

Name of Institution	South African Library for the Blind
Bid Number	SALB 2017/06/01
Description	Request for bid/proposal: Short-term Insurance Portfolio
Date Published	13/06/2017
Closing Date	30/06/2017
Compulsory Briefing Session	Held at 112B High Street, Grahamstown on the 21/06/2017 at 11:00am
Contact	Malibongwe Nquma : malibongwe.nquma@salb.org.za Tel: 27 46 622 7226
Scoring	80/20 preference point system



SOUTH AFRICAN LIBRARY FOR THE BLIND

**SHORT-TERM INSURANCE PORTFOLIO
SPECIFICATION DOCUMENT**

JUNE 2017

1. BACKGROUND

The South African Library for the Blind (“SALB”) is a Schedule 3A public entity. SALB is based in Grahamstown in the Eastern Cape Province, and provides Library services throughout South Africa to blind and visually impaired people.

SALB Mission

To render a library and information service to blind and visually impaired people through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information. More Information about SALB can be found on our website, www.salb.org.za

2. REQUIREMENT

Tenders/Proposals are hereby invited from insurance brokers to manage the short-term insurance portfolio of the SALB.

Objective:

The SALB invites suitably experienced insurance brokers to tender for the managing of the short-term insurance portfolio of the Library.

Scope:

The contract will be for a period of 36 months starting from 1 October 2017 to 30 September 2020.

The 80/20 evaluation principle will apply to this bid/proposal, however furthermore, the main functionality areas, on which the tender/proposal will be evaluated/assessed, are:

- Geographical area of Broker
- Profile.
- Ability to handle and settle claims.
- Risk assessment processes.
- Liquidity of insurer.

The price schedules and conditions form the basis of insurance cover to be provided to the SALB and must clearly state the exact premiums and/or other payments applicable.

The Underwriter details must also be furnished.

Broker must be registered on the Treasury Centralised Supplier Database (CSD) and be fully compliant.

Pricing Schedule

This will be handed out on the 21/06/2017 during the site inspection, and only to those Brokers/Companies that attend the briefing session.

Special and other conditions of contract:

- This is a re-advertisement, those suppliers that tendered previously must resubmit their proposals. Exemption for the compulsory site visit and tender admin fee from those tenderers must be confirmed in writing with SALB Accountant.
- Any deviations, limitations or unfamiliar conditions must be clearly stipulated in respect of each policy type.
- If the premiums and excess payments are not shown separately as specified in the Price Schedule, the tender will be deemed non-responsive and will not be considered.
- All premiums must be VAT inclusive.
- Brokers fees and any other administrative fees that will be payable, must be shown separately from the insurance premiums.
- The bidder must state whether they are registered with the Financial Services Board, and if they hold professional indemnity insurance. Proof of certification is required and can/will be verified.
- Payment of tender admin fee.

3. PERIOD OF COVERAGE

- i. The contract duration will cover a period of three years from date of award. The policy will however, be reviewed annually.
- ii. A service level agreement will be drafted to ensure the responsibilities of the two parties (SALB and Broker) are clearly outlined.

4. TERMS & CONDITIONS

- i. The Management of the South African Library for the Blind reserves the right not to accept any bid or proposal or to sign any Agreement related to this request.
- ii. Future annual and monthly increases will be discussed and approved with SALB Management prior to taking effect, as circumstances change and updates are done to the items covered in the insurance portfolio.
- iii. All bids/proposals received will be acknowledged in writing. Unsuccessful applicants will be informed in writing after the Adjudication process. SALB Library Management will not engage in any further communication after this notification.

5. SUBMISSION PROCESS

Bid/Proposal can be submitted to Malibongwe Nquma via email at admin@salb.org.za and also hand-delivered to SA Library for the Blind 112B High Street Grahamstown by 30 June 2017 at 12:00. No late submissions will be considered. The sender is responsible to confirm delivery and SALB will confirm receipt only.