Woodpecker Building | Hillcrest Office Park
177 Dyer Rd | Hatfield | Pretoria | 0083
Tel: +27 12 423 5700 | **Fax:** +27 12 423 5755/65
communications@pseta.org.za | www.pseta.org.za

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES FOR PSETA FOR A UNTIL 31 MARCH 2030 AND NOT EXCEEDING THIRTY-NINE (39) MONTHS.

RFP NUMBER: RFP/2021/001524

CLOSING DATE: 09 NOVEMBER 2026

CLOSING TIME: 11:00

NO LATE APPLICATIONS WILL BE ACCEPTED

1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

This is done through appropriate, adequate, and accessible skills development, training, and education. The PSETA objectives are aligned with the Skills Development Act and those of the National Skills Development Plan (NSDP 2030). They emphasize the need to identify skills shortages and increase public sector investment in skills development, as well as return on investment.

PSETA has assets in place to enable smooth operation of its business in order to fulfil its mandate. This document outlines the criteria and requirements for the selection of a suitable service provider for Assets insurance to PSETA.

2. BACKGROUND & CONTEXT

The PSETA occupies two floors at 177 Dyer Road, Hillcrest Pretoria. The assets that need to be covered consists of both movable and immovable assets. The risk address is the PSETA office in Hillcrest where most of the assets are kept. An asset register is kept with all assets recorded therein. The required insurance is from the date of contracting and shall continue for the period of 39 months ending 31 March 2030, with premiums payable monthly. The insurance risk may be updated as and when required with both parties agreeing on the amount of cover with any additions or omissions included.

3. SCOPE OF WORK

The insurance required is to cover the PSETA as a going business concern against any financial losses which may result due to unforeseen risks including natural risks, theft, damage, fire and related risks that may result in complete or partial loss of assets. The cover is for replacement value of the assets to ensure business continuity. The risks for which a quotation is sought as detailed below.

3.1. THE SCOPE OF THE BID COVERS THE FOLLOWING:

- Insurance service for PSETA Assets
- The service to be rendered over the agreed upon period should include general services related to the replacement, maintenance, and administration of the insurance portfolio.
- Day to day correspondence and queries

- Monitor premium payments and refunds in accordance with accounts and statements.
- Keep PSETA to date with latest amendments in the Insurance legislations through meetings and workshops were necessary.

3.2. TECHNICAL REQUIREMENT IN RELATION TO ASSETS

To cover all assets belonging to PSETA or which PSETA has propriety interest against loss or damage, and the assets are as follows:

- Electronic Equipment's include Laptops, Computers and related;
- Motor vehicles;
- Furniture and fittings include chairs, desks and cabinets amongst other things; and
- Office equipment

3.3. INSURANCE

DESCRIPTION OF COVER	SUM INSURED
Motor Vehicles Comprehensive cover Extensions • Contingent liability • Parking facility and movement of 3rd party Vehicle • Windscreen • Lock and keys • Radio/CD player • Car Hire • Wreckage removal	R 167 007.72
Computer Equipment Comprehensive cover	R9 290 726.37
Furniture and Fittings Comprehensive cover	R2 353 678.86

Office Equipment Comprehensive cover	R170 734.46

4. TIMELINES OF THE CONTRACT

The minimum period for this assignment the minimum period for this assignment from the date the PO is issued and continue until 31 March 2030 and not exceeding thirty-nine (39) months.

5. QUALITY AND REPORTING REQUIREMENTS

The service provider will report directly to the PSETA Chief Financial Officer.

6. PRICING

The proposed total pricing must be inclusive of VAT. The PSETA may require a breakdown of rates on any of the services/items priced and insurance providers are required to provide same. The PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

Bidders should consider below when determining the pricing

- The insurance contract shall be for the period of ending 31 March 2030 and not exceeding thirty-nine (39) months, subject to satisfactory performance and the terms and conditions of the contract.
- Bidders shall make provision for anticipated annual insurance premium escalations over the period ending 31 March 2030 and not not exceeding thirty-nine 39-months. The proposed escalation rates or adjustment methodology must be clearly disclosed in the financial proposal.
- Bidders shall make provision for potential increases in insurance premiums resulting from additional assets acquired by PSETA during the contract period. Such adjustments shall be calculated using predetermined rates or an agreed pricing methodology.

- The total estimated contract value shall incorporate the base insurance premiums, anticipated annual escalations and a reasonable allowance for additional assets to minimise the risk of premature exhaustion of the contract value.
- The service provider shall structure its financial proposal to accommodate reasonably anticipated premium adjustments over the period ending 31 March 2030 and not exceeding thirty-nine (39) months, thereby minimising the risk of early contract termination arising from insufficient provision for escalations or additional assets.
- Bidders shall provide a detailed pricing schedule indicating the estimated annual premiums for Years 1, 2 and 3, anticipated escalation rates, and the methodology for calculating additional premiums arising from changes in PSETA's insured asset portfolio.
- PSETA shall monitor expenditure against the approved contract value throughout the contract period. Any adjustments exceeding the approved contractual provisions shall be subject to applicable procurement legislation, National Treasury requirements and internal approval processes.

7. EVALUATION PROCESS

7.1. The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals, once the minimum functionality criteria are met.

PHASE 1: FUNCTIONALITY EVALUATION

7.2. Bids must meet the minimum eligibility criteria in respect of functionality of 75 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

PHASE 2

7.3. The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goal, once the minimum functionality criteria are met.

PHASE 1 – FUNCTIONALITY EVALUATION

Domain	Evaluation Method	Criteria	Weight
1. Company experience	• Number of years that the company has offered the insurance services as required by the terms of reference, i.e. broker to ensure services of underwriters as per clients' needs. Bidder to provide Company profile to articulate the number of years of experience.	• **5** = 10 and above the company has offered insurance services as required by the Terms of Reference. • **4** = 8 to 9 years the company has offered insurance services as required by the Terms of Reference. • **3** = 6 to 7 years the company has offered insurance services as required by the Terms of Reference. • **2** = 4 to 5 years the company has offered insurance services as required by the Terms of Reference. • **1** = less than 3 years the company has offered insurance services as required by the Terms of Reference.	**50**
	The bidder must propose a dedicated service team that will be	• **5** = The proposed team consists of a	**20**

Domain	Evaluation Method	Criteria	Weight
2. Knowledge and experience of team	responsible for the day-to-day management and servicing of the PSETA insurance portfolio. The bidder shall: • Provide a project team structure, indicating the roles and responsibilities of each team member. • Nominate a minimum of three (3) key personnel who will be assigned to the PSETA account. • Submit comprehensive CVs for all proposed key personnel. • Provide copies of relevant academic qualifications, professional memberships, and industry certifications. • Provide proof that each proposed key personnel member is duly authorised and compliant in	minimum of three (3) key personnel. The Team Leader/Account Executive has more than 8 years' relevant insurance brokerage experience, and the majority of the team members have more than 7 years' relevant experience. All required CVs, qualifications, FAIS Section 13 certificates, and team structure are provided. The team demonstrates extensive experience in insurance brokerage, risk management, claims management, and servicing public sector clients. • **4** = The proposed team consists of a minimum of three (3) key personnel. The Team Leader/Account Executive has 7 years' relevant	

Domain	Evaluation Method	Criteria	Weight
	terms of the Financial Advisory and Intermediary Services Act, 2002 (FAIS), including a valid Certificate in terms of Section 13 of FAIS or equivalent evidence of authorisation. • Demonstrate relevant insurance brokerage, risk advisory, claims management, and public sector experience of the proposed team. •	insurance brokerage experience, and the majority of the team members have 5-7 years' relevant experience. All or most required supporting documents are provided, and the team demonstrates good capability and relevant experience. • **3** = The proposed team consists of a minimum of three (3) key personnel. The Team Leader/Account Executive has 5-6 years' relevant insurance brokerage experience, and team members have at least 3-5 years' relevant experience. Required documentation is submitted, and the team demonstrates adequate capacity	

Domain	Evaluation Method	Criteria	Weight
		to provide the required services • **2** = The proposed team consists of fewer than three (3) key personnel or the Team Leader/Account Executive has 3-4 years' relevant experience. Supporting documentation is incomplete, and limited evidence is provided of the team's ability to manage a portfolio of similar size and complexity. • **1** = The bidder fails to provide the minimum required information. The Team Leader/Account Executive has less than 3 years' relevant experience, or CVs, qualifications, FAIS compliance certificates, and team structure are not submitted. The bidder has not demonstrated the	

Domain	Evaluation Method	Criteria	Weight
		required capacity or expertise.	
3. Electronic claims management system	• Bidder to provide details of the proposed electronic claims management system, as well as the location from where maintenance and support will be provided.	• **5** = Use of specialised electronic insurance claims management system • **1** = no use of /specialised electronic insurance claims management system	**10**
4. Reference letters	• Bidder to provide signed letters from clients confirming your company's involvement, level of service and contact details for Insurance Broker Services for South African clients. • Bidder to include name of company, contact name and contact details. By inclusion in your response you authorize PSETA	• **5** = more than five contactable references provided • **4** = four contactable references provided • **3** = three contactable references provided • **2** = two contactable references provided • **1** = less than two contactable references provided	**20**

Domain	Evaluation Method	Criteria	Weight
	to contact the references listed.		
Total			**100**

Phase 2: Price and Specific goals

Phase 1: Functionality evaluation		**Points**
Phase 2: Preferential Points system		
Price		**80**
Special goals		**20**
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		**100**

8. FORMAT OF THE BID SUBMISSION

8.1. For technical/functionality evaluation the bidder must submit three (3) hard copies, comprising one (1) original and two (2) copies (replica of the original proposal), clearly indicating bidder's particulars, the bid number, description and closing date and time of bid

The Price schedule, must be submitted in the separate envelope, clearly indicating the bidder's particulars, bid number, bid description and closing date

and time of bid

8.2. Company profile indicating all the requirements as per the evaluation criteria

8.3. Track record and experience

8.4. Submission of all applicable documents as indicated below:

- For bidders who are claiming points for disability, they must submit as evidence of disability, a certified medical report/letter from the authorised body as well as a certified copy of doctor's certification with medical practice number.
- Certified copies of the director's ID's document (in order claim points for disability as per SBD 6.1)
- Certified copy of BB-BEE certificate or affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
- Copy of the registration document of the organisation (CIPC);
- Copy of the Central Supplier Database registration.

9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

9.1. All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1 (All sections must be fully completed)
- SBD 4 (All sections must be fully completed)
- SBD 6.1(All sections must be fully completed)
- Proof of registration on Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled)
- FSCA Licence Certificate
- Certificate of Professional Indemnity Insurance
- Fidelity Guarantee Insurance Certificate

NB: Please ensure that all fields are fully completed. Failure to comply with section 9.1 of the terms of reference will disqualify the proposal.

Proposals must be submitted to:

Ms. Mesele Thulare

Manager: Supply Chain Management

Public Service Sector Education and Training Authority (PSETA)

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

No late applications will be accepted

No electronic bid applications will be accepted.

Please direct all queries to Ms. Mesele Thulare via email on meselet@pseta.org.za or telephonically on 012-4235700

Gugulethu Mncube

Digitally signed by Gugulethu Mncube
Date: 2026.11.03 11:12:45 +02'00'