



REQUEST FOR TENDER

SAQA 0007/16 DFA

*Rendering of Short Term Insurance
Services for a period of three (3) years*

Closing Date: 16 September 2016 at 11:00

TENDER NUMBER:

SAQA 0007/16 DFA

CLOSE DATE:

16 September 2016

TIME:

11h00

DESCRIPTION:

Rendering of Short Term Insurance Services for a period of three (3) years

See Special Conditions of Tender and Contract

Documents in tender document pack

Tenderers are to ensure that they have received all pages of this document, which consist of the following sub-documents:

- 1 Invitation to Tender
- 2 Special conditions of tender and contract
- 3 Terms of reference
- 4 Evaluation criteria and process
 - 4.1 Evaluation Criteria
 - 4.2 Bid documentation
- 5 Period of Validity
- 6 Language
- 7 Compulsory Information Session
- 8 Submissions of Bids
- 9 Pricing
- 10 Additional Information
- 11 Opening of Bids
- 12 Conditions under which proposals are to be submitted
- 13 Organisation and Methodology

1. Invitation to Tender

YOU ARE HEREBY INVITED TO TENDER FOR A REQUIREMENT OF SAQA

TENDER NUMBER: SAQA 0007/16 DFA CLOSING DATE: 16 September 2016

CLOSING TIME: 11:00

DESCRIPTION: RENDERING OF SHORT TERM INSURANCE SERVICES FOR A PERIOD OF THREE (3) YEARS

VALIDITY: Offer to be valid for 90 days from the closing date of the tender

The successful tenderer will be required to fill in and sign a written Contract Form

TENDER DOCUMENTS MAY BE: DEPOSITED IN THE TENDER BOX SITUATED AT 1067 ARCADIA STREET HATFIELD PRETORIA, 6TH FLOOR RECEPTION AREA

No faxed or e-mailed tenders will be accepted

Tenderers should ensure that tenders are delivered before the closing date and time to the correct address. If the tender is late, it will not be accepted for consideration.

Tenders can be delivered between 08:00 and 16:30, Monday to Friday prior to the closing date, and between 08:00 and 11:00 on the closing date.

All tenders must be submitted on the official forms (not to be re-typed).

This tender is subject to the General Conditions of Contract (GCC) and, if applicable, any other Special Conditions of Contract.

Tenders submitted that do not comply with the following may not be considered for evaluation:

- A tender that is not in the format prescribed.
- A tender without some or all of the required documents.
- Pricing schedules not in the required format.
- Tenders without the required number of copies.

Any queries regarding tendering procedures and technical information may be directed to:

Tender Procedures

Name: Lenette Venter

Tel.: 012 431 5062

Fax: 012 431 5061

E-Mail: lventer@saqa.co.za

Technical Information

Nirvana Ravjee

Tel: 012 431 5055

Fax: 012 431 5061

E-Mail: nravjee@saqa.co.za

All tenderers must furnish the following particulars and include it in their submission:

2. Special conditions of tender and contract

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1. GUIDELINE ON COMPLETION					
1.1	Tenderers must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant tender requirements by marking the YES box and noncompliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The tenderer must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the tender submission. Tenders not completed in this manner may be considered incomplete and rejected. Should tenderers fail to indicate agreement/compliance or otherwise, SAQA will assume that the tenderer is not in compliance or agreement with the statement(s) as specified in this tender.				
1.2	Proper tenders for the services specified must be submitted.				
2. GENERAL CONDITIONS OF CONTRACT					
2.1	The General Conditions of Contract must be accepted.				
3. ADDITIONAL INFORMATION REQUIREMENTS					
3.1	During evaluation of the tenders, additional information may be requested in writing from tenderers. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your tender being disregarded.				
4. VENDOR INFORMATION					
4.1	All tenderers will be required to complete a vendor information form detailing the organisation's complete profile.				
5. QUESTIONNAIRE: BROAD BASED BLACK ECONOMIC EMPOWERMENT					
5.1	All tenderers will be required to complete a Broad Based Black Economic Empowerment form detailing the organisation's profile.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
6. CONFIDENTIALITY					
6.1	The tender and all information in connection therewith shall be held in strict confidence by tenderers and usage of such information shall be limited to the preparation of the tender.				
6.2	All tenderers are bound by a confidentiality agreement preventing the unauthorised disclosure of any information regarding SAQA or of its activities to any other organisation or individual. The tenderers may not disclose any information, documentation or products to other clients without written approval of SAQA.				
7. INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT					
7.1	Copyright of all documentation relating to this assignment belongs to SAQA. The successful tenderer may not disclose any information, documentation or products to other clients without the written approval of SAQA.				
7.2	In the event that the Company would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from SAQA.				
7.3	SAQA shall own all materials produced by the Company during the course of, or as part of the Services.				
7.4	This clause 7 shall survive termination of this Agreement.				
8. PAYMENTS					
8.1	SAQA will pay the Company the Fee as set out in the final contract. No additional amounts will be payable by SAQA to the contractor.				
8.2	The contractor shall from time to time during the duration of the contract, invoice SAQA for the services rendered. No payment will be made to the contractor unless an invoice has been submitted to SAQA.				
8.3	Payment shall be made into the tenderer's bank account formally within 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this tender is awarded).				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
8.4	The contractor shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.				
9. NON-COMPLIANCE WITH DELIVERY TERMS					
9.1	As soon as it becomes known to the contractor that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, SAQA must be given immediate written notice to this effect. SAQA reserves the right to implement remedies as provided for in the GCC.				
10. WARRANTS					
10.1	The Company warrants that: It is able to conclude this Agreement to the satisfaction of SAQA.				
10.2	Although the contractor will be entitled to provide services to persons other than SAQA, the contractor shall not without the prior written consent of SAQA, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
11. PARTIES NOT AFFECTED BY WAIVER OF BREACHES					
11.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.				
11.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
12. RETENTION					
12.1	On termination of this agreement, the contractor shall on demand hand over all documentation, information, software, etc., without the right of retention, to SAQA.				
12.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
13. SUBMITTING TENDERS					
13.1	An original plus three copies of the tender, i.e. four documents in total and should be handed in/delivered to:				
13.2	Deputy Director: Supply Chain Management The South African Qualifications Authority (SAQA) 1067 Arcadia Street, Hatfield, Pretoria 0083				
	NB: Tenderers are to indicate on the cover of each document whether it is the original or a copy				
13.3	Tenders should be in a sealed envelope, marked with: Tender number (SAQA 0007/16 DFA) Closing date and time (16 September 2016 @ 11:00) The name and address of the tenderer				
14. LATE TENDERS					
14.1	Late submissions may not be accepted. A submission will be considered late if it arrived only one second after 11:00 or any time thereafter. The tender (tender) box shall be locked at exactly 11:00 and tenders arriving late will not be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.				
15. BRIEFING SESSION AND CLARIFICATIONS					
15.1	COMPULSORY INFORMATION SESSION No compulsory information session will be held.				
15.1.1	Any clarification required by a tenderer regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the tender, is to be requested in writing (letter, facsimile or e-mail) from Lenette Venter. The tender number should be mentioned in all correspondence.				
16. FORMAT OF TENDERS					
16.1	Tenderers must complete all the necessary tender documents and undertakings required in this tender document. Tenderers are advised that their proposal should be concise, written in plain English and simply presented.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
16.2	Tenderers are to set out their proposal in the following format:				
16.2.1	Part 1: Invitation to Tender				
16.2.2	Part 2: Compliance to Special Conditions of Tender and Noting of Evaluation Process and Criteria				
16.2.3	Part 3.1: CSD Registration Report and SARS Tax Clearance Certificate(s) Part 3.2: B-BBEE Certificate				
16.2.4	Part 4: Declaration of interest				
16.2.5	Part 5: Declaration of tenderers' past supply chain management practices				
16.2.6	Part 6: Technical approach (Methodology and approach)				
16.2.7	Part 7: Experience in this field				
16.2.8	Part 8: Pricing Schedule.				
17. DETAIL OF PROPOSAL DOCUMENTS					
17.1	Part 1: Invitation to Tender Tenderers must complete and submit the Invitation to Tender document.				
17.2	Part 2: Compliance to Special Conditions of Tender and Noting of Evaluation Process and Criteria Indicate compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
17.3	Part 3.1: Central Supplier Database (CSD) Registration and SARS Tax Clearance Certificate <i>(Please refer to www.csd.gov.za)</i> A CSD Registration Report must be submitted with the proposal. The CSD Registration Report must clearly indicate that the prospective service provider has a compliant SARS Tax Clearance Certificate and the BBBEE status must be indicated. In case of a consortium/joint venture, or where subcontractors are utilised, a CSD report for each consortium/ joint venture member and/or subcontractor (individual) must be submitted. Part 3.2: B-BBEE Certificate An accredited B-BBEE Certificate must accompany the proposal. Complete and sign SBD6.1 Form.				
17.4	Part 4: Declaration of Interest Tenderers must complete and submit the Declaration of Interest.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
17.5	Part 5: Declaration of tenderer's past supply chain management practices				
17.5.1	Tenderers must complete and submit all required documentation; SBD4; SBD 6.1; SBD 8 and SBD 9 Forms				
17.6	Part 6: Technical approach Tenderers must, at least:				
17.6.1	Provide an overview of the methodology that is followed by them e.g. a risk based approach is required				
17.6.2	Describe, in detail, exactly how they propose to carry out the activities to achieve the outcomes identified in the terms of reference. They should identify any possible problems that might hinder delivery and indicate how they will avoid, or overcome such problems.				
17.6.3	Identify the position(s) involved in the direct delivery of the service to be provided and in the overall management of the work and name the people who will fill these positions.				
17.6.4	Describe the tasks, duties or functions to be performed by staff in these positions.				
17.7	Part 7: Experience in this field				
17.7.1	Tenderers should provide at least the following information: Details of contracts for similar work within the last 4 years. Contact details of a minimum of 3 organisations for which work was done.				
17.8	Part 9: Pricing Schedule				
17.8.1	All costs related to this assignment are to be allowed for in the pricing schedule and in the formats prescribed. The proposed totals for fees and reimbursables will be included in the contract as the maximum amount to be spent on these items.				
17.8.2	A pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
17.9	Fees				
17.9.1	Completed Vendor Information form & required source documents. Payment details and proof of bank account (cancelled cheque) will only be required from the successful tenderer.				
18. PRESENTATIONS					
18.1	SAQA reserves the right to invite tenderers for presentations before the award of the tender.				
19. NEGOTIATIONS					
19.1	SAQA has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.				
19.2	SAQA shall not be obliged to accept the lowest of any quotation, offer or proposal.				
19.3	Despite preferential procurement regulations 3(4), 4(4), 5(4), 6(4) and 8(8) that state that only the proposal with the highest number of points may be selected, a contract may, on reasonable and justifiable grounds, be awarded to a proponent that did not score the highest number of points.				
19.4	All tenderers will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
19.5	Documents submitted by tenderers will not be returned.				
20. DOMICILIUM					
20.1	The parties hereto choose domicilia citandi et executandi for all purposes of and in connection with the final contract as follows:				
	The South African Qualifications Authority (SAQA) 1067 Arcadia Street Hatfield Pretoria 0083				
	The Service Provider: ò ò ò ò ò ò ò ò ò ò ò ò ò ò .				

3. Terms of Reference

- 3.1 SAQA's short term insurance portfolio falls due for renewal on the 01 November 2016
- 3.2 The question of placing the portfolio direct with an insurer on net rates (gross premium less commission) will be considered.
- 3.3 The bid document is prepared by merely listing the assets to be insured. The intermediary must decide on the cover to offer as well as the premium, excesses and any other terms. A risk management approach should be followed.
- 3.4 Price will be evaluated against other bids as well as the current rate structure and excesses. A base rate will thus be determined.
- 3.5 An abbreviated CV of the designated representative must be submitted. The CV must include full details of-
 - a. Academic qualifications
 - b. Experience in short term, period and type
 - c. Names of current accounts serviced (maximum 5)
 - d. Qualifications in terms of FAIS (Financial Advisory and Intermediary Services Act 37 of 2002)
 - e. Mandate from own organisation
- 3.6 Provide details of the claims handling process and escalation of problems as well as the designated person who will handle claims.
- 3.7 Compliance with FAIS is paramount and every bidder should contain all the disclosures in terms of FAIS.
- 3.8 Details of the underwriter and financial situation need to be provided with the minimum being total assets and solvency margin.
- 3.9 Where special circumstances are applicable they are mentioned under the various potential risks.

- 3.10 All bids must be on a net of commission basis with your suggested brokerage fee disclosed separately.
- 3.11 The fee must be broken down into the different areas of service .
 - a. Visits frequency
 - b. Analysis of needs
 - c. Claims
- 3.12 Details of and the outline of a service level agreement for the three areas needs to be supplied such as quarterly visits and what type of assistance will be given with claims and the after care on claims.
- 3.13 Clearly indicate premiums and excesses per policy section.

GENERAL INFORMATION

For details regarding SAQA as an organization, please refer to www.saqa.org.za.

- SAQA House is a building with basement, ground floor and 6 floors and 7th floor flat, with a 3 level parking garage, situated at 1067 Arcadia Street, Hatfield, Pretoria. The building is occupied as offices.
- The IT directorate has a complete disaster recovery plan that amongst others makes provision for weekly and daily backups on an ongoing cycle. One set of tapes is always stored offsite to be used in case of a disaster. Servers are supported by UPS units and auto shut down has been implemented to shut down servers orderly in the case of power outages. The servers and UPS are located in a fully air conditioned server room.
- An offsite DR site has been established and is in place.
- SAQA mainly does payments via the use of Electronic Funds Transfer through the Standard Bank CATS system. All payments need to be released by two authorised signatories. The authorised signatories are the Chief Executive Officer, Deputy Chief Executive Officer and the Chief Financial Officer.

SAQA must advise the Minister of Higher Education and Training. SAQA is required to perform its tasks after consultation and in co-operation with all bodies and institutions responsible for education, training and certification of standards, which will be affected by the NQF. It must also comply with the various rights and powers of bodies in terms of the Constitution and Acts of Parliament. The office of SAQA is responsible for implementing the policies and decisions of the Board.

ASSETS TO BE INSURED

The broker must verify all information.

SAQA House Building: Building with basement, ground floor and 6 floors and 7th floor flat, with a 3 level parking garage, situated at 1067 Arcadia Street, Hatfield, Pretoria. The building is occupied as offices.

Asset:	Sum Insured:	Note/Requirements
Buildings	R125 000 000	Clearly indicate . <ul style="list-style-type: none"> • Provision for inflation • Formula to determine value of building (not building costs)
Office Contents & Books	R 5 100 000	
Loss of documents	R 500 000	
Theft (forcible)	R 120 000	
Money		
Major	R 20 000	
Accidental damage	R 1 000 000	
Transit	R 1 000 000	Publications R1m turnover p.a.
Property of employees on Business (all risks)	R 50 000	
Business Interruption		(12 months)
Rent	R 2 000 000	
Additional Increased Cost of working	R10 000 000	
Public Liability	R20 000 000	Specify types including Employers Liability (Building equipped with lifts and subject to standard maintenance agreement)
Legal Defence Costs	R 2 000 000	
Wrongful Arrest & Defamation	R 2 000 000	
Directors and officers Liability	R10 000 000	Indicate availability. Proposal will be completed after tender awarded

Motor Comprehensive		
2015 Nissan NP200 with canopy		Maximum NCB . Retail value
2013 Nissan NP200 with canopy		Maximum NCB - Retail value
		Specify extensions
Electronic Equipment		
Specified hardware/software	R12 000 000	Includes fixed projectors
Laptops & mobile	R 1 000 000	Includes portable projectors
Reinstatement of data	R 1 000 000	Indicate extensions
Increase in cost of working	R 1 000 000	
3 months		
Claims costs	R 100 000	
Fidelity		
5 named employees	R 5 000 000	To safeguard overseas donations. Specific arrangements with bank and internal control procedures
Cover to safeguard overseas		
Claims costs	R 50 000	
Employers Liability		
All employees	R10 000 000	
Personal Accident		
Death/PTD	R 400 000	On 16 board members whilst on SAQA business
TTD	R 3 000/104 weeks	
Medical	R 40 000	

SASRIA to be included where applicable

Claims experience

Period

01/09/2001 to 31/08/2002	R nil	
01/09/2002 to 31/08/2003	Laptop stolen	R12 749.25
	Projector stolen	R35 750.00
	Laptop stolen	R17 000.00

	The projector was stolen during the move of offices and since then access control has been improved and laptops provided with cables.
01/09/2003 to 31/8/2004	A claim of R169 000 for reinstatement of data was rejected after much procrastination by the insurer
1 September 2004	Projector stolen overseas R9 900
5 December 2007	Laptop stolen from building R10 000
04 February 2010	Claim of R5 643.60 . Damage to vehicle after accident
20 July 2010	Claim In respect of damage to electrical system and lights due to extended power surge . R103 360.69
2011/2012	Motor Liability . R36 991.00
2012/2013	Motor Fleet Own Damage . R51 661.00
08 August2014	Laptop stolen from building R11,913.00
08 September 2014	Two laptops stolen from building R24 975.85

4. Evaluation criteria and process

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1. EVALUATION PROCESS					
1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS					
1.1.1	All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, may be eliminated from further adjudication.				
1.2 PRICE, FUNCTIONALITY AND PREFERENCE POINTS					
1.2.1	All remaining bids will be evaluated as follows:				
1.2.2	80 Marks will be awarded for price and 20 marks will be awarded for specific goals set out in the preference points claim form(s).				
1.3 DETERMINATION OF PERCENTAGE FOR FUNCTIONALITY					
1.3.1	The evaluation criteria and weights for functionality as indicated in the table in paragraph 4.1.1, will apply.				
1.3.2	<p>The percentage scored for functionality should be calculated as follows: Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score. The following formula should then be used to convert the total score to a percentage for functionality:</p> $Ps = \frac{So}{Ms} \times Ap$ <p>Where Ps = percentage scored for functionality by bid/proposal under consideration So = total score of bid/proposal under consideration Ms = maximum possible score Ap = percentage allocated for functionality</p> <p>The percentages of each panel member shall be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality.</p>				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	After calculation of the percentage for functionality, the prices of all bids that obtained the minimum score (100%) for functionality should be taken into consideration.				
1.4 ELIMINATION OF PROPOSALS ON GROUNDS OF FUNCTIONALITY					
1.4.1	Bids that score less than 80% of the marks available for functionality will be eliminated from further consideration. Points will therefore not be awarded for their cost proposals or for preference.				
1.5 DETERMINATION OF PERCENTAGE FOR PRICE					
1.5.1	<p>The percentage scored for price shall be calculated as follows:</p> <p>The lowest acceptable bid/proposal (adjusted or not), will obtain the maximum percentage allocated for price. The other bids/proposals with higher prices (adjusted or not), will proportionately obtain lower percentages.</p>				
1.6 CALCULATION OF POINTS FOR FUNCTIONALITY AND PRICE					
1.6.1	<p>The percentage scored for price shall be calculated as follows:</p> <p>The lowest acceptable bid/proposal (adjusted or not), will obtain the maximum percentage allocated for price. The other bids/proposals with higher prices (adjusted or not), will proportionately obtain lower percentages.</p>				
1.6.2	<p>The points scored out of 80 shall be calculated according to the following formula.</p> <p>The 80/20 preference point system (below R1 Million)</p> $Ps = 80 \left(1 - \frac{Hs \cdot Rs}{Rs} \right)$ <p>Where</p> <p>Ps = points scored for price of the bid/proposal under consideration</p> <p>Hs = highest percentage scored by any acceptable bidder for functionality and price</p> <p>Rs = percentage scored for price by bid/proposal under consideration.</p>				

No.	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
1.7 AWARDING OF POINTS FOR PREFERENCES/GOALS					
1.7.1	Points for any specific preferences will be awarded according to the formula(e) indicated in the preference points claim form(s), refer to no. 1.8, Preference Points Claim Form in Terms of the Preferential Procurement Regulations, 2001.				
1.8 COMBINING FUNCTIONALITY, PRICE AND PREFERENCE POINTS					
1.8.1	The preference points for each bid will now be added to the price mark for that bid.				
1.8.2	The Evaluation Committee may recommend that the contract be awarded to the bidder obtaining the highest aggregate mark as determined by 1.8.1 or to a lower scoring bid on justifiable grounds.				
1.9 ADJUDICATION OF BID					
1.9.1	The Evaluation Committee will evaluate and make recommendation. The Procurement Committee will consider the recommendations and make the final award. The successful bidder will usually be the service provider scoring the highest number of points or it may be a lower scoring bid on justifiable grounds or no award at all.				

4.1 EVALUATION CRITERIA

The evaluation criteria are as follows:

CRITERION	COMPLIANCE
1. PHASE 1: FUNCTIONALITY	
Curriculum Vitae of Representative	20
Classes of insurance identified	15
Explanation of and suggested cover	20
How inflation is provided for on the building insurance	5
Qualifications of presenter (FAIS and otherwise)	10
Disclosures in terms of FAIS	10
Claims handling process	10
Underwriter details/Total assets and solvency margin	5
Service Level Commitment	5
TOTAL SCORE FOR FUNCTIONALITY	100
Bidders MUST score 80% for phase 1 to qualify for further evaluation Bidders that fail to score 80% will be disqualified for being technically non-compliant and will not be considered for Phase 2	
2. PHASE 2: PRICE	
2.1 Relative competitiveness of proposed price	80 Points
TOTAL SCORE FOR PRICE	80 Points
3. PREFERENCE POINTS	
EQUITY (20 Points)	
Level 1	20
Level 2	18
Level 3	16
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant contributor	0

4.2 BID DOCUMENTATION

It is very important that the standard bid documentation included in this bid document be completed and submitted as part of the proposal. Failure on the part of the bidder to complete the attached documentation may lead to disqualification.

Attached Documents	Reference
Invitation to Bid	SBD 1
Central Supplier Database Registration	www.csd.gov.za
Tax Clearance Requirements	SBD 2
Pricing Schedule . Firm Prices	SBD 3.3
Declaration of Interest	SBD 4
Preference points claim form in terms of the Preferential Procurement Regulations 2011	SBD 6.1
Declaration of Bidders pas Supply Chain Management Practices	SBD 8
Certificate of Independent Bid Determination	SBD 9
Organisation and methodology [To be drawn up by the bidder using the format as per paragraph 13 of this bid document]	Refer to par. 13

5. PERIOD OF VALIDITY

Bidders shall be bound by their proposals for a period of **90 days** from the deadline for the submission of bids.

6. LANGUAGE

The proposals, all correspondence and documents related to the bid document exchanged by the bidder and SAQA must be written in the language of the procedure . **English.**

Supporting documents and printed literature furnished by the bidder may be in another language, provided they are accompanied by an accurate translation into the language of the procedure. For the purposes of interpretation of the bid, the language of the procedure will prevail.

7. COMPULSORY INFORMATION SESSION

No Information Session will be held.

8. SUBMISSION OF BIDS

Proposals must be received before the deadline as indicated in the bid document. They must include the signed standard bid documentation and all other relevant documents required and submitted at the following address:

Physical Address

South African Qualifications Authority
SAQA House Building
1067 Arcadia Street
Hatfield, Pretoria, 0083

Bidders shall comply with the following conditions:

All bids to be submitted in one original marked “original”, and 3 (three) copies signed in the same way as the original and marked “copy”.

All bids must be received before 11.00 on Friday 16 September 2016.

All bids, including annexures and all supporting documents, to be submitted in a sealed envelope bearing only:

- (a) *the above address*
- (b) *the reference code of this bid, **Reference: SAQA 0007/16 DFA***
- (c) *the words “Not to be opened before the bid opening session” in the language of the bid document - **English***
- (d) *The name of the bidder, telephone number and address*

9. PRICING

Bidders shall be deemed to have satisfied themselves, before submitting their proposal(s), as to its/their correctness and sufficiency, to have taken account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

10. ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF TENDERS

Bidders may submit questions in writing to the following address, specifying:

Reference number: SAQA 0007/16 DFA

The contract title: Short Term Insurance Service

Contact name: Lenette Venter
Deputy Director: Supply Chain Management

Postal address: SOUTH AFRICAN QUALIFICATIONS AUTHORITY,
Post Net Suite 248, Private Bag X06, WATERKLOOF, 0145

Physical address: SOUTH AFRICAN QUALIFICATIONS AUTHORITY,
SAQA House Building, 1067 Arcadia Street, Hatfield, Pretoria
0081

E-mail: lventer@saqa.co.za

Any prospective bidders seeking to arrange individual meetings with SAQA during the bid period may be excluded from the bid procedure.

11. OPENING OF BIDS

The opening and examination of bids shall be for the purpose of checking whether the bids are complete, whether the documents have been properly signed and whether the bid proposals are generally in order.

In the interests of transparency and equal treatment and without being able to modify their proposals, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or major restrictions affecting performance of the contract or distorting competition.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of bids, to obtain information on how the procedure is progressing or to influence SAQA in its decision concerning the award of the contract shall result in the immediate rejection of its bid.

All bids received after the deadline for submission specified in the procurement notice or these instructions will be kept by SAQA. No liability can be accepted for late delivery of bids. **Late bids may be rejected and not be evaluated.**

In no event shall SAQA be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a bid even if the Contracting Authority has been advised of the possibility of damages. The publication of a procurement notice does not commit SAQA to implement the programme or project announced.

12. CONDITIONS UNDER WHICH PROPOSALS ARE TO BE SUBMITTED

- 12.1 SAQA reserves the right to reject any tender that, in its opinion, is not suitable for the purpose of this assignment.
- 12.2 Contractors may be penalised for not meeting performance levels. Where such shortfalls exist, notification and warning(s) will precede any such penalty to correct the situation promptly.
- 12.3 SAQA reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should it be decided not to proceed with the project. Should either party due to reasons not attributable to the contractor terminate the agreement between SAQA and the service provider, the service provider will be remunerated for the appropriate portion of work completed.
- 12.4 The professional persons proposed for use on the project shall remain in use on the project unless permission is granted by SAQA to change the staffing proposal. Such permission will only be granted in exceptional cases.
- 12.5 No material or information derived from the provision of the services under the contract may be used for any purposes other than those of SAQA, except where authorised in writing to do so by SAQA.
- 12.6 The bidder will be disqualified should any attempt be made by the service provider, either directly or indirectly, to canvass SAQA, or any of its employees in respect of a bid between the date of the tender and the date of award.
- 12.7 The copyright of all documents and electronic aids, software etc, prepared or developed in terms of this appointment shall be vested in SAQA, which will have the right to allow any other individual, company, agency or organisation to use or modify the code for any purpose approved by SAQA including selling.
- 12.8 SAQA reserves the right not to accept the lowest quotation, as the quality of the bid proposal and the potential to implement will play a major role when the bid proposals are evaluated. Similarly SAQA is not bound to select any of the service providers tendering for the bid.
- 12.9 SAQA reserves the right to award only part of the contract, if it deems necessary.
- 12.10 The General Conditions of Contract will apply in this tender.
- 12.11 The Code of Conduct for Security Services Providers as stipulated in the Regulation Act, 2001 (Act No. 56 of 2001).

13. ORGANISATION AND METHODOLOGY

To be completed by the Bidder and submitted with the completed tender document.

RATIONALE

- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. **Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final contract.**
- An opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

PROJECT PLAN

- The timing, sequence and duration of the proposed activities, taking into account mobilisation time
 - The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
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