof of Company Registration.
- A valid Tax Clearance Certificate
- B-BBEE certificate (IRBA or SANAS) or Sworn Affidavit (where applicable).
- Fully completed SBD forms (SBD 4, SBD 8, SBD 9) downloadable from the Sci-Bono website.
- Stamped Letter Confirming Bank Details.

- Proof of Business Address
- Proof of Registration with the Central Suppliers Database System.
- References of Previous Projects/Services Successfully Completed.
- Guarantee Letter where applicable.

5.2. References

5.2.1. Bidders must further supply Sci-Bono Discovery Centre at most with two (2) contactable references where the bidder has delivered the similar services by simply stating the following:

- Name of client
- Position
- Contact telephone numbers
- Dates and Work performed.

5.2.2. The failure to provide the above shall constitute a disqualification as it shall be deemed that the bidder does not have the required experience.

6. PRICING SCHEDULE AND DELIVERY

6.1. General Pricing Fee

- 1) The bidder must provide a clear and unambiguous price schedule (quotation).
- 2) All disbursements and related costs shall be provided separately, if any, and may be negotiated during the project implementation period.
- 3) Only unconditional discounts shall be accepted. All discounts granted must be specified on the Quotation Form.
- 4) Note that the price must be fixed and will not be subjected to change based on foreign exchange fluctuations.

7. CONDITIONS FOR SHORT LISTING

7.1. Proposals submitted will be evaluated using a system Method 4 (Financial Offer, Quality and Preference) in line with Section 6.3 (Table 6.3.1: Standard Tender Evaluation Method) prescribed by Sci-Bono's Supply Chain Management Policy.

7.2. All bids shall be subjected to the preliminary evaluation process. Bidders who shall not meet the minimum requirements (item 5) set by this RFP shall automatically disqualified and shall not be evaluated for functionality, price and preference.

7.2.1. Service providers are required to submit all documents specified on item 5.1 of this RFP, otherwise failure to submit all documents shall constitute disqualification.

8. PRICE EVALUATION

8.1 The proposals / bids shall be evaluated using the 80/20 preference point scoring system.

$$PS = 80 \left[1 - \frac{Pt - Pmin}{Pmin} \right]$$

Where:

Ps = Point scored for comparative price of bid under consideration;

Pt = Comparative price of bid under consideration; and

Pmin = Comparative price of the lowest acceptable bid.

9. POINTS FOR B-BBEE

9.1 An 80/20 preference points scoring system (B-BBEE points) shall apply and shall be awarded as follows:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

10. AWARD CRITERIA

10.1 The bidder with the highest number of points shall be awarded the contract, unless there are factors that may lead to a different decision.

10.2 In the event of two or more bids score equal points, the bid will be awarded to the bidder scoring the highest points on B-BBEE or preference.

10.3 However, in the event the two or more bids have equal B-BBEE points, the tender will be awarded to the bidder with the highest points on functionality, if applicable.

10.4 Qualifying proposals will be evaluated according to the following criteria:

- Price: 80%
- PDI / BEE rating 20%

10.5 Prequalification criteria:

- Level 1 to Level 3 B-BBEE Contributors; or
- Exempt Micro Enterprises (EME); or
- Qualifying Small Enterprises (QSE)
(in terms of Regulation 4; of Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017)

11. CLOSING DATE AND TIME

11.1 Compulsory briefing will be held on 14 July 2017, 10:00am; at Sci-Bono Discovery Centre.

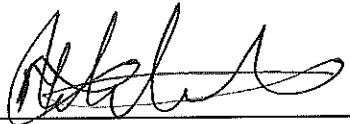
11.2 Submissions should be hand delivered by hand on or before **25 July 2017 at 12:00pm**, deposited into the tender box marked **“PROVISION OF MANAGEMENT OF SHORT TERM INSURANCE SERVICES”** be deposited into the tender box. **NO LATE PROPOSALS / BIDS shall be accepted. NO LATE PROPOSALS / BIDS shall be accepted.** Late proposals / bids shall be immediately returned to the bidders. All documents must be to Corner of Miriam Makeba & Helen Joseph Streets, Johannesburg, 2107.

11.3 All correspondences shall be done by e-mail tenders@sci-bono.co.za ; no telephonic correspondence shall be entered into before and after closing of the bid. Bidders may be informed in writing of the outcome of the bid adjudication process.

12. DISCLAIMER


- 12.1 Sci-Bono reserves the right to accept or reject any variation, deviation, tender offer or alternative offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract.
- 12.2 Sci-Bono reserves the right to award a contract to multiple service provider(s) should it be deemed necessary.
- 12.3 Sci-Bono reserves the right not to appoint a provider, to accept and/or award the whole or any portion of the tender, and is also not obliged to provide reasons for the rejection of any tender.
- 12.4 Sci-Bono will not incur any liability to a tenderer for such cancellation and rejection, but will give written reason for action upon request to do so.

13. APPROVALS (RFP: CS/SCM/FIN/R17-18/31 –Provision of Management of Short Term Insurance Services)


MR NKATEKO MALULEKE
PROCUREMENT MANAGER


03/07/2017
DATE

RECOMMENDED NOT RECOMMENDED


MR RANDHIR RAMPERSAND
FINANCIAL ACCOUNTANT

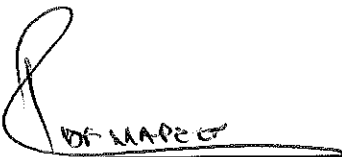
8/7/17
DATE

RECOMMENDED NOT RECOMMENDED (CONFIRMATION OF BUDGET AVAILABILITY)


MS MEENA PARBHOO
SENIOR FINANCE MANAGER

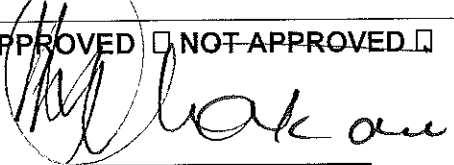
8/7/2017
DATE

RECOMMENDED NOT RECOMMENDED


MS FIKILE MAPELA
DIRECTOR: CORPORATE SERVICES

4/7/2017
DATE

APPROVED NOT APPROVED


DR MORE CHAKANE
CHIEF EXECUTIVE OFFICER

04/07/17
DATE