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REQUEST FOR PROPOSAL - RFP02/24 INS

Project Name or Description	Identify a supplier of short term insurance cover for possible appointment January 2025
Company Name	Flavius Mareka TVET College
Address:	Central Office, Cnr Fichardt + Bell street (Next to ABSA building in CBD)
City,	Sasolburg
Procurement Contact Person	H du Plessis
Telephone Number of PCP	016 976 0829 x 1039
Email Address of PCP	duplessish@fmtvet.co.za
Technical Contact Person	Mebalo Ntaje / Tshepo Tlhone
Email Address of TCP	ntajem@fmtvet.co.za / tlhonet@fmtvet.co.za
Telephone Number of TCP	016 976 0829 x 1089

1. INTRODUCTION

Flavius Mareka TVET College is seeking to appoint a supplier to provide short term insurance cover best suited to Flavius Mareka TVET College.

2. DELIVERABLES

The Insurance must (at a minimum) cover the following:

- Accidental Damage
- Natural disaster
- Fire
- Theft – Several workshops, currently items to the value of approximately R500 000 specified.
- Buildings combined – 8 different sites:
 - Business Studies, Engineering Studies, Sport fields and Central Office in Sasolburg
 - Kroonstad campus, Mphohadi campus, Derksen hostel, Lentehof hostel in Kroonstad.

The building have a current value of approximately R270 000 000.00 on the fixed asset register
- Business (all risks) -
- Business interruption -
- Electronic equipment – Current value of approximately R15 000 000.00 on the fixed asset register
- Glass
- Money section – R3 000.00 on 3 different sites.

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- Motor commercial -

Type	Procurement date	Current value on FAR
Vehicle Toyota Corolla 1.3	2013/01/01	84 451.39
Vehicles Toyota Corolla 1.3	2013/01/01	84 451.39
Vehicles Toyota Corolla 1.3	2013/01/01	84 451.39
Bakkie Toyota Hilux 2.5D	2014/11/24	125 596.00
Vehicles Volkswagen Citi Golf 1.4	2013/01/01	42 195.07
Bakkie Toyota Hilux 2.0	2013/01/01	62 034.95
Vehicles Toyota Corolla 1.4	2013/01/01	71 585.67
Tractors SAME	2013/01/01	56 250.00
Vehicle Volkswagen Citi Golf 1.4	2013/01/01	43 283.67
Vehicles Toyota Corolla 1.3	2013/01/01	83 107.51
Vehicle Toyota Corolla Quest 1.6	2018/03/06	116 029.64
Vehicle Toyota Corolla Esteem 1.4D	2019/01/16	180 444.46
Canopy	2020/12/07	8 125.00
Vehicle VW Caddy4 1.6	2021/06/02	265 780.30
Tractor	2020/12/31	19 375.00
VEHICLE POLO SEDAN	2022/06/13	220 957.50
Vehicle Polo Sedan	2023/05/19	302 853.33
2024 Volkswagen Crafter	2024/06/25	1 076 644.28

- Office furniture – Current value of approximately R3 000 000.00 on the Fixed Asset Register.
- Public liability – – R5m per year
- Group Personal Accident/Cover (against death) – There is approximately 10 000 students per year.
- Insurance of students at host employers - R20 000.00 per student. Students on site, students in transit,

Interested suppliers must forward a written proposal as well as a pricing schedule. Please take note that the above information is not fixed, but the information will be used to compare and evaluate the cost as offered by you. The College will shortlist the suppliers based on the College needs and extend an invitation to the shortlisted suppliers.

These shortlisted suppliers will be granted an opportunity to make a presentation to showcase what they can offer and also answer possible questions from a panel.

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3. ANTICIPATED SELECTION SCHEDULE

The Request for Proposal timeline is as follows:

Request for RFP advertised	09 September 2024 – 13 September 2024
Deadline for Bidders to Submit Questions to Mebalo Ntaje / Tshepo Tlhono on ntajem@fmtvet.co.za / tlhonet@fmtvet.co.za	27 September 2024
Flavius Mareka responds to Bidder Questions	03 October 2024
Closing date for submission	11 October 2024, 11:00
Shortlisting	14 October 2024 – 25 October 2024
Shortlisted bidders presentation	11 - 13 November 2024 (as per invitation)
Notification to Unsuccessful Bidders	29 November 2024

4. TIME AND PLACE OF SUBMISSION OF PROPOSALS

Respondents to this RFP must submit one original proposal. Responses must be received no later than 11 October 2024 at 11:00. Responses should be clearly marked "RFP02/24 INS" and delivered to the tender box, Room T54, Central Office, Cnr Fichardt + Bell Street, Sasolburg.

3. ELEMENTS OF PROPOSAL

The following issues / topic should be covered in the proposal:

- Price of services in total (VAT inclusive) including any travelling and accommodation if necessary.
- Team member(s) to be deployed to support the college and their capacity & experience.
- Methodologies / approach to be followed regarding claims
- Methods / procedures to be followed regarding claims.

5. EVALUATION CRITERIA

The successful respondent will have to obtain 60% as per attached document 740.45.2 (Evaluation criteria for services)

6. COMPULSORY DOCUMENTS

Please submit the following together with your proposal:

- Valid tax clearance
- Valid BBBEE document
- CSD registration
- Declaration of interest (attached)
- All documents as requested in the Evaluation Criteria (740.45.2)