



1. REQUEST FOR QUOTATION

RFQ Name: Provision of insurance for movable, immovable assets and students at King Hintsa TVET College for a period of 08 months (from 1ST May 2026 – 31 December 2026)

RFQ Number: KHC/RFQ/09/2026

Specification Enquires: Ms. L. Madalane

Contact Details: 047 401 6400/6435

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SCM Enquiries: Ms N. Maseme

Contact No: 047 401 6400/6437

Email address: nmaseme@khc.edu.za

Validity: 90 Days

SECTION A

PRE-QUALIFICATION/MANDATORY DOCUMENTATION:

- Active SARS Tax Clearance or tax pin
- Copy of Business Registration Document
- Proof of valid Shareholder Certificate/ Valid proof of ownership of the type of entities
- Recent proof of registration with Central Supplier Database
- Completed SUPPLIER declaration forms i.e. SBD 4
- Fully completed and signed schedule of price.
- Fully completed and signed form of offer
- Proof of membership with Financial Services Board which is now called Financial Sector Conduct Authority (**FSCA**)
- Proof of membership with Insurance Institute of South Africa (**IISA**)
- Proof of membership with Institute of Risk Management South Africa (**IRMSA**)
- Proof of membership with the Financial Intermediaries Association (**FIA**)
- Proof of membership with the South African Insurance Brokers Association
- Proof of letter/agreement from the underwriter confirming that the agreement is in place.

1.2 OTHER REQUIREMENTS

- Company profile with proof of relevant experience and contactable references.
- Fully Completed and signed Preference Points Claim SBD 6.1 Preferential points claim form in terms of Preferential Procurement Regulations 2022 and submission of applicable documents outlined on Specific goals document. **(Obtainable from the College website)**
- Certified ID copies of directors. **(Certification not older than 6 months)**
- All proposal submissions are to be clearly subject referenced with the **RFQ number and RFQ Description**.
- Proposals submitted must be signed by a person or persons duly authorised.
- Letter of intent in case of JV, or joint agreement if existing
- Letter of authority in JV to be authorised by all JV partners
- In case of a **JV** for all the above Mandatory documents requested, partners **MUST** submit individually.

SCOPE OF WORK

1. PURPOSE AND OBJECTIVES OF THIS SUBMISSION

The purpose of the insurance company appointment project is to ensure that the College complies with the Public Finance Management Act No. 1 of 1999, Section 51(1)(c) and Section 57 (e), which requires safeguarding of assets and management of assets expenditure and liabilities and students of the College.

To appoint an insurance company to render insurance services including insurance claims for all the short-term insurance covers indicated in the scope of work for a period of 8 months commencing from 1st May 2026 – 31 May 2026. The insurance company must ensure that the College receives comprehensive insurance that is professional, experienced, and reliable service at cost-effective rates.

2. SCOPE OF WORK

The appointed insurance company will be expected to provide advice on insurance matters, solicit and negotiate insurance covers and assist with the administration and maintenance of insurance claims. The scope of services will relate to the following insurance covers:

2.1 Assets Insurance

To cover all tangible property of every description belonging to the College or which the has any propriety or pecuniary interest against loss or damage caused by fire or allied perils including electronic breakdown (first loss/breakage basis).

2.1.1 **Electronic equipment**, to cover electronic business equipment including computers, laptops and licensed software, etc.

2.1.2 **Stock and assets**, to cover goods that form part of the College business activity.

2.1.3 **Stock and assets** in transit, to cover transportation of stock anywhere in South Africa, offshore, and in African countries.

2.1.4 **Motor fleet**, fully comprehensive cover on all vehicles owned, leased, borrowed, or used by the insured, including vehicles held in trust or in the custody or under control or care of the insured. Third-party insurance for vehicles kept on the road, business use in African continents and outside African continents, etc.

2.1.5 **Road Assistance**: All vehicles.

2.1.6 **Panel beating**: All vehicles.

2.1.7 **Mechanical Breakdown**: All vehicles.

2.1.8 **Money**, a cover on any negotiable instrument including cash cheques, credit card Vouchers, petty cash, etc.

2.1.9 **Movable Assets including furniture**

2.2 Management and officers' liability Insurance

A cover to the College arising from numerous threats and its management, including security litigation, employment practices, fiduciary or crime related loss, accidental injury or death and fiduciary liabilities:

2.2.1 **Fidelity Guarantee**, to cover direct financial loss due to acts of fraud, forgery, alteration, robbery and safe burglary, computer fraud, or dishonesty by employees resulting in dishonest personal financial gain.

2.2.2 **Management**, to protect the claims made against the College management e.g., if it ceases to operate and there are outstanding obligations from third parties.

2.2.3 **Public Liability**, to protect the College against claims involving illness, injury, death, and damages to third-party property including but not limited to; defamation, defective workmanship, and products.

2.3 Group Personal Accident Insurance

Board and committee members as well as officials as per Estimated wage roll present amount. Death/Permanent Disablement, Repatriation, Mobility, Insured Perils, and Bodily injury caused the accident, violence, external and visible.

2.4 Corporate Travel Insurance

A cover for an employee of the College whilst travelling on local and international journeys for business and incurs medical and related expenses as a result of illness or injury, death, or any other related liabilities.

2.5 Events Liability Insurance

A cover that indemnifies the College for damages which the event organizer (College), shall become legally liable to pay consequent upon the accidental death of or bodily injury to or illness of any person or accidental loss of or physical damage occurring within the territorial limits of the event during the period of Insurance in the course of or in connection with the event.

Help protect the College if found responsible for property damage or an injury caused during your event, and many venues require the institution to have it. If the Performer hired damages the building or hall, stadium, or venue, for example, this coverage helps pay for repairs. This policy also covers incidents caused by the College's guests.

The event liability coverage pays for medical expenses resulting from an injury of College Staff, Guests, and Stakeholders at the College events. Coverage of equipment rent by the College for its own event venues.

2.6 Business Interruption Insurance

A cover for financial loss suffered following interruptions of the College business. It is linked to the stock or material damage and business property damage insurance and is triggered if the business interruption is as a result of one of the insured perils on property insurance policy for example **fire, flood, explosion, riots, public disorder**

2.7 Professional Liability or Professional Indemnity Insurance.

A cover in respect of any allegations made against a KHTVETC official for professional negligence in carrying out their official duties and responsibilities. This normally arises as the result of any actual or alleged negligent acts, errors, or omissions.

2.8 Project Specification Insurance

2.8.1 Grant Program (Commercial Insurance Policy)

2.8.2 Technical Training Programmes including Apprenticeship

2.8.3 The College Beneficiaries in-transit /travel cover.

2.9 Structural Building Repairs & Maintenance Insurance

2.9.1 Plumbing – Unexposed or covered piping (Copper piper, PVC (polyvinyl chloride)).

2.9.2 Roofing and Ceiling

2.9.3 Electrical DB (distribution board) and Wiring (Faulty wires, Exposed wires, faulty connections, DB Explosions, Surge, and Lightning Protection).

2.9.4 Structural damages – cracks, damaged, blown, and stolen HVAC (Heating, Ventilation, and Air Conditioning) System (Condenser and or Compressor).

2.9.5 Fire System – Fire Alarm Panel, Sirens, and detectors.

2.9.6 Back-Up Power System – Generators, Solar, and Inventors

3.General

The scope covers portfolios identified at this stage but not necessarily limited to these portfolios. It is expected that the bidder will advise the College of any other relevant portfolios and any other important information not covered above.

4. Deliverables

4.1 Performance specifications

- 4.1.1 Arrange insurance cover to meet the College specific requirements.
- 4.1.2 Negotiate the most effective insurance cover at the most competitive premiums, terms, and conditions, consistent with the Colleges' requirements.
- 4.1.3 Issue invoices and premiums.
- 4.1.4 Monitor premium payments and refunds in accordance with accounts and statements.
- 4.1.5 Identify strategies to improve insurance programmes.
- 4.1.6 Assist with advice, administration, and maintenance of claims.
- 4.1.7 Ad-hoc adjustments and endorsements on sums insured and declarations.
- 4.1.8 A detailed report on the results of negotiations as well as recommendations thereon
- 4.1.9 Recovery of claims' costs from third (3rd) parties
- 4.1.10 Post loss surveys
- 4.1.11 Monthly claims and recoveries report and any other insurance-related reports as requested by the College
- 4.1.12 On-going and specific insurance risk advice as to the extent of policy coverage.
- 4.1.13 Day-to-day correspondence and queries.
- 4.1.14 Risk identification and advice on the type and scope of coverage suitable to protect against risk exposure.
- 4.1.15 Review and advise the College institutional Insurance Policy.
- 4.1.16 Communicate all policy documentation to the College.
- 4.1.17 Attend formal and ad-hoc meetings to provide information, discuss new issues, and to set renewal and maintenance strategies.

SECTION B

FUNCTIONALITY SCORING TABLE

Minimum qualifying for functionality evaluation score is 70%.

<u>Evaluation criteria</u>	<u>Documentation to be provided</u>	<u>Points allocation (Weight)</u>	<u>Maximum Points allocated</u>
<p>1. Company Experience:</p> <p>Number of clients (Contactable reference) or list of similar projects that the bidder has successfully undertaken in the past five years.</p>	<p>Proof of experience: Signed reference letters accompanied by appointment letters in relation to the required services must be attached.</p> <p>NB: Only letters with a positive reference will be considered in allocation of points and no points will be claimed where submitted reference clients cannot be contacted or are not responding.</p>	<ul style="list-style-type: none"> • Six and above reference letters = 40 points • Four to five reference letters = 30 points • Three reference letters = 20 points • Less than three reference letters = 10 points • No submission = 0 points 	40
<p>2. Expertise</p> <p>Project Leader with experience with Risk Management and Relevant qualification and CV.</p>	<p>Attach CV and originally certified copies of qualification and identity documents of the Project Leader depicting at least a minimum of three (3) years' experience in leading similar projects and with experience.</p>	<ul style="list-style-type: none"> • More than 10 years' experience and qualifications = 40 points • 6 to 10 years' experience and qualifications = 30 points • 3 to 5 years' experience and qualifications = 20 points • 0-2 years' experience and qualification = 0 points 	40
<p>3. Methodology</p> <p>Demonstrate the implementation plan detailing how to maintain a high standard of customer care including after-hour services and how the bidder will resolve exceptions.</p>	<p>Submission of a methodology</p>	<ul style="list-style-type: none"> • Methodology and approach is fully adequate to meet the requirements of the assignment = 10 points • Methodology and approach cover minimum requirements = 5 points • Incomplete methodology and approach or no methodology submitted = 0 points. 	10

<p>4. Financial Access</p> <p>Demonstrate the ability to obtain financial assistance to service clients.</p>	<p>Submission of a valid Bank Rating Letter.</p>	<ul style="list-style-type: none"> • Valid Bank rating letter = 10 points • No valid bank rating= 0 points 	<p>10</p>
<p>TOTAL POINTS</p>			<p>100</p>

NB: Any proposal not meeting a minimum threshold of 70 points on functionality will not be considered further

Technical specifications

Price components	Detailed Description of the Cover	Insured Value Per Portfolio	Monthly Premiums Amount excl. VAT
1. Furniture and Fittings (Office furniture and Classroom furniture, etc)	All Office Furniture Insured perils: Fire, lightning, thunderbolt, explosion, storms, earthquake, aircraft impact, leakage, theft, flooding, riots, malicious, vandalism and accidental damage	R 13 339 432,42	R
2. Other Equipment (kitchen equipment. Tanks, backup generators, containers, Security Cameras, Wendy Houses etc	Fire, lightning, thunderbolt, explosion, storms, earthquake, aircraft impact, leakage, theft, flooding, riots, malicious, vandalism and accidental damage	R 11 512 865,14	R
3. IT Equipment-(Servers, Computer equipment, Laptops, interactive boards ,etc	Insured Perils On all Hardware On all Software On all Laptops Reconstruction of Data Insured Perils: Damage to all Hardware Damage to all Software Business Interruption	R 28 793 560,11	R
4. Motor / Fleet	Insured Perils Fully comprehensive cover, including Third party insurance on all vehicles owned, leased, borrowed or used by College Officials.	R 10 930 938,93	R
5. Infrastructure Assets (Bulk services, Borehole, paving, Fencing etc	Fire, lightning, thunderbolt, explosion, storms, earthquake, aircraft impact, leakage, theft, flooding, riots, malicious,	R 10 096 697,47	R

	vandalism and accidental damage		
6. Buildings (Brick and Mortar, temporal Structures,	Fire, lightning, thunderbolt, explosion, storms, earthquake, aircraft impact, leakage, theft, flooding, riots, malicious, vandalism and accidental damage	R 73 052 732,68	R
7. Biological Assets	Fire, lightning, thunderbolt, explosion, storms, earthquake, theft, flooding, and accidental damage	R 50 000	R
8. Students	Students who are participating in sport activities, work-based training, utilizing equipment during training (workshops or other training places. Total number of students 2630	Death – R 30 000 Injury – R 10 000 Disability – R50 000 Emergency – R20 000	R
Total monthly costs excluding vat			R
VAT at 15%			R
Total monthly costs including vat			R
Total monthly costs including vat multiplied by 8 months (Total Bid Price)			R

Pricing instructions:

- Service Provider must price according to the price schedule provided;
- Breakdown on costs should be provided, where necessary;
- The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted.
- Prices quoted will be valid for 90 days
- Service Providers are to bring the total amount from the pricing schedules above to the form of offer
- Pricing should include VAT and must be in South African Rand.

FORM OF OFFER

TOTAL RFQ VALUE IN RANDS INCLUDING VAT (TRANSFERRED FROM THE PRICING SCHEDULE)

R.....

Amount in words:

.....
.....

Signature:

Date:.....

Submissions

ALL COMPLETED RFQ DOCUMENTS, ACCOMPANIED BY ALL MANDATORY/ AND OTHER /REQUIREMENTS AS SET OUT HEREIN MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:

King Hintsa TVET College,
Administration Centre,
218 Mthatha Road,
Butterworth
4960

Sealed envelopes must be deposited during office hours between Monday to Thursday from 08:00-16:30 on Fridays at 08:00 am-14:00 pm in the Tender Depositing Box situated at the Reception of Administration Centre, 218 Mthatha Road, Butterworth, 4960

NO FAXED, POSTED OR E-MAILED AND LATE RFQ WILL BE ACCEPTED. RFQ'S SENT BY COURIER, MUST BE DEPOSITED IN THE TENDER BOX AND NOT LEFT WITH THE RECEPTIONIST.

Closing date: 23 April 2026

Time: 15:00 pm

Written enquiries: nmaseme@khc.edu.za

Telephonic enquiries: 047 401 6400/6437