

Call for Proposal: Employee Risk and Retirement Benefits

1. Introduction

The Technology Innovation Agency has been established in terms of the TIA Act no 28 of 2008. The Agency is set up as a public entity with the aim to enhance the country's capacity to translate a greater proportion of local research and development into commercial technology products and services.

2. Invitation for proposal

The Technology Innovation Agency would like to contract a reputable employee benefits administration Company to provide employee risk, retirement and Post retirement services to secure the future of its employees:

- a.** Manage and administer the employee and retirement benefits, including post retirement in compliance to the Pension fund Act
- b.** Advise and give guidelines for employee income protection benefits
- c.** Assist employees in maximizing their retirement benefits
- d.** Handle the management claim settlement
- e.** Manage and administer retirement and post retirement investments and benefits
- f.** Should be a registered Pension fund administrator with the Financial Services Board
- g.** Proven track record in the management of long-term funds, with at least three references from existing clients

2.1. The Retirement benefit should include:

- 2.1.1. Flexible options to allow individuals to tailor according their financial needs, within acceptable standards and regulations
- 2.1.2. Advise for individuals implications of each options
- 2.1.3. Group life cover benefit options as suitable to the Biodata of TIA.
- 2.1.4. Ability to link benefit to other auxiliary benefits such as disability cover

2.2. The service provider should be prepared to:

- 2.2.1. Do a thorough assessment of the current employee benefits
- 2.2.2. Suggest scenarios for the integration of the current benefits with minimal negative implication
- 2.2.3. Take account of the salary levels of employees in considering the options available, *inter alia* Provident or Pension Fund options

3. Enquiries & Responses

All communication and attempts to solicit information of any kind relating to this RFP should be directed to the contact person named in the RFP. All Enquiries regarding this proposal must be submitted in writing to corlette.molefe@tia.org.za – RFP Number: 001/11/2009” as the subject.

4. Medium of Communication

All documentation submitted in response to this RFP must be in English.

5. Verification of Documents

Respondents should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by the TIA in regard to anything arising from the fact that pages are missing or duplicated.

6. Submission of RFPs

6.1. Proposals should be submitted at Department of Science and Technology (DST), at the CSIR Campus main reception at the address mentioned below. It is the responsibility of the prospective supplier to ensure that the proposal is handed at the DST reception before 12h00 on the 9th December 2009.

**Department of Science and Technology (DST),
Building 53
Meiring Naude Road
Brummeria**

6.2. Four copies of each proposal must be submitted, including the original. In the event of a contradiction between the submitted copies, the original shall take precedence. Telegraphic, telefax and e-mail proposals will not be accepted.

6.3. If a courier service company is being used for delivery of the proposal document, the RFP description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered to the address, as mentioned above.

7. General RFP Terms And Conditions

The Respondent is responsible for all costs incurred in the preparation and submission of the proposal.

A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the proposal.

Kindly note that the TIA reserves the right to:

- Amend any RFP conditions, validity period, specifications, or extend the closing date and / or time of RFPs before the closing date. All Respondents to whom the RFP documents have been issued, will be advised in writing of such amendments as soon as it's reasonably practical;
- Verify any information contained in a proposal;
- not to appoint any bidder;

- vary, alter, and/ or amend the terms of this RFP, at any time prior to the finalisation of its adjudication hereof;
- an omission to disclose material information, a factual inaccuracy, and/ or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract;
- the TIA reserves the right not to accept the lowest proposal or any proposal in part or in whole. It normally awards the contract to the Bidder who proves to be fully capable of handling the contract;
- and whose Proposal is technically acceptable and/or financially advantageous to the TIA. Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 days from the appointment date, TIA shall be entitled to appoint the contractor who was rated second, and so on.
- The TIA also reserves the right to award this RFP as a whole or in part without furnishing reasons.
- The TIA also reserves the right to cancel or withdraw from this RFP as a whole or in part without furnishing reasons and without attracting any liability.
- The Bidder hereby offers to render all of the services described in the attached documents (if any) to the TIA on the terms and conditions and in accordance with the specifications stipulated in this
- RFP documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- This proposal and its acceptance shall be subject to the terms and conditions contained in this RFP document.
- The Respondent shall prepare for a possible presentation should TIA require such and the Respondent shall be notified thereof no later than 4 (four) days before the actual presentation date.

8. ASSESSMENT OF PROPOSALS

The proposals will be evaluated by a project team which may include external experts.

Unsuccessful respondents will be notified by e-mail and the TIA reserves the right to re-select prospective service providers should negotiations with any service providers originally selected prove unsatisfactory or non-productive. A contract with the successful service

providers will only be deemed to be concluded when reduced to writing in a formal contract signed by the designated responsible persons of both parties.

Prospective service providers are reminded that their submission and costing will form an integral part of the evaluation, selection and contracting process, and will therefore be carried through to the contracting stage. The TIA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price, of a proposed contract.

Price is an important component of the evaluation; however, it will not be the most important aspect. The proposal will be judged in terms of all the criteria listed in the next section and the value that the TIA will derive from the services provided. The TIA will not necessarily accept the lowest overall pricing. Evaluation of the responses will be done, based on pre-determined weightings. The following defines how the evaluation of the responses will be done:

8.1. Administration and Benefit Consulting Service

The proposed service:

- 8.1.1. Extent to which the service meets the requirements of the TIA and the employer i.e. is user friendly, professional, experienced and with a clear and effective plan of action
- 8.1.2. Extent to which the service provides relevant and useful information to members of the Fund
- 8.1.3. Extent to which the service provider will provide added value information and services
- 8.1.4. Ease of access to information by members and the TIA
- 8.1.5. Quality of reporting and communication to the TIA and members of the Fund
- 8.1.6. Checks and balances in place to ensure that statutory and other requirements are met
- 8.1.7. Where appropriate, assessments from references will be used.

Comprises 35% of the overall score

8.1.8. Assessment of governance and supervision

8.1.9. Processes used to meet the objectives and the use of technology.

Comprises 30% of the overall score

8.1.10. Pricing Ranking of the pricing, based on the pricing provided. The TIA will not necessarily accept the lowest overall pricing. Comprises 25% of the overall score

8.2 Compliance and Broad-based Black Economic Empowerment:

The TIA has a procurement policy and compliance with BEE principles as evidenced in a BEE rating will be taken into account by the project team.

Comprises 10% of the overall score

9. Confidentiality

The prospective service provider and the TIA agree to keep the terms of this tender and details of the tender organisation's proposal strictly confidential, including, but not limited to, any financial information provided, and will not disclose the content thereof to any third party, except as required by law.

10. Termination of Contract

The TIA reserves the right, upon 2 (two) weeks written notice to the chosen service provider, to terminate the contract during any time, and to award the contract to an independent third party, due to the service provider's non-compliance, either to the agreed service standards or by breach of any of the conditions of the contract.

All the interested Service providers are invited to a compulsory briefing session at the Department of Science and Technology, Gondwanaland, building 53, Meiring Naude Street, CSIR Campus on the 4 December 2009 at 10h00.

The closing date for all applications is 10 December 2009

Enquiries to be directed to:

Contact: Ms Corlette Molefe

Phone: 012 844 0416

E-mail: Corlette.Molefe@tia.org.za