

Postal Address
P.O. Box 1329, Rivonia,
2128, South Africa

Physical Address
01 Newtown Avenue,
Killarney, Johannesburg,
2193

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



REQUEST FOR INFORMATION (RFI)

REQUEST FOR INFORMATION IN RESPECT OF THE IMPLEMENTATION AND MANAGEMENT OF A PENSION FUND FOR THE CATHSSETA.

The Culture, Arts, Tourism, Hospitality, and Sport Sector Education Training Authority (CATHSSETA) intends to procure the services of a Pension Fund Administrator with vast experience in implementing and managing a group fund that offers a comprehensive, yet affordable, range of employee benefits. The risk cover solutions on offer should be invaluable financial protection for our employees. In addition, a wide range of value-added services that ensure decision-making is easy, claims are easily submitted, and families are looked after financially.

The new fund will be a replacement of the current CATHSSETA fund.

Advantages

Group life covers employees who otherwise would not be able to afford individual life insurance policies. It further allows higher risk individuals to be given life insurance coverage.

Desired Product

The service offerings required are listed below, but should not be limited to the following:

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<ul style="list-style-type: none">• Retirement• Group Life benefit<ul style="list-style-type: none">○ Conversion or Continuation option• Disability benefit<ul style="list-style-type: none">○ Lump sum disability benefit○ Accidental disability benefit	<ul style="list-style-type: none">• Death benefit<ul style="list-style-type: none">○ Lump sum death○ Accidental death○ Funeral benefit• Spouse cover benefit• Children education benefit• Terminal Illness benefit• Income Protection solutions
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Financial Planning

To inform the project procurement design that may be appropriate for this undertaking, the CATHSSETA invites responses from the market on potential, innovative solutions to deliver a new pension fund as expeditiously as possible.

The CATHSSETA would therefore welcome responses from existing fund administrators, funds that are currently in existence and new innovative funds from all interested fund administrators that could be considered for the procurement of a new fund. The objective of the RFI is to analyse options to procure the services of a Pension Fund Administrator with vast experience in implementing and managing an innovative fund in line with market trends.

To facilitate the preparation of the RFI response, respondents may send emails to supplychain@cathsseta.org.za during office hours, and by no later than **16H00 on 05 August 2021**.

All queries and requests for clarification in respect of this Request for Information must be addressed to the SCM Practitioner, Mr Tumelo Masiteng, at tumelo@cathsseta.org.za

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INFORMATION REQUEST

Information is requested from interested persons, companies, close corporations, or enterprises [hereinafter referred to as the Respondent(s)] to supply the below mentioned information to the CATHSSETA.

The subsequent Request for Proposal [RFP] if and when this is issued by the CATHSSETA, will not be limited to only those Respondents who have submitted this RFI.

It is envisaged that a Service Provider will be appointed, through a separate RFP process, to provide the aforementioned services.

This RFI is not an offer to purchase and the CATHSSETA is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter. As this is a Request for Information only, no business will be awarded through this process.

Your submission should include in detail your proposed methodology, and preliminary program of expected activities. From the RFI and response and/or submissions thereto, CATHSSETA will compile an RFP document which will include an indicative schedule of activities and timelines.

In responding to this RFI, CATHSSETA encourages all RFI Respondents to put their best effort into the construction and development of the proposal.

DISCLAIMER

Respondents are hereby advised that the CATHSSETA is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that the CATHSSETA reserves the right and at its sole and full discretion to:

- Utilise any information provided to it in response to this RFI to draft the scope of requirements for inclusion in an RFP, unless it is specifically stated as Intellectual Property;
- Take no further action whatsoever if it so decides
- Withdraw from this process and the provisions of this project at any time;

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- Select the RFI and RFP participants based on CATHSSETA's criteria;
 - Change the dates of adjudication and submission;
 - Not invite RFI respondents for further participation in the RFP process;
 - Not bind itself to accept any or all of the RFIs;
 - Increase or decrease the quantities/scope as indicated in the RFI;
 - Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence by submitting a bid, Respondents hereby irrevocably grant the necessary consent to CATHSSETA to do so; and
 - Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business unless the contract specifically provides or it.

Kindly note that CATHSSETA will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.