

REQUEST FOR WEBTENDER:

Quotation Number:	ERW202012/011 RE-ADVERT		
Description:	Appointment of a short-term insurance and brokerage consultancy service provider to evaluate ERWAT's insurance requirements and produce a bid document for the procurement of short term insurance brokerage services		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	N/A
Bid Closing Date:	15/01/2021		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person/s	Johan Engelbrecht Tshidi Moholeng		
Contact Number	011 929 7000	E-mail	Johan.engelbrecht@erwat.co.za Tshidi.moholeng@erwat.co.za
Bidders prices must be valid for a period of 30 days from closing	Only rate based pricing will be accepted		
Rate base prices	Rate based		

BACKGROUND

The Ekurhuleni Water Care Company hereby invites short-term insurance and brokerage consultancy service providers to evaluate ERWAT's insurance requirements and produce a bid document for the procurement of short-term insurance brokerage services

SCOPE OF WORKS:

The short-term insurance and brokerage consultancy service provider will be required to provide the following services:

1. Obtain an understanding of ERWAT's current insurance portfolio
2. Obtain an understanding of ERWAT's short term insurance and brokerage needs, including conducting of interviews with relevant officials, accounting officer, board of directors
3. Evaluate the adequacy of ERWAT's current insurance portfolio
4. Make recommendations on additions to ERWAT's insurance portfolio both in relation to quantum of the current insurance as well as additional types of insurance that may be required and insurance ERWAT currently has that can be omitted.
5. Compile a comprehensive report on the recommended insurance portfolio of ERWAT along with recommended values for such insurance.
6. Draft a bid document for the legal and fully compliant procurement of short-term insurance brokerage services and the underlying insurance products. This will include, but is not limited to compilation of a complete scope of work, mandatory criteria for a brokerage firm, functionality criteria in order to evaluate the ability of a brokerage firm in order to perform the required services and special conditions of contract.
7. Complete ERWAT insurance application forms for the placement of its insurance portfolio with insurers after the brokerage firm has been appointed by ERWAT.

VERY IMPORTANT NOTE:

1. The firm/company/successful bidder for this transaction will not be eligible to be appointed as the insurance broker or relevant insurer for the final tender which is produced as result of this project.
2. The timelines for the resulting tender is extremely tight as a new insurance service broker will need to be appointed by the end of January 2021 in order to ensure that the new insurance policies are in place by 28 February 2021.

PRICING SCHEDULE:

The pricing is rate based and the number of hours will only be limited by budget availability and the maximum value of an website advertised RFQ to the value of R200,000. Kindly factor in any additional costs disbursements etc into the rate per hour for the consultants/employees below.

1.	Rate per hour for a junior employee/consultant	R
2.	Rate per hour for a senior employee/consultant	R

Table 1 – Rate based pricing table

For the purposes of price point scoring only, a blended rate will be utilised to apply price point scoring. To determine the blended rate a split of 80:20 ratio between the junior and senior consultant, respectively, will be utilised.

(Junior employee/consultant rate [Table 1 – Item 1] _____ X 80%) +

(Senior employee/consultant rate [Table 1 – Item 2] _____ X 20%) =

Blended rate _____

DELIVERY POINT

R25 Bapsfontein road, ERWAT Laboratory, Hartbeesfontein Office Park

AWARD OF BID:

ERWAT reserves the right to accept any bid or part thereof, to award the bid to more than one bidder and does not bind itself to accept the lowest or any bid and not to consider any bid not suitably endorsed or comprehensively completed.

FUNCTIONALITY EVALUATION

NO	EVALUATION CRITERIA		BREAKDOWN OF POINTS	POINTS	PERFORMANCE	POINTS CLAIMED	SIGNATURE	REFERENCE TO PROOF
1	Experience of the Firm	Experience of the Firm in providing Insurance Brokerage and related consultancy Services	0 – 1 years actively providing Insurance Brokerage and related consultancy Services	0				
			1 – 3 years actively providing Insurance Brokerage and related consultancy Services	10				
			3 – 6 years actively providing Insurance Brokerage and related consultancy Services	20				
			6 – 9 years actively providing Insurance Brokerage and related consultancy Services	30				
			More than 9 years actively providing Insurance Brokerage and related consultancy Services	40				
2	Experience of consultant/ specialist/ Employee/ allocated to ERWAT	Experience of junior consultant/specialist/employee allocated to ERWAT for the performance of this engagement	0 reference for performing related work in the Insurance Brokerage and related consultancy Services	0				Table 3
			1 reference for performing related work in the Insurance Brokerage and related consultancy Services	6				
			2 references for performing related work in the Insurance Brokerage and related consultancy Services	12				
			3 references for performing related work in the Insurance Brokerage and related consultancy Services	18				
			4 references for performing related work in the Insurance Brokerage and related consultancy Services	24				
			More than 4 references for performing related work in the Insurance Brokerage and related consultancy Services	30				
3	Experience of consultant/ specialist/ Employee/ allocated to ERWAT	Experience of senior consultant/specialist/employee allocated to ERWAT for the performance of this engagement	0 reference for performing related work in the Insurance Brokerage and related consultancy Services	0				Table 4
			1 - 2 references for performing related work in the Insurance Brokerage and related consultancy Services	6				
			3 - 4 references for performing related work in the Insurance Brokerage and related consultancy Services	12				
			5 - 6 references for performing related work in the Insurance Brokerage and related consultancy Services	18				
			7 - 8 references for performing related work in the Insurance Brokerage and related consultancy Services	24				
			More than 8 references for performing related work in the Insurance Brokerage and related consultancy Services	30				
Total				100				

2. Experience of junior Consultant/ Specialist/ Employee allocated to ERWAT				
Item No.	Companies where services were rendered	Clients Details Including Contact Persons – E mail and Contact Number	Duration	Contract Value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Table 2

3. Experience of senior Consultant/ Specialist/ Employee allocated to ERWAT				
Item No.	Companies where services were rendered	Clients Details Including Contact Persons – E mail and Contact Number	Duration	Contract Value
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Table 3

Conditions for the functionality evaluation process

- 1) A minimum of 60 points must be scored to be considered for the award of this RFQ. A score of less than 60 will result in disqualification
- 2) The service provider's performance against the criteria must be stated in the column titled "PERFORMANCE". Failure to do this will result in forfeiture of points for that criteria.
- 3) The number of points claimed must be stated in the column titled "POINTS CLAIMED". Failure to do this will result in forfeiture of points for that criteria.
- 4) The service provider's representative must sign next to the performance & points claimed in the column titled "SIGNATURE". Failure to do this will result in the forfeiture of points for that criteria.
- 5) The service providers must include evidence to prove the performance against the functionality criteria and a reference to the document containing such proof must be included in the column titled "REFERENCE TO PROOF". Failure to do this will result in the forfeiture of points for that criteria.
- 6) If the proof has been omitted or if the proof submitted is invalid then the points for that functionality criterion will be forfeited.

EVALUATION CRITERIA

Preference points system (PPS) as included in the Preferential Procurement Policy Framework Act, Regulations of 2017:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min}/P))$ Where Ps = Points scored for price of bid under consideration. Pt = Rand value of bid under consideration. P min = Rand value of lowest acceptable bid.	<ul style="list-style-type: none"> Bidders may be subjected to a pre-compliance stage and functionality scoring and only bidders who score the stipulate minimum points will be illegible to proceed to PPPFA evaluation. Maximum of 20 points may be awarded for BEE level. Bidders are required to tick the relevant box in the table below to claim their points according to their BEE level. Above points must be added to points scored for price. Only bidder scoring the highest points will be selected for award.

B-BBEE Status Level of Contributor	Number of points (80/20 system)	Kindly tick the applicable level and points
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

QUOTATION REQUIREMENTS:

Work offered that **DO NOT** comply with the specifications will not be evaluated. Any works completed will

PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION

- Valid Certified copy or original BBEE Compliance Certificate to verify the above claimed points;
- Valid Tax Clearance Pin issued by SARS on e-filing Bidders are required to submit their SARS pin and certificate as prescribed by SARS effective from 01 April 2016. Please visit www.sars.gov.za or ERWAT Website: www.erwat.co.za/procurement for more information;
- Copy of Latest Municipal Account (not older than three months from date of closing);
- Declaration of Interest – MBD 4.2 (Download form ERWAT website/Procurement/Service Provider Registration).
- Bidders must be registered with National Treasury's Centralised Supplier Database (CSD) and can visit www.csd.org.za for more information and registration procedures.
- **CSD Registration Number: MAAA_____**
- Valid Construction Industry Development Board Registration (CIDB): **Valid CRS number: _____**

GENERAL NOTES

SUBMISSION OF BIDS:

WEB TENDER BOXES SUBMISSION SITUATED AT ERWAT HEAD OFFICE:

Completed tenders / quotations must be in a **sealed envelope** clearly marked with **bid number and description** may be hand delivered and deposited in the stipulated **TENDER BOX** (marked Monday, Tuesday, Wednesday, Thursday, Friday) at ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road, Kempton Park. No faxed bids/proposals shall be accepted. In the event of uncertainty, kindly visit the receptionist situated at the FOYER of the main building for clarity.

Please note that bids not received on the specific time and date will be marked as late bids/proposals and such bids/proposals will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.

Complete quotations with supporting documents must be sealed and externally endorsed with **BID NUMBER** and marked with the full **DESCRIPTION** and placed in the relevant Bid Box as stipulated in the advertisement and/or bidding document.

Bidders may attend the web-tender opening sessions in the event of submitting a tender in the web-tender boxes.

ELECTRONIC SUBMISSIONS:

- Bidders may submit their web-bids via e-mail: webtenders@erwat.co.za in a **PDF format only**.
- **Bidders must complete the SUBJECT BOX with the relevant web-tender number and full description as advertised.**
- **Failure to include this may render your bid invalid.**
- ***Please note that bids submitted electronically must be in the above e-mail address on or before 12:00 of the stipulated closing date. No electronic submissions received after 12:00:00 will be considered for recording and or evaluation.***
- Bidders may submit documents and attachments up to 10MB.
- Bidders will be required to compress their file to a **compact PDF format**.
- In the event that larger files are sent to the e-mail address, it will be received in ERWAT's Mimecast site.
- **Bidders must please note that the Mimecast does not accept zipped files, only PDF files.**
- **In the event that bidders are required to submit samples, it is advised that they submit electronically and submit in the tender boxes and attend the opening session.**

PLEASE NOTE: MIMICAST ONLY RETAINS THE MAILS RECEIVED WITH ATTACHMENTS LARGER THAN 10MB FOR 3 DAYS. PLEASE ENSURE THAT YOUR SUBMISSION FALLS WITHIN ACCESS TO SUCH WITHIN THIS TIMEFRAME.

NB. In the event that an electronic version and a hard copy is delivered for a respective bid, the signed hard copy submitted in the tender box will prevail and the electronic copy will be disregarded.

Please note that the web-tender boxes will be opened first and recorded in the web-tender register on the date and time stipulated in the advertisement and or bid documents. The relevant buyer responsible for the placement of the ad on the web-tender folder will directly thereafter peruse the web-tender e-mail and download the relevant web-tender, print and record such in the same register.

ERWAT will access the e-mail thread from the individual e-mail responses received for audit trail that will be attached to the relevant bidder's response received.