

**RFP – 00005-2015 TO PROVIDE THE SERVICES OF AN INSURANCE PARTNER FOR THE SUPPLY OF INSURANCE POLICY AND CLAIMS ADMINISTRATION FOR TELKOM LOGO AND MANAGEMENT MOTOR VEHICLES**

Publish Date : 2015-03-03  
 Closing Date : 2015-03-31  
 Time : 11h00 am  
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 Document Cost : R50  
 Method of Payment : **Cash Only** for purchase at the Tender office. In the event of payment at a TDS (Telkom Direct Shop) the original proof of payment to be submitted on collection.

**Description:**

**The Provision of Insurance for Telkom motor vehicles**

**1. PRE QUALIFICATION PROCESS AND CRITERIA – PHASE 1**

Without limiting the generality of Telkom’s other requirements for this RFP, a Respondent must submit the documents listed in Table 1 below. Documents must be completed and signed by the duly authorised representative of the prospective Respondent in accordance with the Pro Forma Authority Form for Signatory. The Respondent’s tender will be disqualified for non-submission of any of the documents

**Table 1**

#	PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
1)	As at the Closing Date of this RFP, the Respondent must have an original valid SARS Tax Clearance Certificate. An original valid SARS Tax Clearance Certificate must be attached to the tender response.	<b>ORIGINAL VALID SARS TAX CLEARANCE CERTIFICATE</b>  <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that an original valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
2)	As at the closing date of this RFP, the Respondent must confirm compliance to the Technical Criteria Requirements and provide supporting documents if prescribed in this section	2.1 The Bidder must have a 24/7/365 Call Centre and a qualified staff component to manage at least 5,000 insurance claims annually.  2.2 The Bidder must have over 5 years of experience in the insurance industry and must have a proven insurance	The Respondent must confirm compliance to the Technical Critical Requirements and provide supporting documents if prescribed in this section. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.

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		<p>industry track record. The bidder must provide details regarding its current client portfolio.</p> <p>2.3 The Bidder must be registered with the Financial Services Board and must comply with the relevant provisions of either the Financial Advisory and Intermediary Services Act or the Short Term Insurance Act in RSA. Please provide a valid certificate and/or license as proof of registration.</p> <p>2.4 The Bidder should demonstrate that they would be able to handle a scheme of a minimum of 3,000 vehicles.</p> <p>2.5 The bidder must have professional indemnity (broker), or any other relevant coverage (insurer) to the value of R20 million.</p>	
3)	<p>Financial viability: Respondents should make their financial statement and due diligence questionnaire available</p>	<p>3.1 The Respondent should make available their audited and approved annual financial results for the last 3 (three) financial years in the Generally Accepted Accounting Practices (GAAP) / International Financial Reporting Standards (IFRS) format.</p> <p>3.2 The Respondent should complete the Due Diligence Questionnaire (Attachment A – Document 9).</p> <p>3.3 The Bidder must be registered as an insurance company in terms of the Short Term Insurance Act in RSA and must provide proof thereof</p> <p>3.4 The Bidder should provide Telkom with any additional documents to ensure that the bidder has not been engaging in any fraudulent activities in the past. A credit check will be performed on the company and its members and directors.</p>	<p><b>The Respondent must confirm compliance to this requirement and provide supporting documents if prescribed in this section. Failure to submit a signed document and all documents as requested in the template will result in disqualification from the tender process.</b></p> <p><b>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the Respondent's auditor and duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will negatively impact on Respondent's score in this Phase.</b></p>

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4)	<p><b>PRO FORMA AUTHORITY FOR SIGNATORY</b></p>	<ul style="list-style-type: none"> <li>• Attachment A (Document 1)</li> </ul>	<p>Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document must be witnessed accordingly and a copy of the resolution of the board of directors, members or partners (whichever may be applicable) must be attached.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>
5)	<p>ATTACHMENT A (DOCUMENTS 2-9)</p>	<p><b>5.1 Declaration By Respondent (Respondent Agrees To And Unconditionally Accepts Tender Conditions)</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 2)</li> </ul> <p><b>5.2 Telkom Legal Terms And Conditions</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 3) <b>Telkom Master Agreement - Attachment "D"</b> <b>And</b> <b>Service Master Agreement - Attachment "D1"</b></li> </ul> <p><b>5.3 Declaration Of Interest</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 4)</li> </ul> <p><b>5.4 Supplier's Code Of Conduct</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 5)</li> </ul> <p><b>5.5 Taxation Questionnaire And Declaration</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 6)</li> </ul> <p><b>5.6 Prevention Of Fraud &amp; Corruption Questionnaire</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 7)</li> </ul> <p><b>5.7 SHE Letter Of Good Standing</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 8)</li> </ul> <p><b>5.8 Financial Stability Due Diligence Questionnaire</b></p> <ul style="list-style-type: none"> <li>• Attachment A (Document 9)</li> </ul>	<p>Respondent must read and complete the following documents in Attachment A (Documents 2-9) in spaces allocated in the template.</p> <p>Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>

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### **2. Bid Document Collection**

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)  
Lower ground floor of Telkom Tower South,  
179 Johannes Ramokhoase Street (formally known as Proes Street),  
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**  
Contact details: **(012) 311 3364**