



ER-RFQ/2023-2024/009/Insurance Broker

The Competition Tribunal (hereinafter referred to as the Tribunal) a schedule 3A public entity reporting to the Department for Trade, Industry and Competition is constituted in terms of the Competition Act, 1998 (Act No. 89 of 1998). Its role is to promote and maintain competition in the economy,

The Tribunal needs to secure the services of an insurance broker with experience, expertise, and capacity to act as an intermediary between the Tribunal and the insurance market (insurers)

Insurance brokers are required to provide the Tribunal with three (3) quotes from Insurance companies to provide cover for General Insurance and Commercial Crime Insurance, for one (1) financial year (1 April 2023 – 31 March 2024)

The Tribunal Offices are situated on the DTIC Campus, in Sunnyside Pretoria. The campus has 24hr Security. Please make use of **Annexure A** to quote on the cover as listed below:

Short term insurance cover is for the following:

- a) Office Contents
- b) Electronic Equipment
- c) Business Interruption
- d) Business All risks
- e) Glass Breakage
- f) Combined Liability
- g) Employers Liability
- h) Vehicle
- i) SASRIA Riot Strike Terrorism
- j) Business Crime

For any queries, please email Sherylee Moonsamy SheryleeM@comptrib.co.za.

The following must be submitted as part of the technical proposal failure to submit documents requested as per the table below may result in disqualification.

Document that must be submitted	Non-submission may result in disqualification?	
Covering Letter	YES	Must include key contact people
Company Profile		Please provide a detailed Company Profile <ul style="list-style-type: none"> • Date Business Started • Shareholders and directors • Address and contact details
References		Provide refence letters from at least three (3) service providers to whom you have provided similar services

Document that must be submitted	Non-submission may result in disqualification?	
Proof of Membership/License		<ul style="list-style-type: none"> • Proof of membership with the South African Financial Intermediaries Association (FIA) • Proof of valid Financial Service Provider (FSP) License
Proposed Service Team		<ul style="list-style-type: none"> • Detailed CV • Credentials, experience, and qualifications • Proof of Financial Sector Conduct Authority (FSCA) • Regulatory Examination (FAIS) Certificate of team members
Tax Clearance	YES	Bidders must ensure compliance with their tax obligations, by providing one of these listed below: <ul style="list-style-type: none"> • Unique personal identification number (PIN) issued by SARS. Application for tax compliance status (TCS) pin may be made via e-filing through the SARS website www.sars.gov.za. • A printed Tax Clearance Certificate (TCS) • CSD Registration number
SBD 4	YES	Declaration of Interest – Complete and sign the supplied document
B-BBEE Certificate or Sworn Affidavit	YES	Original and valid B-BBEE certificate – (Verified by accredited SANAS agencies). EMEs (Sworn affidavit signed by the EME representative and attested by a Commissioner of Oaths.
SBD6.1	YES	Preference Point Claim Form – Complete and submit the supplied document
SBD 8	YES	Declaration of Bidder's Past Supply Chain Management Practices – Complete and sign the supplied document
SBD 9	YES	Certificate of Independent Bid Determination – Complete and sign the supplied document
Registration on Central Supplier Database (CSD)	YES	Submit proof of this registration.
Copies of ID's	YES	Supply copies of ID's to claim Preference Points
CIPC Report	YES	Supply CIPC report to claim Preference Points

The 80/20 Preference Point Systems

Points Awarded for Price

A maximum of 80 points is allocated for price on the following basis:

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

P_s = Points scored for comparative quote under consideration
 P_t = Comparative quote under consideration
 P_{\min} = Comparative price of lowest acceptable quote

Points Awarded for Specific Goals

A maximum of 20 points is allocated for specific goals.

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals. For the purposes of this RFQ the service provider will be allocated points based on the goals stated and must be supported by proof/documentation. Specific goals for the RFQ and points claimed are indicated in the table below.

1. Procurement from service providers who are Black Owned	Sub-Points for specific goals	Maximum points for specific goals	Relevant Evidence
91% - 100%	8	8	Copies of ID's 3 Months CIPC Report Recent CSD Report
81% - 90%	7		
71% - 80%	6		
61% - 70%	5		
51% - 60%	4		
41% - 50%	3		
0% - 40%	0		

2. SMME's and B-BBEE Status Level of Contributor	Sub-Points for specific goals	Maximum points for specific goals	Relevant Evidence
Level 1 - EME/QSE	4	4	B-BBEE Certificate B-BBEE Sworn Affidavit
Level 2 - EME/QSE	3		
Level 3 EME/QSE	2		
Level 4 - EME/QSE	1		
Level 5 - 8 and non-compliant - EME/QSE	0		

3. Women Ownership	Sub-Points for specific goals	Maximum points for specific goals	Relevant Evidence
91% - 100%	8	8	Copies of ID's 3 Months CIPC Report Recent CSD Report
81% - 90%	7		
71% - 80%	6		
61% - 70%	5		
51% - 60%	4		
41% - 50%	3		
0% - 40%	0		

(80 + 20 = 100 points)

The points scored for specific goals will be added to the points scored for price.

All the required documentation must be emailed to PaddyF@comptrib.co.za. By no later than 11:00am on Friday the 9th of June 2023.