

**THE NATIONAL CREDIT REGULATOR**

**NOVEMBER 2021**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF  
A SERVICE PROVIDER TO PROVIDE SHORT TERM  
INSURANCE BROKERAGE SERVICES TO THE NCR  
FOR A PERIOD OF FIVE (5) YEARS.**

**RFP NUMBER: NCR791.11.2021**

**DUE DATE: 30 NOVEMBER 2021 AT  
11H00 CAT  
HAND DELIVERY TO NCR OFFICES**

**NB: PREFERENCE MAY BE GIVEN TO WOMEN OWNED COMPANIES**

## **SECTION 1**

### **GENERAL TERMS OF CONDITIONS**

#### **1. General Information for Bidders**

The National Credit Regulator (NCR) was established in terms of Section 12 (1) of the National Credit Act (Act 34 of 2005) and came into being on 1 June 2006.

The NCR will determine which bidding organisation (“bid participant”), if any, is appointed in response to this request for submission as stipulated in section 2 of this document.

##### **1.1. General Terms**

This tender is issued in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the Preferential Procurement Regulations, 2017 (PPR), Supply Chain Management Regulations issued by the National Treasury and BBBEE Act.

Parties that wish to submit proposals are required to indicate that they are willing to accept the General Conditions and Procedures of the NCR (see Section 4 below and Annexure B.1). Please read this document carefully prior to submitting your proposal.

##### **1.2. The Proposal Format**

###### **1.2.1. Economy of proposal preparation**

The proposal should be prepared simply and economically, providing a straightforward and concise description of the bid participant’s ability to meet the requirements of the proposal request.

Clear factual responses are required. The content of the proposals shall determine the merit of each participant, not brochures or other marketing material. To facilitate the review of proposals, participants are required to organise their responses according to the format presented below. Should a participant wish to provide additional information, that information should be referred to, and provided for, in a file of Annexures.

###### **1.2.2. Validity of proposals**

The proposals must include a statement as to the period for which the proposal remains valid. The proposal must be valid for at least ninety (90) days from the due date for the submission of all bids. Refer to the quarters in the terms of reference (TOR).

###### **1.2.3. Number of proposals**

Each bid participant must provide **three (3) hard copies and 1 CD/Stick** of their entire proposal,

including all the documentation referred to in 4 below, in the format specified in that section. All submitted proposals will become the property of the NCR, and will not be returned. Receipt of all proposals will be recorded in a register at the point of receipt. One copy of the proposal must be signed and dated in black ink by the bidder or authorized representative of the bidder and initialled on each page.

## **2. Submission of proposals**

**2.1.** Proposals must reach the offices of the NCR before **11:00 on 30 NOVEMBER 2021, @11H00am** and must be enclosed in a sealed envelope which must be clearly labelled/addressed on the outside:

**(a) RFP No: NCR 791.11.2021**

**(B) TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SHORT TERM INSURANCE BROKERAGE SERVICES TO THE NCR FOR A PERIOD OF FIVE (5) YEARS.**

**(c) CLOSING DATE: 30 NOVEMBER 2021 AT 11H00 SHARP**

**2.2.** Proposals are to be submitted in the marked tender box, in the reception area, National Credit Regulator, 127-15<sup>th</sup> Road, Randjiespark, Halfway House, Midrand. The tender box will only be available for the depositing of proposals between 08h00 and 16h30 on weekdays (excluding public holidays).

**2.3.** Please note that this RFP closes punctually at 11h00 on **30 NOVEMBER 2021**. No late submissions will be considered under any circumstances.

**2.4.** All the documentation referred to in Section 4 below must be submitted. Failure to submit all the documentation referred to in this section may result in a submission being discarded, and not considered for evaluation.

**2.5.** If responses are not delivered as stipulated in this Section 2.1, such responses will be considered "late", and will not be considered for evaluation.

**2.6.** The NCR shall not disclose any details pertaining to the responses received, to any other participant, as this is regarded as confidential information.

**2.7.** Envelopes must not contain documents relating to any RFP other than the one referred to in this RFP.

**2.8.** The responses to the RFP will be opened as soon as is practical after the expiry of the time advertised for receiving them.

**2.9.** Only the participants that are short-listed after the evaluation process will be informed of

the results of the submission adjudication process.

- 2.10.** After the evaluation process is completed, the Evaluation Committee may, prior to making a final selection, draw up a shortlist of participants and require them to make a detailed presentation to the Adjudication Committee. A minimum of 2 days' notice will be given to relevant participants in advance of the presentation date.

### 3. Timetable

Date	Activity
05/11/2021	Advertisement of the RFP
30/11/2021	Closing date @ 11h00
30/11/2021	Preliminary evaluation
03/12/2021	Evaluations by the Evaluation Committee
10/12/2021	Adjudication Committee meeting
03/01/2022	Appointment

The National Credit Regulator reserves the right to determine the structure of the process, the right to determine the number of short-listed participants, the right to withdraw from the proposal process, and the right to change this timetable at any time without notice.

### 4. Documentation to be submitted

Please Note

All of the documentation described below must be submitted, with no omissions whatsoever. Where a particular form or format of documentation is stipulated, this is the only form or format in which these documents must be submitted. Failure to adhere to these requirements may result in the rejection of the entire submission.

All of the documentation referred to below (in Parts One – Twelve) must be acknowledged and submitted. For ease of reference and to facilitate the evaluation process, you are requested to clearly mark each part of the submitted documentation as it is referred to below.

#### 4.1. Table of content

**Introductory letter** by the bidder with authorized contact person and details for this specific tender

- 4.2. SBD 1** – should be the completed and inserted after the introductory letter

**One – Proposal drafted in response to Terms of Reference**

Section 2 of this document below, contains the terms of reference (TOR) for the above mentioned tender. Bid participants are required to draft a proposal that will clearly indicate to the Evaluation Committee how they will fulfil the requirements as set out in the TOR.

Bid participants should include the following information when drafting their proposals:

- Proposals should make clear the relevant skills, experience and capacity of the participant, in respect of this particular TOR. This is an important evaluation criterion. Bid participants should ensure that their proposals focus on how they will address the requirements of this TOR, rather than on achievements.
- Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR.
- Proposals should clearly indicate whether or not bid participants have the internal capacity to meet the requirements of the TOR.

#### **4.3. Two – Pricing Proposal- SEPERATE ENVELOPE**

**SBD 3.1** Pricing Schedule together with signed off detailed pricing on the company's letter head. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected. Additional information may be added on a separate page if necessary.

The total price that the participant will charge to deliver services in accordance with the TOR must be clearly indicated. The pricing proposal should contain sufficient information to allow the Evaluation Committee to estimate the cost of the service, to a high degree of accuracy.

Please note that a financial proposal must be submitted in a separate sealed envelope together with your submission. The financial Proposal will be opened once all technical proposals have been evaluated. This appointment will be made in line with QBS. All prices provided must be inclusive of Value-Added Tax (VAT).

Please note that the prices contained in the pricing proposal are the only charges that may be levied if the participant's proposal is successful, unless explicitly agreed to in writing by the National Credit Regulator, and in terms of the General Conditions of Contract, no additional cost will be accepted after the bidding documents have been submitted and the tender closing date has expired. Any cost for additional parts and peripherals needed for the successful implementation of the project shall remain and form part of the bidding price.

#### **4.4. Three – General Conditions and Procedures of the NCR**

Annexure B and B1 - General Conditions and Procedures of the NCR. Bid participants must indicate clearly that they have read this document, and have no objections to being bound by its

contents. In cases where any provisions of the General Conditions and Procedures conflict with this General Information for Bidders and/or Terms of Reference, the latter will take precedence over the General Conditions of Contract.

#### **4.5. Four – Contract Form: Rendering of Services**

**Annexure C** - Contract Form: Rendering of Services. This will only be completed by the successful bidder once a selection has been made by NCR. Participants do not, therefore, need to complete this form at the bidding stage but their proposals must clearly indicate that they have read this form, and have no objections to signing it as is, if selected as the successful participant.

#### **4.6. Five – Tax status**

Annexure D - Please attach CSD showing Tax status

*A CSD print out must also be attached.*

#### **4.7. Six – Preference Points Claim Form**

Annexure E – form SBD 6.1. Bid participants must complete Sections 8 and 9 in full. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected. *## Please note that a **BBEE certificate/ sworn affidavit** must also be attached to the bid documents. None submission will result in zero scoring in this competitive bidding process*

#### **4.8. Seven – Declaration of Interest**

Annexure F – form SBD 4. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

#### **4.9. Eight – Declaration of past Supply Chain Management Practices**

Annexure G – form SBD 8. DO NOT RETYPE THESE FORMS. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

#### **4.10. Nine – Non-Disclosure Agreement**

Annexure H – Non-Disclosure Agreement. Participants must indicate clearly that they have read this agreement, and have no objections to signing it, as is.

#### **4.11. Ten – Certificate of Independent Bid Determination**

Annexure I – Certificate of Independent Bid Determination Participants. They must be completed on the original and signed, all in black ink. Forms with photocopies and/or other reproductions of signatures may be rejected.

#### 4.12. Eleven – SLA draft version for supplier review

Annexure K – SLA draft version for supplier review. The participants must indicate clearly that they have read this agreement, and have no objections to signing it, as is. If not objections should be outlined separately in a letter. NB: all the SBD documents can be downloaded from our website - <https://www.ncr.org.za/tenders-download/current-tenders>

#### 5. Evaluation Criteria

Proposals will be evaluated on the 80/20 preference points scoring system: that is, 80% of the points awarded will be based on price, as indicated in the table below; and 20% of the points awarded will be based on B-BBEE codes system, allocated as indicated in the table below:

B-BBEE status level of contributor	Number of points	Price
Total maximum points	20	80

Functionality will be evaluated in terms of Section 2 point 10

#### 6. Conflict of interest

Service providers are required to provide services that are professional, objective and impartial. Service providers must ensure that there is no conflict of interest between existing assignments, obligations and responsibilities to other clients and the services set out in the TOR. In the event of any uncertainty in this regard, full disclosure in the submitted proposal should be considered. Non-disclosure of a conflict of interest may be grounds for termination of any contract.

#### 7. Confidentiality agreement

The successful service provider may have access to confidential data or information. The appointment of a successful bidder is subject to that bidder agreeing to the contents of, and signing, the NCR's standard Non-Disclosure Agreement.

#### 8. Contact details

This no-contact policy does not apply to any information deemed to be in the public domain, or which is readily available from organs of State, which are repositories of such information. All communications and enquiries/requests for clarification relating to this proposal should be directed to [procurement@ncr.org.za](mailto:procurement@ncr.org.za).

## **SECTION 2**

### **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SHORT TERM INSURANCE BROKERAGE SERVICES TO THE NCR FOR A PERIOD OF FIVE (5) YEARS.**

#### **1. Background**

In the normal course of business, the NCR encounters numerous risks. The NCR in mitigating its risks wishes to cost effectively transfer some of it by taking out short term insurance. The NCR requires the services of a reputable, capable and effective bidder that is a registered member of The Financial Sector Conduct Authority (FSCA), to provide insurance broking services and claims services in all aspects of the NCR business.

#### **2. Purpose of the project**

NCR needs to secure the services of a South African Insurance Broker with experience, expertise and capacity to act as an intermediary between the NCR and the insurance market (i.e. insurers and other risk financing institutions).

To appoint a short term insurance broker for a period of 5 years to provide the following services:

- a. Insurance services for NCR short-term assets; and
- b. Securing other short-term insurance coverages such as general liability, personal injury, employment practice liability and any other emerging liability risks.
- c. The services to be rendered as a Short Term Insurance Broker over the 5-year period should include general services related to the placement, maintenance and administration of the insurance portfolio.

#### **3. Special bid conditions**

3.1 The bidder must be registered with the Financial Sector Conduct Authority (FSCA) as per Financial Advisory and Intermediary Services Act 2002 (FAIS).

3.2 The appointed bidder will be subjected to vetting investigations by the State Security Agency (SSA). The appointment of the preferred bidder will depend on a positive clearance from SSA.

#### **4. Scope of work**

NCR requires insurance services for the following:

##### **a. Performance specification**

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;

- Monitor premium payments and refunds in accordance with accounts and statements;
- Keep NCR up to date with latest amendments to the Legislation on Insurance through workshops

## b. Technical requirement

### Assets

- To cover all tangible property of every description belonging to the NCR or which the NCR has any propriety or pecuniary interest against loss or damage caused by fire or allied perils including electronic breakdown (first loss bases)
- Electronic equipment, to cover on electronic business equipment including computers, laptops etc.
- Stock, to cover on goods that forms part of the NCR business activity e.g. cell phones
- Building cover, **SASRIA**, property terrorism and sabotage, fire, explosion, earthquake, power surges, alterations and additions etc.

### Motor

- Comprehensive cover for loss of or damage to vehicles, its accessories, and spare parts thereon.

### Liability

- **Public Liability:** To protect the NCR against claims involving illness, injury death, damages to third party property including but not limited to; defamation, defective workmanship and products.
- **Executive Management (Directors and Officers Liability):** To protect the claims made against the NCR's Executive members e.g. if ceases to operate and there are outstanding obligations from third parties; if the NCR's Executive or Managers are sued in their personal capacity for not running the business properly, then this policy will pay the damages as well as the legal costs. The policy must cover Executive Management against damages, judgements, settlements and defence costs for which they may be held personally liable.
- **Employment Practices Liability:** This policy covers the NCR's legal expenses and the awards made against it by the CCMA, Bargaining Councils and Labour

Court for unfair labour practices such as unfair dismissal, sexual harassment, discrimination and failure to employ.

- **Cyber Liability:** This policy covers the NCR against the risks arising out of operating a computer network.

#### **Business interruption**

- A cover for financial loss suffered following interruptions of the NCR business. This should include but not limited to, fixed expenses, operating expenses and additional working expenses.

### **5. General**

- The scope covers portfolios identified at this stage and does not necessarily limit the scope to this. It is expected that the bidder advise the NCR of any other relevant portfolios.
- The preferred insurance broker should ensure that the following are included in the insurance policy as per the NCR's requirements namely:
  - Public Liability
  - SASRIA
  - Claims Preparation costs

### **6. Aim of the project**

It is necessary to contract services of a professional insurance broker from the market to provide assistance to the NCR relating to business insurance. NCR would contract the appointed broker for 5 years with annual reviews of broker's performance. Unsatisfactory performance can result in NCR invoking its right to terminate the contract.

### **7. Duration of the contract**

The duration of the contract is 5 years. The estimated start date is 01 February 2022 or immediately after the contract signature.

### **8. Conduct of the work**

In order to achieve the objectives of this appointment, the successful broker, after appointment will be familiarized with the NCR's insurance and risk financing portfolio.

### **9. Deliverables**

A Service Plan should be drawn annually with inception of a new insurance period detailing the actions to be taken. The Portfolio Service Plan should reflect at least the following general insurance actions:

Internal and external discussions to set renewal and maintenance strategy;

- Provides annual renewal terms and consultation;
- Internal Strategy meetings;
- Review existing cover;
- Established uninsured risks and internal self-insurance capacity;
- Review cover, limits and sums insured;
- Review uninsured risks and exposure;
- Re-broking and market exercise to obtain renewal terms;
- Alignment of Insurance and Risk Management Philosophy;
- Pre-renewal meeting to discuss excess structures and alternatives of renewal;
- Renewal follow-up on alternative quotations;
- Presentation of renewal terms and recommended options;
- Confirmation of placement and 100% cover;
- Confirmation of credit rating of insurance and re-insurance markets;
- Premium allocations on recommended aggregates and service fees;
- Compilation of detailed insurance manual as well as full summary on cover, limits, conditions and exclusions;
- Check and provide issued policy as well as legal confirmation of statutory compliance;
- Compilation of claims procedural manual
- Ad hoc adjustments and endorsements on sums insured and declarations to insurers/re-insurers and issuing of accounts within 30 days of transactions;
- Claims administration;
- Monitor premium payments and refunds in accordance with accounts and statement;
- Ad hoc training where required in terms of policy and procedural manual.

## **10. Monitoring progress of deliverables**

Adherence to the Service Level Agreement will be monitored by way of the following:

- Annual Post Renewal / Placement reports.
- Bi-annual reports providing details of work done during the first 6 months and last 6 months of the NCR financial year.
- Provide quarterly reports on claims (claims processed, and paid out/closed/rejected, claims in progress).
- Annual performance review.
- Attend meetings as and when required.

## 11. Competency and expertise requirements

The successful broker to be appointed should have the necessary expertise, capacity and previous broking experience to be able to deliver the insurance broking services required by the NCR.

## 12. Terms of the RFP

- All NCR bids and all contracts emanating there from will be subject to General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) as well as the Preferential Procurement Policy Framework Act 2000 (PPPFA) with its latest 2017 Regulations. The Special Conditions of Contract (SCC) are supplementary to that of General Conditions of Contract. However, where the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- This bid and/or contract is subject to all applicable industry related legislation, particularly the legislation stated below. Contravention of any provision of the below mentioned legislation as well as the following legislation may result in disqualification of this bid or termination of Contract in the event that the contravention occurs after the contract award:
  - a. Broad -Based Black Economic Empowerment Act 53 of 2003;
  - b. Sector Codes of Good Practice;
  - c. Preferential Procurement Policy Framework Act, (No.5 of 2000);
  - d. Broad-Based Black Economic Empowerment Amendment Act, (No.46 of 2013);
  - e. Broad-Based Black Economic Empowerment Regulations 2016.
- The NCR's objective is to appoint strictly South African service providers, companies or entities as well as to promote and advance the employment of South African citizens.
- The NCR's objective is to promote transformation in the economy through the procurement of goods and services from companies and businesses owned by women.

## 13. Mandatory Technical Criteria

- a) Bidders must meet all the following criteria to be considered for further evaluation. Failure to meet all the following criteria will lead to automatic disqualification:

**Table 1 - Mandatory Technical Criteria**

<b>Mandatory Technical Criteria</b>	<b>Comply</b>	<b>Not Comply</b>	<b>Cross Reference /Comments (Bidder to complete this column)</b>
<p>The Bidder must submit a minimum of three (3) reference letters as proof that they provided short-term insurance to their respective clients in the last five (5) years.</p> <p>Reference letters (company letterhead) must include website address, the name of the organization, contact person and details. Reference letters must be related to short-term insurance.</p> <p>NCR will not accept any letter that is not relevant to the short-term insurance.</p>			
<p>The bidder must attach a valid Registration License Certificate with Financial Sector Conduct Authority (FSCA) as per Financial Advisory and Intermediary Services Act 2002 (FAIS)</p>			
<p>The bidder must submit a minimum two (2) years audited financial statements with a positive balance.</p>			
<b>Substantiate / Comments</b>			

b) In their responses, Bidders must state whether they comply or do not comply with each of the requirements above and provide a comment substantiating their claim or provide a cross reference where in the proposal they address this requirement.

c) If a Bidder does not comply with any requirement in the mandatory criteria, they will be disqualified and will not be considered for further evaluation.

#### 14. Functionality Criteria

With regards to functionality, the following criteria shall be applicable and the maximum weight of each criterion is indicated in the table detailed below:

Functionality will be evaluated against the following detailed requirements:

Functionality Criteria	Weightings
<p><b>Approach and Methodology</b></p> <p>The bidder did not submit an approach and methodology. <b>(1)</b></p> <p>The bidder submitted an approach and methodology, which did not outline a claim process. <b>(2)</b></p> <p>The bidder submitted an approach and methodology, which outlines a detailed claim process to be adopted and implemented by the NCR or demonstrated effectiveness and efficiency of seven (7) working days turnaround time in processing claims. <b>(3)</b></p> <p>The bidder submitted an approach and methodology providing a detailed claim process to be adopted and implemented by the NCR and demonstrated effectiveness and efficiency of seven (7) working days turnaround time in processing claims. <b>(4)</b></p> <p>The bidder submitted an approach and methodology providing a detailed claim process to be adopted and implemented by the NCR and demonstrated effectiveness and efficiency of seven (7) working days turnaround time in processing claims. The bidder also demonstrated the processes followed relating to annual renewal terms and consultations. <b>(5)</b></p>	<p><b>30</b></p>
<p><b>Organisation experience to undertake short term insurance</b></p> <p>No experience = 1</p> <p>One to four years' experience = 2</p> <p>Five to nine years' experience = 3</p> <p>Ten to fifteen years' experience = 4</p> <p>More than fifteen years' experience = 5</p>	<p><b>20</b></p>

<p><b>Compliance</b></p> <p>The bidder did not provide proof of registration with the Financial Sector Conduct Authority (FSCA). The bidder did not submit two (2) years audited financial statements with a positive balance = <b>1</b></p> <p>The bidder submitted proof of registration with the Financial Sector Conduct Authority (FSCA) or two (2) years audited financial statements with a positive balance = <b>2</b></p> <p>The bidder submitted proof of registration with the Financial Sector Conduct Authority (FSCA) and two (2) years audited financial statements with a positive balance = <b>3</b></p> <p>The bidder submitted proof of registration with the Financial Sector Conduct Authority (FSCA) and three (3) years audited financial statements with a positive balance = <b>4</b></p> <p>The bidder submitted proof of registration with the Financial Sector Conduct Authority (FSCA) and four (4) years audited financial statements with a positive balance = <b>5</b></p>	<p><b>20</b></p>
<p><b>Capacity and experience of the proposed team (All members must be FAIS accredited and certification must be submitted.)</b></p> <p>The bidder did not demonstrate the proposed team’s experience, qualifications and capabilities. <b>(1)</b></p> <p>The bidder demonstrated the proposed team’s minimum three (3) years’ experience relevant to the Scope of Work, but did not attach CV’s and Profile. <b>(2)</b></p> <p>The bidder demonstrated the proposed team’s minimum three (3) years’ experience relevant to the Scope of Work. Attached CV’s and Profiles. <b>(3)</b></p> <p>The bidder demonstrated the proposed team’s minimum five (5) years’ experience relevant to the Scope of Work. Attached CV’s and Profiles. The Account Manager</p>	<p><b>20</b></p>

<p>and or Project Manager have five (5) years' experience in the short-term insurance industry. Attached CV's and Profiles. <b>(4)</b></p> <p>The bidder demonstrated the proposed team's minimum five (5) years' experience relevant to the Scope of Work. Attached CV's and Profiles. The Account Manager and or Project Manager have ten (10) years' experience in the short-term insurance industry. Attached CV's and Profiles. <b>(5)</b></p>	
<p><b>Contactable references of which similar work have been conducted in the last 5 years.</b></p> <p>The bidder did not submit reference letters. <b>(1)</b></p> <p>The bidder submitted less than three (3) reference letters from clients. Reference letters (company letterhead) must include website address, the name of the organisation, contact person and contact details. Reference letters must be related to short-term insurance. <b>(2)</b></p> <p>The bidder submitted three (3) reference letters from clients. Reference letters (company letterhead) must include website address, the name of the organisation, contact person and contact details. Reference letters must be related to short-term insurance. <b>(3)</b></p> <p>The bidder submitted five (5) reference letters from clients. Reference letters (company letterhead) must include website address, the name of the organisation, contact person and contact details. Reference letters must be related to short-term insurance. <b>(4)</b></p> <p>The bidder submitted more than (5) reference letters from clients. Reference letters (company letterhead) must include website address, the name of the organisation, contact person and contact details. Reference letters must be related to short-term insurance. <b>(5)</b></p>	<p><b>10</b></p>
<p><b>TOTAL POINTS</b></p>	<p><b>100</b></p>

Bidders must achieve a score of **70 points** on functionality to qualify to be evaluated in order to be considered in the next level (BBEE and price). Bidders who do not score the minimum of 70% points on functionality will be disqualified.

### 15. Price Escalation

- All prices must be VAT inclusive and quoted in South African Rand (ZAR).
- If prices are not valid for 5 years, provide details of yearly price escalation and the basis on which such adjustments shall be applied e.g. CPI, also, provide details of your cost breakdown.

**Bidders must use the following table and pricing schedule when preparing their proposed fees.**

<b>COST BREAKDOWN</b>						
<b>Portfolio</b>	<b>Sum insured / Indemnity limit / Value</b>	<b>Total price inclusive of VAT (Year 1)</b>	<b>Total price inclusive of VAT (Year 2)</b>	<b>Total price inclusive of VAT (Year 3)</b>	<b>Total price inclusive of VAT (Year 4)</b>	<b>Total price inclusive of VAT (Year 5)</b>
<b>ASSETS DESCRIPTION</b>	<b>SUM INSURED</b>					
Computer Hardware	R9 993 847.00					
Office Contents	R2 193 956.00					
All other Electronic Equipment (incl Laptops & Cellphones)	R1 518 397.00					
Contents - Mobile Unit	R668 500.00					
Security Surveillance	R1 389 970.00					
Tenants Improvements	R365 950.00					
Generators & Cabling	R324 665.00					
Electronic Breakdown	R1 000 000.00					

Accounts Receivable	R1 000 000.00					
Gross Rentals	R2 500 000.00					
Additional Increased Cost in Working	R1 000 000.00					
Increased Costs of Working	R1 000 000.00					
<b>LIABILITY DESCRIPTION</b>	<b>INDEMNITY LIMIT</b>					
General Liability	R10 000 000.00					
Pollution Liability – Sudden and Unforeseen	R10 000 000.00					
Employers Liability	R10 000 000.00					
Pollution Clean-up cost	R1 000 000.00					
Statutory Legal Costs	R250 000.00					
Wrongful Arrest and Defamation	R250 000.00					
Directors And Officers Liability	R10 000 000.00					
<b>MOTOR DESCRIPTION</b>	<b>VALUE</b>					
2020 Iveco Daily 65C15V18	R 660 043.00					
<b>SASRIA: SUM INSURED FOR MATERIAL DAMAGE (ASSETS)</b>	R31 532 080.00					

<b>CYBER LIABILITY</b>	R10 000 000.00					
<b>EMPLOYMENT PRACTICES LIABILITY</b>	R10 000 000.00					
<b>TOTAL PRICING PER YEAR</b>						
<b>TOTAL PRICING INCLUSIVE OF VAT OVER A PERIOD OF FIVE YEARS</b>						

- ❖ The values above are based on the summary of existing covers relating to assets, liability, motor and SASRIA.
- ❖ Cyber Liability and Employment Practices Liability are new covers that the NCR requires, at the indicated cover amounts.
- ❖ Renewal date for all other existing insurance covers is 01 February 2022.

**16. Additional information to be submitted by the bidders**

- Brief company profile, as relevant to the above mentioned terms of reference.
- Experience in the relevant areas.
- Clientele.
- A need analysis confirmation for NCR requirements for the NCR becomes the responsibility of the bidder.
- CV/Resumes of the consultants highlighting experience relevant to this exercise.
- Work plan, showing tasks, timelines and other relevant factors pertaining to the provision of the services.
- Contact details of at least three references from among recent clients with whom similar work has been conducted.
- Certificate of incorporation / legal status.
- Financial proposal.
- **Certified BBBEE** certificate

-----End-----