



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



REQUEST BID NUMBER: KZNCETC 08/2020

**TERMS OF REFERENCE FOR THE APPOINTING SERVICE PROVIDER FOR THE
PROVISION OF INSURANCE.**

Issued and prepared by

Kwa Zulu Natal Community Education and Training

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Table of Content

1. Background	3
2. Purpose and objective of this project.....	3
3. Specification	4
4. Duration.....	4
5. Scope of Work:	
5.1 Risk Areas.....	4
5.2 Insurance portfolio.....	5
5.3 Underwriting administration.....	6
5.4 Claim administration.....	6
5.5 Premium/ Extension/ Performance Assessment and Review.....	6
5.6 Hand over and claims.....	6
6. Insurance for college.....	7
7. Validity period requirement	7
8. Special condition of contract.....	7
9. Compliance Requirement.....	8
10. Evaluation Criteria.....	9

BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.

- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
 - 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
 - 1.2.2 National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE AND OBJECTIVE OF THE PROJECT

The purpose of this document is to invite proposal for service providers who can reasonable but competitive risk cover in the form of concise, readable explanation of various insurance covers. The proposed insurance cover should assist Kwa Zulu Natal CET College in handling and managing various risk exposures.

The Kwa Zulu Natal (KZN) Community Education and Training (CET) College would like to appoint a competent service provider for the provision of insurance for the period of 24 months

3. SPECIFICATION

The Kwa Zulu National invites all interested Service Providers to submit bids for the provision of insurance around the following districts Amajuba, Harry Gwala, iLembe, King Cetshwayo, Ugu, uMgungundlovu, uMkhanyakude, Umzinyathi, Uthukela, eThekweni (Pinetown and Umlazi), Zululand and Central Officer at 17 Kosi Place, Springfield, Umngeni Business Park.

KZN CET College has following class of assets

- 3.1 Computer Equipment
- 3.2 Office Equipment
- 3.3 Furniture and Fittings
- 3.4 Office Furniture and Fitting
- 3.5 Educational Equipment
- 3.6 Software

4. DURATION

The contract will be valid after awarding to the service provider with service level agreement for period of 24 months.

5. THE SCOPE OF WORK

The scope of this project entails the following:

In relation to the insurance cover the bidder is expected to address the following not limited to the topic in these terms of reference.

5.1. Risk Areas

The Service Provider to be expected to address the following risk areas and provide reliable information on the following:

- (a) Office contents – Comprehensive cover for our Office Equipment, Computer Equipment, Furniture and fittings
- (b) Business All Risk – Comprehensive cover of assets per College Fixed assets registers
- (c) Theft – Damage to contents of our assets, loss of our assets as results of theft as results of theft accompanied by forceful entry or exit.
- (d) Electronic equipment – Physical loss or damage to properties or asset belonging to College or on commission for which they are responsible.
- (e) Cover against fire, lightning, thunderbolts, subterranean fire, explosions, spontaneous combustion, fermentation, charring, storm, wind, water, hail or snow, earthquake, earth tremor, impact, theft, and accident due to sanitary aware
- (f) Support – One on one dedicated Claim consultants
- (g) Claims – 30 days return turnaround time for outcome of claims from the date of submission of the claim.

5.2 Insurance Portfolio

With regards to placement of College's insurance portfolio the appointed service provider should do the following:

- Advise the College and provide quotation on addition insurance cover that could be reasonable and necessary for College to take out in attempt to minimize risks.

5.3 Underwriting administration

The appointed service provider will have following responsibilities with regarding administration

- Provide the college with cover
- Meet with College official when required by either party involved to discuss or advice on insurance related issues such as cover
- To meet quarterly with College staff to discuss new trends, challenges and cover or premiums.

5.4 Claims Administration

With regard to this, the appointed service provider will be responsible for the following

- Administrate all College insurance claim (own or third party)

- Liaise with third party and College officials with regards to progress of the claim within thirty (30) days cycle from the date which the claim was reported
- Submit an updated report of all claims made by College and third parties on monthly basis by not later than 7th of each month.
- Have dedicated personnel to deal with College claims and other business advices pertaining insurance

5.5 Premiums/ Extensions/ Performance Assessment and Renewals

The appointed service provider will have following responsibilities with regard to extension and premiums.

- Assess College insurance requirements as detailed in the College Asset Management policy
- Collect updated information (Asset Register) from College to ensure the College assets are adequately insured
- Negotiate insurance with underwriters on the suitable terms and conditions
- Negotiate insurance with underwriters on suitable insurance premiums based on the College claim file or experience.
- Present factors considered for change in premiums in a meeting scheduled during the time of the contract
- Any further premium adjustment and / or escalations must be on pre-determined formula which included in the tender proposals. The bidder must provide a scenario of how this formula works through example.
- Bidders should table their projections on premiums for three year period.

4.6 Hand over and closure of claims

- Upon award of the contract the appointed service provider must with effect from the date of award date take over the administration of all outstanding claims that happened after award date.
- Within 30 days after the expiry date of the contract the appointed service provider finalize all claims reported and that occurred during their term of contract
- By the 31st of December have a report of all claims and their status pertaining to the financial year for audit purposes.
- By the 31st of December give us detailed report of all outstanding claim apart from the point above, and a plan how to finalize them within 30 days.

6. INSURANCE FOR COLLEGE ASSETS

Insurance policy to cover all College Asset and Public Liability

6.1 Movable Assets

- Computer Equipment

- Office Furniture
- Furniture and Fitting
- Educational Equipment
- Intangible Asset

7. VALIDITY PERIOD REQUIREMENT

24 months contract, subject to the above quarterly performance regime and general condition of contract (Including Special Condition of Contract)

8. SPECIAL CONDITION OF INSURANCE

- Insured values provided the proposal is subject to change and cannot be used to prejudice College.
- No information concerning the tender or award of the tender may be made available by the tenderer other parties without prior consultation and written from the College.
- College reserves a right to terminate the appointment or any part thereof; at any stage of completion should a College decide to not proceed with project / tender process.

9. COMPLIANCE REQUIREMENT

Note to the Prospective service provider or Bidders: Compulsory submissions in disqualification (Failure to submit any of the following will result in disqualification)

- All bids submitted should remain valid for the period of 90 days after bid closing date.
- Valid SARS pin number confirmation certificate to be included
- Municipal clearance certificate certifying that no municipal rate and service charges are owed by the bidder and any of its directors to College or any other municipality where the bidder's business operation located, are in arrears for more than 3 months
- Certified copy of BBBEE certificate issued by Verification Agency by SANAS or Sworn Affidavit in relation to the BBBEE status of the company

- Copies of ID Documents and all submitted certificate must be certified with certification not older than 3 months
- Company Registration Form (CIPRO /CIPC)
- The bid will be evaluated according to Preferential Procurement Policy Framework Act, the bidder's attention is drawn to Form SBD 6.1. Failure to submit will result in zero-point score for BBBEE status level
- Company profile with traceable references
- Proof of Central Supplier Database (CSD) Registration Report
- Fully completed **SBD 1; SBD 2, SDB 3; SBD 4; SBD 6.1; SBD 7.1; SBD 8; SBD 9**
- Bidders received after the published closing date will be not be considered and will not be opened
- Bidders are required to submit the CV of the project manager who will deal with the College.

Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will be not considered for award.

10.1 EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Tender proposal – The Provision of Insurance services” and placed in the tender box Kwa Zulu- Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umngeni Business Park not longer than 1 pm on closing date.

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

Phase One of Evaluation – Price and Preferential Point	
BBBEE score	20
Price	80
Total	100

For any enquiries regarding this tender, please contact through email SCM@KZN.CETC.edu.za or 031 350 4366 during the office hour

7:30 am – 16:15 pm

Closing date: 15 January 2021 before 11:30 am

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE\

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

4000