



Bid specification Document

INVITATION TO TENDER FOR PROVISION OF SHORT-TERM INSURANCE FOR THE FREE STATE LEGISLATURE

Bid No: 05/2024-2025

The Free State Legislature invites qualified service providers to submit proposals for the provision of short-term insurance for its assets. These tender aims to secure comprehensive coverage to mitigate risks associated with the organization's movable and immovable assets. The selected bidder will enter into a contract for the period of three (3) years, subject to performance reviews.

1. DESCRIPTION OF SERVICES TO BE RENDERED

The successful bidder will be responsible for providing short-term insurance coverage for the following assets:

1.1 Categories of Assets to be Insured

- All assets in the Asset register of the Free State Legislature

1.2 Required Insurance Coverage

- Fire, Theft, and Accidental Damage: Protection against loss due to fire, theft, and accidental damage.
- Natural Disasters: Coverage for floods, storms, earthquakes, and other acts of nature.
- Third-Party Liability: Coverage for damages or injuries caused to third parties.
- Electronic Equipment Insurance: Protection for IT hardware, servers, and critical systems.

2. MINIMUM REQUIREMENTS FOR BIDDERS

To be eligible, bidders must meet the following minimum requirements:

- Be registered with the appropriate regulatory bodies (e.g., FSCA for South Africa).
- Provide evidence of successfully servicing similar organizations.
- Submit proof of compliance with all relevant industry standards.
- Have a valid tax pin and company registration documents.

3. PRICING

For comparative purposes, bidders quotes' will be assessed on the all-inclusive Annual Premium price price of the below services:

No.	Category of Insurance	Sum Insured (ZAR)	Annual Premium (ZAR)	Excess/Deductible (ZAR)
1	Vehicles (Fleet and Individual)	[Enter Sum Insured]	[Enter Annual Premium]	[Enter Excess/Deductible]
2	Office Equipment and Furniture	[Enter Sum Insured]	[Enter Annual Premium]	[Enter Excess/Deductible]
3	IT Infrastructure and Electronic Equipment	[Enter Sum Insured]	[Enter Annual Premium]	[Enter Excess/Deductible]
4	Heritage Assets	[Enter Sum Insured]	[Enter Annual Premium]	[Enter Excess/Deductible]

NB: A compulsory price list is available for the bidders to quote.

NB: A bidder that does not make use of the prescribed schedule will not be evaluated for pricing purposes. (Total values of categories will be given to service providers during the compulsory briefing session).

4. TECHNICAL REQUIREMENTS

Shortlisted bidders may be subjected to an onsite visit by the Free State Legislature. The following technical criteria will apply:

- Bidder must have operating office with minimum number of staff personnel to perform in terms of the contract
- Bidder must be registered with or affiliated to the relevant industry and professional bodies

5. CONTRACT ESSENTIALS

- Period of the tender shall be for (3) three years.
- Services to be used as and when required by the Legislature. The Free State Legislature reserves the right to appoint more than one bidder.
- Assets are to be insured as below:

Categories of Assets	Categories of insurance			
	Fire	Theft	Accidental Damage	Natural Disaster
Vehicles	Yes	Yes	Yes	Yes
Computer Equipment	Yes	Yes	Yes	Yes
Furniture	Yes	No	No	Yes
Office Equipment	Yes	No	No	Yes
Heritage Assets	Yes	Yes	No	Yes

6. BIDDERS MUST SUBMIT THE FOLLOWING DOCUMENTATION:

- a. An original Tax Clearance Certificate
- b. A valid B-BBEE Certificate
- c. Complete Declaration of Interest form (SBD4)
- d. Price schedule (**as prescribed by FSL**)
- e. Confirmation of Services letter (**as prescribed by FSL**)

NB: Bids which are submitted late, incomplete will not be considered.

7. EVALUATION CRITERIA

a. Stage 1: Evaluation of Functionality

The first stage will evaluate functionality according to the criteria listed in the table below:

Criteria for measuring functionality	Weight
Bidder must be in business for at least 5 years providing short-term insurance. Submit business registration as confirmation. <ul style="list-style-type: none">• 5 Years = 20 points• 5 – 10 Years = 30 points• 10 + Years = 60 points	60
Bidder must have experience of providing short-term insurance to any government department or institution like FSL in the last 10 Years. <ul style="list-style-type: none">• 1 Letter = 10 points• 2 Letters = 20 points• 3 + Letters = 40 points	40
	100

- i. Quotations that fail to score 80 points for functionality out of the 100-set weight will not be eligible for further consideration' thus will be eliminated from competing in the bid.

b. Stage 2: Preference Point System

Bids will be evaluated on the price and specific goals in accordance with the Preferential Procurement Regulations of 2022 and its subsequent regulations. The 80/20-point system will be applied in evaluating proposals that qualifies for further consideration, where price constitute 80 points and the maximum of 20 points will be awarded based on the HDI goals and the RDP goals.

5.2.1 Specific HDI (Historically Disadvantaged Individuals) goals shall be awarded as follows:

(i) at least 51% black owned is 12 points (**valid BEE certificate to be attached**).

5.2.2 Specific RDP (Reconstruction and Development Program) goals.

(i) SMME bidder scores 8 points (**valid BEE certificate to be attached**).

8. Requests for clarity and additional information

8.1 During the bid evaluation process and after the closing date of a bid, the BEC shall, where necessary, formally request additional information/documents and clarity from the bidder(s).

8.2 Such information shall be presented directly to the BEC in a manner recommended by the BEC and on or before the expiry of time as determined by the BEC.

8.3 In a case a bidder fails to reply to the request or invitation to clarify and add information, the existing bid documents will be relied upon, and decision will be taken on the strength of the existing information by the BEC.

9. Prohibited Bidders

9.1 Bidders and directors that are prohibited or restricted by the National Treasury to do business with the organ of state will not be considered.

9.2 Bidders will be automatically eliminated without notice or any form of engagement.

9.3 Bidders whose shareholders are public representatives are prohibited to do business with the Legislature and such bids from such entities will not be considered.

10. Vetting

10.1 Legislature in terms of SCM (Supply Chain Management) Regulations shall subject shareholders of entity to vetting with the relevant authorities before appointment.

10.2 Any bidder or its shareholders and directors who do not pass vetting would not be considered for appointment by the Legislature.

10.3 It is therefore compulsory and mandatory for the bid document to include ID copies of all shareholders and directors as they appear in the company registration documents for this purpose.

11. Enquiries

11.1 Enquiries by the prospective bidders in respect of specifications and bid requirements must only be addressed to the officials mentioned in the Bid Advertisement and in a manner prescribed by the BSC.

11.2 Enquiries must be done from the date a bid is advertised and before the closing date.

11.3 Otherwise, all enquires shall be addressed during compulsory briefing session.

12. Reporting risks and allegation of fraud and corruption

12.1 Bidders are at liberty to alert the accounting officer of the Free State Legislature of any suspicion of fraud and corruption identified on the part of other bidders or any of the officials of the Free State Legislature at any time before the conclusion of the bid process.

12.2 Such reports can also be made on condition of anonymity.

13. Closing date

13.1 Only bids received on or before date and time prescribed in the bid advertisement will be considered. No bid shall be accepted after the officials had closed a tender box.

13.2 The closing date for this bid is **24 April 2025 at 11:00 am**

13.3 Bids must be submitted in the tender box in the SCM directorate at 41 Charlotte Maxeke Street, Bloemfontein, Southern Life Plaza Building, Floor 5.

13.4 Every bid submission must be recorded on the register. Any bid that is not appearing on the bid register would be considered to have been deposited late and therefore will not be considered for evaluation.

14. Award/Cancellations and Notices

14.1 The Legislature reserves the right not to appoint any bidder.

14.2 The legislature reserves the right to enter negotiations with one or more bidders to an extent that the outcome of the bid does not materially change the initial condition and scope of work.

14.3 The legislature reserves the right to cancel the bid in terms of the SCM regulations. such decision shall be publicised in a platform(s) a bid was advertised.

14.4 The Free State Legislature reserves the right to appoint more than one bidder.

15. Validity of the quotes

15.1 All quotations shall be valid for 90 days after the closing date of a bid. This will be deemed to be applicable even in a case a bidder did not explicitly state expiry date in a quote.

15.2 Bidder shall not amend the quote after the closing date and before the expiry of the 90 days.

15.3 In a case that a bid is not concluded within 90 days, the accounting officer shall grant a permission for resubmission of revised quotes to a group of bidders based on their scoring on price.

16. Compulsory briefing session

16.1 A compulsory briefing session will be held on the **9th of April 2025 at 41 Charlotte Maxeke Street, Southern Life Plaza Building on the 6th Floor at 10am.**