**QUESTIONS & ANSWERS FOR INSURANCE BROKERS TENDER**

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| **NO** | **QUESTION** | **ANSWER** |
| 1. | Could you please provide me with technical information concerning above tender? | Tender document can be accessible from our website www.inseta.org.za |
| 2. | Please assist with the following:Claims History:Please provide us with a 3 -4-year comprehensive claims history report.Directors and Officers Liability:Insurers will only provide us with terms subject to the following:1)   Kindly complete the attached Directors and Officers Liability proposal;2)   Please forward us a copy of your latest audited financials.Fire and Natural Disasters:What items/ assets are covered under this section for R3 000 000?Motor Vehicle:Please advise Make and Model of Vehicle e.g.  -  2018 Toyota Hilux 2.4D | Three (3) laptops stolenRefer to attached Fidelity Insurance QuestionnaireAudited financials are available on INSETA’s website – Annual Report <https://www.inseta.org.za/communication/annual-reports/>Asset register has been uploaded on our websiteCurrently INSETA does not own a car but SCM is in the procurement process of purchasing a car before end of March 2020. |
| 3. | Just a quick question is this a broker fee tender hence it is stated on the document that the appointed broker will be given an opportunity to source quotations. | Bidders will be required to work with variance insurers to get best deal for INSETA and their fee will be based on their pricing strategy which will be basis of price and B-BBEE evaluation. |
| 4. | Just a query; our company turnover is in excess of R50 million, are we automatically excluded from this bid? | Bidders are required to meet listed prequalification criteria in line with PPPFA of 2017. The bidder must be an EME or QSE; andThe bidder must have a B-BBEE status level of contributor of 1 only. |
| 5. | Kindly provide us with the following information:A detail description of the vehicle on your fleet, e.g. vehicle make, model, year, accessories (if any). | Currently INSETA does not own a car but SCM is in the procurement process of purchasing a car before end of March 2020. |
| 6. | May you please provide us with the following information to enable us to quote the above tender;* Provide us with three years claim history from the current insurer
* Will you please separate Electronic Equipment’s value into laptops, desktops, projectors, printing etc.? (The rates are not the same).
* Motor vehicles to be fully described individually, bakkies and cars use different rates
* Fidelity cover; state the number of employees to be covered under this section
 | Three (3) laptops stolen Please refer to INSETA asset register posted on INSETA website for asset breakdown.Currently INSETA does not own a car but SCM is in the procurement process of purchasing a car before end of March 2020.80 Employees |
| 7. | Could you kindly send me the Claims History for Tender No.: FIN/2019/04. | Three (3) laptops stolen  |
| 8. | Kindly provide us with the following information:* A detail description of the vehicle on your fleet, e.g. vehicle make, model, year, accessories (if any)
 | Currently INSETA does not own a car but SCM is in the procurement process of purchasing a car before end of March 2020. |
| 9. | I need all the relevant documentation for the tender (FIN/2019/04)Hope you find this in order. Please let me know if you need anything from me. | Tender document can be accessible from our website www.inseta.org.za |
| 10. | Kindly advise if you need quotations as part of the bid or only if the broker is appointed. If you need quotations as part of the bid, please provide us with the following to quote:* 5-year claims history
* Asset Register
* Annual Financial Statement
* Annual Staff costs
* Number of staff
* Kindly complete the D&O, crime and civil liability proposal forms attached.
 | Three (3) laptops stolenAsset register has been uploaded on our websiteAnnual Financial Statements are available on the website in the published annual report <https://www.inseta.org.za/communication/annual-reports/>Approximately R35 millionEighty (80) employeesRefer to attached Fidelity Insurance Questionnaire |
| 11. | Kindly assist with the following information.  * previous losses i.e claims experience for past 3 years.
* Fire section – is this content, stock, buildings?
* Business All Risk – what is the item descriptions, and relevant limits?
* What is the description of the motor vehicle – year make and model
* Electronic Equipment - what is the item descriptions, and relevant limits?
* Who is the current insurer?

  | Three (3) laptops stolenContent, Asset register has been uploaded on our websiteAsset register has been uploaded on our websiteCurrently INSETA does not own a car but SCM is in the procurement process of purchasing a car before end of March 2020.Asset register has been uploaded on our websiteKunene Makopo |
| 12. | Could you please provide me with technical information concerning above tender? | Kindly download tender document on our website www.inseta.org.za |
| 13. | Please assist with the following:Claims History:Please provide us with a 3 -4-year comprehensive claims history report.Directors and Officers Liability:Insurers will only provide us with terms subject to the following:1. Kindly complete the attached Directors and Officers Liability proposal;

2)   Please forward us a copy of your latest audited financials.Fire and Natural Disasters:What items/ assets are covered under this section for R3 000 000?Motor Vehicle:Please advise Make and Model of Vehicle e.g.  -  2018 Toyota Hilux 2.4D | Three (3) laptops stolenRefer to attached Fidelity Insurance QuestionnaireAnnual Financial Statements are available on the website in the published annual report <https://www.inseta.org.za/communication/annual-reports/>Asset register has been uploaded on our websiteCurrently INSETA does not own a car but SCM is in the procurement process of purchasing a car before end of March 2020. |
| 14. | I refer to the attached document.  We need the following info: * Current insurer
* 3 years full claims history and loss ratio
* Risk address
* Under each section we need a breakdown of exactly what we insure.
* Fidelity - number of employees
 | Kunene MakopoThree (3) laptops stolenINSETA, 37 Empire Road, ParktownAsset register has been uploaded on our website80 employees |
| 15. | Kindly advise if there's any briefing session for the advertised tender  | No, there is no briefing session |