



TERMS OF REFERENCE

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TERMS OF REFERENCE

INSURANCE BROKERAGE SERVICES FOR THE SABFS AND SHERIFFS PROFESSION

Reference Number: SABFS018.2024
Advertisement Date: 31 October 2024
Closing Date: 12 November 2024
Closing time: 17:00
Tender Type: Public

1.BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

This is a tender issued for the purpose of acquiring the services of a commercial insurance broker to assist SABFS and Sheriffs in acquiring insurance cover in line with our needs and requirements, to provide advice and a claims management services.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

3.OBJECTIVES

The South African Board for Sheriffs is seeking to appoint a suitably qualified and experienced insurance broker to provide brokerage services to the SABFS and the Sheriffs profession in its entirety on a 3 year fixed contract.

4.SCOPE OF WORK

The appointed service provider will be required to carry out the below scope with professionalism, adequate capacity and experience:

4.1. DELIVERABLES

4.1.1. The appointed broker should secure the following types of insurance products for the SABFS and the Sheriff’s profession from a professional underwriter:

- a. Indemnity insurance for the Fidelity Fund for Sheriffs
- b. Group Professional Indemnity insurance for sheriffs,
- c. Third Party insurance against stored goods and goods in transit,
- d. Fidelity Fund Guarantee for the Board.
- e. Short Term Insurance for the SABFS and its Fidelity Fund
- f. Short term insurance for Sheriffs offices

4.1.2. Professional Indemnity Insurance

- a. The SABFS is empowered in terms of the Sheriffs Act to negotiate group PI insurance on behalf of sheriffs which is done annually through the assistance of

an appointed broker. Sheriffs have Professional Indemnity coverage until 30 November of each financial year.

- b. The SABFS negotiates group rates in various categories and dependent on the size of each sheriff's office. The broker liaises directly with sheriffs for invoicing and payment of PI insurance. The PI insurance coverage required must be customized to meet all legislative requirements.
- c. Sheriffs are required to hold valid Professional Indemnity Insurance coverage before a fidelity fund certificate is issued to them by the SABFS.

4.1.3. Contract Management:

- a. The Broker will be responsible to market all the various product to the sheriffs profession as a recommended service provider by the Board.
- b. The successful bidder has to show in detail how they propose to carry out the above deliverables throughout the contract period.
- c. The Broker has to have adequate capacity to service the sheriffs profession.
- d. The service provider will further be responsible for:
 - Provide advisory services
 - Manage claims
 - Assist in the procurement of various insurance products and services.

4.1.4. Notes:

- a. Each bidder is required to submit insurance wordings for each product stated under 4.1.1. above and may include additional value added services.
- b. The broker must allow for negotiations of affordable fees where applicable and possible.
- c. A standard policy value should apply i.e. all assets including motor vehicles to the value of the policy can be held in storage without paying further premiums.
- d. Sheriffs should be required to take out further or individual cover only when the vehicle value exceed the policy value.
- e. Replacement value of attached assets should be paid when damage or theft occurs and not the value that a deputy sheriff places on the assets.
- f. The broker should be in a position to detail all persons to be working with within the contract and indicate their positions and expertise.

5. EVALUATION CRITERIA

5.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the service provider's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

Criteria	Points
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	40
Methodology and Approach	30
Qualifications and experience of team members	30
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Finance Manager whenever applicable.

5.2.2. Completion Criteria and Payment

Payment will be made based on an agreement between the SABFS and the successful bidder.

5.2.3. Pricing Schedule

The following cost table may be utilized to submit the cost proposal:

Item	Quantity	Rate/Unit Price in (R)	Total Price in (R)
<u>Additional Costs</u>			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

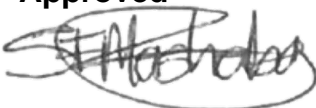
- a) The broker must be a member of the Financial Intermediaries Association of Southern Africa (FIA), provide membership certificate.
- b) The broker must be in possession of:
 - A valid FAIS registration
 - Proof of qualifications as a qualified broker
- c) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- d) List of two (2) referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- e) Proof of banking details.
- f) Pricing Schedule
- g) Declaration of Interest

NB:

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to disqualification.
- Proposals must be properly indexed.

7. All inquiries relating to the tender must be communicated in writing only by no later than **17h00** on the **12 November 2024**. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: **SABFS018/2024 – Insurance Brokerage Services For the SABFS And Sheriffs Profession**
8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and
9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs