



## OFFICE OF THE CEO

ENG: FL Makwati  
TEL: 018 381 0872

### REQUEST FOR QUOTATION

<b>RFQ NO.</b>	<b>Contact Person:</b>
<b>NWHC/2024/RFQ0058</b>	<b>Letlhogonolo Makwati</b>
<b>RFQ Issue Date:</b>	<b>Contact Details/ Telephone No.:</b>
<b>21 October 2024</b>	<b>018-381-0872</b>
<b>RFQ Closing Date</b>	<b>Contact Email:</b>
<b>31 October 2024</b> <b>Time: 12h00</b>	<a href="mailto:flmakwati@nwhc.co.za">flmakwati@nwhc.co.za</a> <a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a>
<b>Submission of proposals/ quotes</b>	
<b>Proposals should be hand delivered to:</b> <b>North West Housing Corporation Tender Box</b> <b>Segarona Building</b> <b>No. 23 First Street</b> <b>Industrial Site</b> <b>Mahikeng</b> <b>2745</b>	
<b>Description of services/products required:</b>	
<b>Appointment of service provider to provide Short Term Insurance for 36 months.</b>	

## **Returnable Documents and Schedules:**

- ✓ **Returnable Documents which must accompany the quotation**
- ✓
  - Certified B-BBEE Rating Certificate/ Sworn Affidavit.
  - Valid original Tax Clearance Certificate/Copy with SARS pin.
  - CSD Master Registration report/ Master Registration Number.
  - Provide SASRIA Cover where necessary
  - Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
  - Price(s) quoted must be firm and inclusive of VAT (If Applicable)
  - Bidders must include Tax Clearance Certificate (SARS Pin).
  - Joint Venture (JV) Agreement (if applicable)
  - Certified copies of ID(s) of Directors or main shareholders.
  - Certified copy of CIPC Registration certificate/ s not older than three (3) months
  - Bidders must be registered with the Financial Services Board (FSB), Financial Intermediaries Associations (FIA) and the Institute of Risk Management South Africa (IRMSA). (Proof of registration must be attached).
  - Wittern confirmation with an underwriter that company has been with for more than three months from the date of RFQ issued.
  - No bids will be considered from persons in the service of the state.
  - Audited annual financial statement for the last Three (3) Financial Years.
  - Company Profile
  - CVs of all personnel that will form part of the service provider indicating relevant experience.
  - Copies of Qualifications
  - Proof of relevant company experience

- ✓ **Returnable Forms which must accompany the quotation**



**The forms must be fully completed, signed and dated appropriately**

- SBD 4: Declaration of Interest.
- SBD 6.1 Preference Points Claim Form in Terms of Preferential.

### **PLEASE NOTE:**

- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers are advised that the 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (No.5 of 2000) shall be applied in the evaluation of quotations.
- ✓ The quotation should be valid for a period of 90 days

**Enquiries with regard to specifications may be directed to:**

**Name:** **Lucky Shuping**  
**Telephone No:** **018 381 0872**

**1. BACKGROUND**

The North-West Housing Corporation (NWHC) is a schedule 3(c) Public Entity in terms of the Public Finance Management Act ("PFMA") No.1 of 1999 and it was established in terms of the North West Housing Corporation Act 24 of 1982 as amended. However, a decision was taken by the Provincial Executive Provincial Executive Council (EXCO) during the 2008/09 financial year to close the Corporation.

The Corporation was established by ACT, for the purposes of providing and furthering the provision of housing and accommodation in the Province on a co-ordinated basis and on a national scale and assisting in the formation of policies to achieve these objectives, to provide for the management, control and representation of the said Corporation by a Board of Directors, to define the powers and duties of the said Corporation, and to provide for incidental matters.

**2. BACKGROUND TO ASSIGNMENT / PROCUREMENT**

North West Housing Corporation has identified the need to appoint a service provider for short term insurance for 36 months.

**3. SCOPE OF WORK AND DELIVERABLES**

**3.1.1.** Provide comprehensive insurance cover for losses for a period of 36 months which may be incurred due to:

- a) Property Theft and Vandalism
- b) Accidental Damages
- c) Natural causes which may bring losses/damages to any asset.
- d) Public Liability
- e) Fire
- f) Comprehensive Vehicle Cover including roadside assistance.
- g) Other-related risks

**3.1.2.** Provide comprehensive insurance cover for movable and immovable assets of NWHC which includes:

- a) NWHC's immovable properties. This includes buildings which has a combination of thatched roofs and tiled roofing. These properties are occupied either through residential dwelling (Matlosana CRU, Wimpy flat, Kagiso flat, Kamogelo flat), used as office space (Segarona building) and commercial (Morula Hotel) establishment providing lodgings, meals and other for guest services.

The estimated Market values of the assets per the latest valuations are as follows:

No.	item	usage	Estimated value
1	Matlosana CRU flat	Residential dwelling	R12,710,000.00
2	Wimpy flats	Residential dwelling	R7,640,000.00
3	Morula Property	Hotel and Gambling	R47,760,000.00
4	Kagiso flat	Residential dwelling	R13,600,000.00
5	Segarona Building	Office administration	R9,897,630.31
<b>TOTAL VALUE</b>			<b>R 91,607,630.51</b>

- b) Office and other Equipment in our properties
- c) Furniture and Fittings – which includes various types of wooden/steel/plastic furniture and fittings. Some which are fixtures and some which are unfitted. All these items/equipment are office based.
- d) Four Vehicles (Mini-bus, hatch back and 2 Vans)

The estimated Market values of the assets per the latest valuations are as follows:

No.	item	usage	Estimated cost
1	Furniture and fixtures	Office use	R 4,814,522.85
2	Motor vehicles	Office use	R 2,065,909.40
3	Office and IT equipment	Office use	R 6,106,296.90
4	Other equipment	Office use	R 1,619,459.90
<b>TOTAL VALUE</b>			<b>R 14,606,189.05</b>

- 3.1.3. Provide SASRIA Cover where necessary.
- 3.1.4. Provide advice on value for money regarding the cost of insurance, means of cost and saving on insurance costs.
- 3.1.5. Provide a clear and user-friendly claim procedure, reasonable turnaround time in replacement of losses/damages.
- 3.1.6. Provide quarterly reports on claims (claims processed and paid out/finalised/closed/rejected, claims in progress)

#### **4. EVALUATION CRITERIA**

- The value of this quotation is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, the North West Housing Corporation shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- Respondents are required to complete **SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022)** and submit it together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

A maximum of 20 points to be awarded to a bidder for the specific goal specified for the RFQ below :

<b>The specific goals allocated points in terms of this tender</b>	<b>Number of points allocated (80/20 system) (To be completed by the organ of state)</b>	<b>Number of points claimed (80/20 system) (To be completed by the Bidder)</b>
51 % or more Black owned	5	
51 % or more Female owned	5	
Youth	5	
Disability	3	
Military	2	

**\*\*Note: Failure to submit valid an original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements at the Closing Date of this RFQ, will result in a score of zero being allocated for B-BBEE.**

- **EVALUATION CRITERIA TO BE USED:**

### FUNCTIONALITY

A bid that scores less than 70 points in respect of functionality will be regarded as submission of a non-responsive Bid and will be Disqualified.

Criteria	Points	Max Points	Verification Method
<p>Company Profile must at least include:</p> <p>1. A detailed schedule of relevant experience (<i>Including the start &amp; end date of contract</i>):</p> <p>1 - 5 years 6 - 10 years above 10 years</p> <p>2. Reference letters from Organs of State for having performed as per current and similar type of service:</p> <p>1 - 5 Clients 6 - 10 Clients above 10 Clients</p> <p>3. Registered as an Authorised Financial Service Provider</p>	<p>4 points 6 points 10 points</p> <p>10 points 20 points 30 points</p> <p>10 points</p>	<b>50</b>	<p>Attach a detailed schedule</p> <p>Attach reference letters from Organs of State</p> <p>Attach proof of registration as an Authorised Financial Service Provider</p>
<p><b>1. Full time Qualifications of employees allocated to NWHC and Experience:</b></p> <p>1 - 5 years Experience &amp; relevant Qualifications (NQF level 6 / relevant National Diploma or equivalent qualification)</p> <p>6 - 10 years Experience &amp; relevant Qualifications (NQF level 7 / relevant Bachelor Degree or equivalent qualification)</p>	<p>5 points</p> <p>10 points</p>	<b>25</b>	<p>CV and certified qualifications attached for employees</p>

above 10 years Experience & relevant Qualification (NQF level 8 / relevant Post Graduate Degree or equivalent qualification)	25 points		
Legal Support  Details of Legal Support that will be given by the Insurance Broker to the NWHC in respect of claims and other related legal matters arising as a result of claims:  Won and Settled Case matter: = 0 Cases = 5 Cases = 10 Cases = 20 Cases	<b>25</b>	Provide support details of such Cases resolved and CVs of the legal support team & proof of Admittance certificate	
<b>Total</b>		<b>100</b>	

## 5. OTHER CONDITION(S) / DISCLAIMER

- The NWHC is under no obligation to accept any bid and reserves its right not to proceed with the appointment of any service provider that responded to the invitation to submit proposals, for whatever reasons it may consider appropriate;
- The NWHC further reserves its right to decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this tender / RFQ or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the bidders.

## **6. LATE BIDS**

Bids received late shall not be considered. A bid will be considered late if it arrived one second after the stipulated closing time.

## **7. PRICES**

All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.

## **8. FEES**

- 8.1 These prices will apply for the duration of the agreement and will only be reviewed, if necessary and in keeping with any amendments applicable in terms of the law.
- 8.2 The Corporation expects that the cover be flexible to accommodate any changes arising from the volatility of Asset Fair Value adjustments.

## **9. DURATION OF THE CONTRACT**

- 9.1 Successful service providers will be appointed for a period of thirty-six (36) months.

## **10. CANCELLATION**

- 10.1 NWHC reserves the right to cancel the contract if the service provider fails to adhere to the conditions of the contract.
- 10.2 On termination of the contract for whatever reason, the service provider shall on demand deliver, without the right to retention all documents and information (soft and hard copies) gained of this agreement.

## **11. PAYMENT TERMS**

- The NWHC undertakes to pay valid tax invoices in full within **thirty (30) days** from invoice date for services rendered; and

- All supporting documents for services rendered / products delivered should be submitted together with the tax invoices for the payment to be processed.

Signed at Mafikeng on 21/10/2024



**F.L. Makwati**

**Supply Chain Manager: North West Housing Corporation**

**HEAD OFFICE:**  
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Industrial Site, Mahikeng, 2745

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 North West Housing Corporation