



**RE-ADVERTISEMENT: REQUEST FOR QUOTATION – HR 01/2019**

**MEDICAL AID BROKER SERVICES**

**1. Background**

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years. The Centre is graded 5-star by the South African Tourism Grading Council. It has also obtained certification from the International Organisation for Standardisation; in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 22000 (Food Safety) and ISO 18001 (Occupational Health and Safety).

**2. Purpose**

The Durban ICC requires an audit firm to provide a technical opinion regarding the application of GRAP 26 in relation to the Durban ICC

**3. Conditions of Tender**

Kindly note, failure to comply with the conditions of tender, will result in the service provider being deemed non-responsive and not evaluated further.

**3.1 Accreditation**

Does the service provider comply with the Mandatory Requirement? Please acknowledge as illustrated.	Yes	No
	✓	X
All brokers are required by law to hold an accreditation from the Council for Medical Schemes (CMS) and a license from the Financial Services Board (FSB). The service provider is required to attach proof thereof in the bid submission.		

**3.2 Functionality Evaluation**

- The service provider is required to submit a **detailed** proposal outlining the services and value adding benefits associated with the medical aid brokerage services.
- The services / benefits offered will be weighed against each proposal received to ascertain which proposal provides the best value and is in line with the best interests of the Durban ICC.
- The evaluation will be undertaken by minimum three (3) independent officials of the Durban ICC
- The various services for consideration are outlined in the functionality elements.
- There should be no charge to the Durban ICC for the services to be provided.



### **3.2.1 Functionality Elements :**

- Broker should communicate any medical aid new developments to the Durban ICC and its members within 14 days from the date of approval by the medical aid.
- Further communicate any changes or trends or changes annually to members and provide advice on implementation thereof.
- Updates on various aspects / improvements of the healthcare industry on a monthly basis
- Intelligent plan selection and on-going product training
- Member needs analysis and education
- Onsite health testing
- Annual health day/ wellness day
- Health checks and screening benefit: tests for BP, Sugar, BMI, Cholesterol, HIV, checks and access to basic medication.
- Costs absorbed by the broker to cover medical screening for fixed term employees (50 employees) who currently do not have medical aid. There are approximately 164 permanent staff members.
- Management and resolution of billing queries, including relevant procedures for in-house administration of medical aid
- Year-end impact and wellness reports
- Advisory and information services such as posters, SMS notifications, newsletters and staff surveys.
- Gap Cover
- Provision of a corporate consultant
- Access to a resource portal
- Medical practitioner visits, at no cost to the Durban ICC, should the need arise, e.g. Biokineticist, Dietician etc.
- Onsite presence ( Bi-monthly )

**4. Preconditions**

*A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:*

- 4.1 Full name
- 4.2 Identification or company or other registration number
- 4.3 Tax reference number and VAT number, if any
- 4.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 4.5 Valid BBEE Certificate
- 4.6 MBD 4 Declaration of Interest form must be completed
- 4.7 The service provider must be registered on the CSD database and EThekwini Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekwini Vendor Portal registration:** <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

**5. Contact Person**

Ritesh Ramkissoo  
Tel: 031 360 1125  
Email: [riteshr@icc.co.za](mailto:riteshr@icc.co.za)

**6. Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 19 April 2019.**



**DURBAN ICC**  
INTERNATIONAL CONVENTION CENTRE  
TRADE MILE 101/102, 103/104/105  
101/102/103/104/105

7. Request approved by:

Acting HR Director  
Brenden Chettiar

Ramkisoon 11/04/2019

SCM Compliance Officer  
Ritesh Ramkissoon

SCM Manager  
Thenashree Naidoo

PP.

Finance Director  
Melanie Rambally

Chief Executive Officer  
Lindiwe Rakharebe

12/4/19



**8. Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I, ..... being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

**Name:** (Block Capitals) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**9. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Electricity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Water	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Rates	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
 (of person authorised to sign on behalf of the Tenderer)

**10. MBD4 Declaration of Interest**

- 10.1 No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 10.2 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 10.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 10.3.1 Full name of bidder or his/her representative .....
  - 10.3.2 Identity number: .....
  - 10.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 10.3.4 Company Registration Number: .....
  - 10.3.5 Tax Reference Number: .....
  - 10.3.6 VAT Registration Number: .....
  - 10.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - any municipal council
  - any provincial legislature
  - the National Assembly or the National Council of Provinces
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity;
- (f) an employee of parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

10.3.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

YES	NO
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10.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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10.3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?  
If yes, furnish particulars: 

YES	NO
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10.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars: 

YES	NO
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10.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

YES	NO
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10.3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars: 

YES	NO
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10.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars: 

YES	NO
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**11. Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**

