

SPECIFICATION FOR PROVISION OF SHORT-TERM AVIATION INSURANCE SERVICES FOR A PERIOD OF THREE (3) YEARS.

1. INTRODUCTION

Gateway Airport Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced broker for insurance services for a period of three years.

2. SERVICES REQUIRED

2.1 Short term insurance policy/policies to insure all assets of GAAL and airport owners' liability (aviation) for the period of three (3) years.

2.2 The following are the assets and their cost value.

No.	ASSET CATEGORY	COST
	Buildings	R 122, 936, 822,34
	Runway Airfield Equipment	R 8, 219, 754.00
	Electrical Equipment	R 18, 232, 950.14
	Motor Vehicle	R 14, 423, 999.37
	Baggage Handling Equipment's	R 2, 809, 194.18
	Computer Equipment	R 2, 909, 773.83
	Furniture and Fittings	R 5, 254, 454.28
	Office Equipment	R 1,863, 273.11
	Plant and Machinery	R 3, 399, 266.98
	Roads	R 179, 544, 672.07
	Other Infrastructure	R 405, 220.00
	TOTAL	R 359,999,380.92

Investment Property = R 36,900,000.00

Aviation (airport owner's liability) value = R 1000,000,000.00

Public Liability = R 12,000,000.00

Directors Liability = R 10,000,000.00

Claim made basis = R 250, 000.00

Claims against GAAL

Theft = R 40,000.00

Damage to property = R 90,000.00

On all section SASRIA should be quoted separately

3. EVALUATION CRITERIA

All quotations will be evaluated in terms of administrative requirements, technical functionality and preference point system;

Administrative (mandatory) Criteria (Gate 0)	Functionality Evaluation Criteria (Gate 1)	Price and B-BBEE Evaluation Criteria (Gate 2)
Suppliers must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum of 60 points out of 100 points to proceed to Gate 2.	Supplier(s) will be evaluated on price (weighted price) and B-BBEE claimed points. B-BBEE certificate (by SANAS recognised agency) or CIPC Original Sworn signed Affidavit

3.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on

compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements

Document that must be submitted	Non-submission will result in disqualification.	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection.
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document.
Preference Point Claim Form – SBD 6.1	YES	Non-submission will lead to a zero (0) score on B-BBEE. B-BBEE certificate (by SANAS recognised agency) or CIPC or Original Sworn signed Affidavit
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied pro forma document.
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied pro forma document.
Proof of registration on Central Supplier Database (CSD) or MAAA..... on SBD 1.	YES	Bidder must be registered as a service provider on the Central Supplier Database (CSD).
Proof of registration with the Financial Service Board (FSB)	YES	Bidder must be registered by the Financial Service Board (FSB)
Proof of registration with any relevant body (for example, South African Insurance Association (SAIA) /or Insurance Institute of South Africa (IISA) /or Global Federation of Insurance Association (GFIA)	YES	Bidder must be registered with the relevant professional body.
Pricing Schedule/Quotation	YES	Pricing structure must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories.

3.2. Gate 1: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Functionality Evaluation – Bidders will be evaluated out of 100 points and are required to achieve minimum threshold of 60 points to proceed to Gate 2 for Price and B-BBEE evaluation; and

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Bidders that fail to meet the minimum threshold for functionality will be disqualified

Functionality Evaluation Criteria	Weight	Value	Total
1. Number of contracts of a similar Aviation Insurance service (attach reference letters with clear contact persons and telephone) 0 = 0 contract 1 = 1 – 2 contracts 2 = 3 contracts +	10	2	20
2. Experience in rendering general insurance services (attach reference letters with contact details with clear contract period). 0 = 0 years 1 = 1 - 3 years 2 = 4 years +	20	2	40
3. Experience of the consultant/team leader (attach CV) 0 = 0 years 1 = 1 – 5 years 2 = 5 years +	20	2	40
TOTAL	50	2	100

3.3 Gate 2: Preference Point System,

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for B-BBEE as follows:

FINAL EVALUATION CRITERIA	POINTS
Price	80
B-BBEE	20
Total	100

4. Bid Submission

All quotations and supporting documents must be placed in the bid box OR couriered to the address on or before the stipulated closing date and time as indicated in the SBD1.

Quotations will only be considered if received by the entity on or before the closing date and time.

Bidders are required to submit their bid and supporting documents in a clearly marked envelopes as follows:-

REQUIRED DOCUMENTS	PRICE & B-BBEE
Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1))</i>	Exhibit 3: General Conditions of Contract (GCC)
Exhibit 2: <ul style="list-style-type: none"> • Functionality Responses and Bidder Compliance Checklist for Technical Evaluation • Supporting documents for technical responses. 	Exhibit 4: Pricing/Quotation SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations

5. Project Enquiries

For technical enquiries:

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For administrative enquiries:

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