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**APPOINTMENT OF AN INSURANCE BROKER FOR A PERIOD OF THREE (3)  
YEARS FOR THE NATIONAL AGRICULTURAL MARKETING COUNCIL (NAMC)**

**BID NUMBER: NAMC-T02/2022**

**CLOSING DATE: 28 JUNE 2022 @ 11H00**

**NO BRIEFING SESSION TO BE HELD**

**VALIDITY PERIOD: 90 DAYS**

**NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.**

**Faxed and/or emailed bids will not be accepted, only hand delivered, and couriered original proposals will be accepted.**

## 1. INVITATION

The National Agricultural Marketing Council (NAMC) is inviting service providers to submit proposals for Insurance services for a period of three (3) years.

## 2. INTRODUCTION

The National Agricultural Marketing Council (NAMC) is a statutory body established in terms of the Marketing of Agricultural Products Act, 1996. The main function of the Council is to advise the Minister of Agriculture, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

## 3. SCOPE OF WORK

The prospective service provider is expected to address the following risk areas and provide reliable information on the following:

- **Accounts receivable:** Loss or damage by accident to the books of accounts/records
- **Business All Risk:** As per NAMC asset register but not limited to;
- **Theft:** Damage to contents, at any building as a result of theft accompanied by forcible entry into or exit from the building
- **Motor:** Comprehensive cover for damage/loss of motor vehicle and 3<sup>rd</sup> party insurance
- **Public liability:** Loss or damage to third party property or injury/death to third parties due to negligence of NAMC employees
- **Employer's liability:** Death or bodily injury to or illness of any person employed under a contract of service, and which occurs in the course of and in connection with such person's employment
- **South African Special Risks Insurance Association (SASRIA):** Riot and strike and political riot
- **Fidelity Guarantee:** Cover against commercial crime/fraud caused by hackers or Tribunal employees
- **Members and Prescribed Officers liability:** Cover in the event that Council members and prescribed officers are sued in conjunction with the NAMC in the performance of their duties as they relate to the company.

In addition, the successful service provider will be expected to provide the following services:

- **Support:** One –on-one dedicated Claims Consultant
- **Claims:** 30 calendar days turn-around time for outcome of claim from the date of submission of the claim
- **Assessment and Advice:** The service provider shall be expected to independently assess the NAMC’s risk and advice and recommend additional insurance cover for the NAMC.

#### 4. EVALUATION PROCESS

The evaluation process will follow the stages detailed below:

- Administrative compliance (Stage 1) ;and
- Functionality (Stage 2)
- Pricing and B-BBEE Status (Stage 3).

##### 4.1 Phase 1: Mandatory requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirement and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

<b>Pre-Qualification Requirements</b>		<b>Check list</b> √ <b>Tick each box</b>
<b>SBD 1</b>	Completed, attached and signed	
<b>SBD 2:</b>	Completed, attached and signed	

<b>Pre-Qualification Requirements</b>	<b>Check list</b> √ <b>Tick each box</b>
SBD 3.1: Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Terms of Reference document: Completed, attached and signed	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report not older than a month of the date of submission must be submitted	
The service provider must provide proof of a valid license to transact business as a financial services provider issued by the Financial Sector Conduct Authority (FSCA) as per financial advisers and intermediary services act. (FAIS Act)	

***Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.***

Failure to adhere to the above conditions will invalidate the proposal.

Bidders must also supply the following documents (where applicable).

<b>Other Requirements</b>	<b>Check list</b> √ <b>Tick each box</b>
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

#### **4.2 Stage 2: Elimination of proposals on grounds of functionality**

Proposals that score less than 70 points of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 3).

Proposals will be evaluated for functionality as follows:

**Stage 2 Technical (Functionality) proposal**

<b>Technical (Functionality) proposal</b>		<b>Maximum points to be awarded</b>
<b>1.</b>	<b>Company Information and relevant experience</b>	
1.1	A minimum number of years in operation. The bidder should provide a detailed company profile including clients they have provided services for: <ul style="list-style-type: none"> <li>• <i>Less than 1 year to 2 years in operation – 5 points</i></li> <li>• <i>3 to 5 years in operation – 10 points</i></li> <li>• <i>Over 6 years in operation – 15 points</i></li> </ul>	15
<b>2.</b>	<b>Technical requirement</b>	
2.1	Methodology and compliance with the scope of work as mentioned under point 3 above, evaluation as per Table A below	25
2.2	Human resources Extensive knowledge and experience in Insurance Services including organogram <ul style="list-style-type: none"> <li><i>Less than 1 year to 2 year of experience – 5 points</i></li> <li><i>3 to 4 years of experience – 10 points</i></li> <li><i>5 to 6 years of experience – 20 points</i></li> <li><i>Over 7 years of experience – 30 points</i></li> </ul>	30
<b>3.</b>	<b>Reference</b>	
3.1	The company's proven track record in handling assignments of a similar nature. A minimum of three written reference letters from clients where a similar service is/ was being rendered. Letters should not be older than three (3) years. <ul style="list-style-type: none"> <li><i>1 - 2 letters submitted – 10 points</i></li> <li><i>3 - 4 letters submitted – 20 points</i></li> <li><i>5 and above letters submitted – 30 points</i></li> </ul>	30
<b>Total technical points</b>		100
<b>Minimum threshold for technical (functionality)</b>		70

**Note: The minimum qualifying score for functionality is 70 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on pricing.**

A point scoring system would be utilised as follows:

<b>Score</b>	<b>Description</b>
1	Does not meet requirements, or no information supplied.
2	Meet some of the requirements(2 of the requirements not met as per point 3)
3	Almost meet all requirements (1 of the requirements not met as per point 3)
4	Fully meet all requirements
5	Exceeds all requirements

### **4.3 Stage 3: Price and B-BBEE Status level of contributor**

#### **Points awarded for price**

The 80/20-preference points system for price would be utilized for procurement with a contract of up to R50 000 000.00 (VAT inclusive), as per the Preferential Procurement Policy Framework Act (PPPFA) and its regulations.

The following formula would be applied:

$$P_s = 80[1 - \frac{P_t - P_{min}}{P_{min}}]$$

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Rand value of bid under consideration

$P_{min}$  = Rand value of lowest acceptable bid

#### **Points awarded for B-BBEE status level of contributor**

**A maximum of 20 points will be awarded for B-BBEE Status Level of Contributor**

<b>CRITERIA</b>	<b>POINTS</b>
Price	80
B-BBEE	20
<b>TOTAL</b>	<b>100</b>

**Price and Preference**

Bidders will be evaluated in terms of Price and Preference points (B-BBEE status level of contributor). As per the table below, price is evaluated over 80 points and preference points over 20:

preference points over 20:

B-BBEE Status Level of Contributor	Number of Points
	Bids up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

**5. PRICING SCHEDULE**

Proposed Fee Structure (Inclusive of VAT) based on the following:

- a) Total cost per annum and per hour (provide a clear breakdown of the costs)
- i) Year 1 Total cost R-----
  - ii) Year 2 Total cost R-----
  - iii) Year 3 Total cost R-----
- b) Reimbursement costs such as telephone, travel, stationery and printing (If applicable)
- i) Year 1 Total cost R-----
  - ii) Year 2 Total cost R-----
  - iii) Year 3 Total cost R-----

## 6. VALIDITY OF PROPOSAL

- The Service Provider is required to confirm that it will hold its proposal valid for 90 days from the closing date of the submission of proposals.
- In exceptional circumstances, NAMC may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

## 7. PROPOSAL SUBMISSION REQUIREMENTS

- All compulsory documents as stated under point 4 above
- The bid proposal as per point 3 above
- In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia
- A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
- Bidders must submit 1 x original Bid document, and 1 x copy of the original.
- No late bids will be considered. It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that this is received by the NAMC before the closing date and time in NAMC's dedicated tender box or physical



address. The office hours are Monday to Friday expect public holidays from 08h00 to16h00.

Proposals must be submitted or delivered at NAMC at the following address:


National Agricultural Marketing Council  
Old Mutual Building, Block A, 4th Floor  
536 Francis Baard Street  
Meintjiesplein, Arcadia, Pretoria, 0001

**Closing date for submission of proposals is 28 June 2022**

## 8. ENQUIRIES

- **Technical Enquiries:** Nokuhle Shelembe: [nshelembe@namc.co.za](mailto:nshelembe@namc.co.za)
- **SCM Enquiries:** Nomathemba Dlodla at : [ndludla@namc.co.za](mailto:ndludla@namc.co.za)

## 9. APPROVAL

Approval			
	Name & Title	Signature	Date
Approved by:	Nokuhle Shelembe	 Type text here	03-06-2022

**10. DECLARATION BY THE BIDDER**

I, ..... (Full name)  
the undersigned certify that the information provided is true and correct, and understood  
the contents of the document in full.

SIGNATURE :

DATE: