

**DATE: 18 September 2024**

**REQUEST FOR PROPOSALS (“RFP”) FOR THE PROVISION OF FUNERAL BENEFIT COVER TO MEMBERS OF THE AUTO WORKERS’ PROVIDENT FUND, MOTOR INDUSTRY PROVIDENT FUND AND COPARTES PENSION FUND (‘the Funds’)**

**1. BACKGROUND**

This Request for Proposal (‘RFP’) is in respect of the Auto Workers’ Provident Fund, Motor Industry Provident Fund and Copartes Pension Fund (the ‘Funds’). The Funds are collectively known as the Motor Industry Retirement Funds (“MIRF”). The Auto Workers’ Provident Fund and the Motor Industry Provident Fund are defined contribution funds (DC) and are the two largest funds in the stable of the MIRF funds. They are so-called bargaining council funds, established in terms of the collective agreement in the Motor Industry Bargaining Council (‘the Council’).

The Copartes Pension Fund is a defined benefit fund (DB) and provide benefits to staff members of the following parties:

- Retail Motor Industry Organisation (RMI)
- Fuel Retailers Association (FRA)
- Moto Health Care
- Motor Industry Bargaining Council (MIBCO)
- Motor Industry Fund Administrators (MIFA)
- Motor Industry Staff Association (MISA)
- Motor Industry Fund Administrators (MIFA)
- Manufacturing, Engineering and Related Services SETA

The Funds are registered retirement funds in terms of the Pension Funds Act, 1956 and operate as separate legal entities from the Council and participating organisations. The Funds have a combined asset portfolio of more than R40 billion. The total active contributing fund membership at present is as follows:

- Auto Workers' Provident Fund – 182 174 active contributing members.
- Motor Industry Provident Fund – 53 456 active contributing members.
- Copartes Pension Fund – 564 active contributing members.

The Boards of Trustees of the Funds would like to provide Funeral Benefit Cover for members (main members) of the Funds on a Compulsory basis.

## **2. SCOPE FOR THE FUNERAL BENEFIT COVER**

The Funds wish to appoint a competent and reputable service provider, that understands the retirement funds industry to provide a funeral benefit cover proposal for members of the Funds. The scope of services that is expected from the selected funeral benefit provider includes, but is not limited to:

### **2.1. Funeral Product:**

Cost effective Funeral Benefit cover for members of the Funds.

The proposal must be limited to the main members of the Funds.

No spouse, children and extended family cover.

The benefit must be a lump-sum amount in the event of death arising from any cause (including suicide).

### **2.2 General policy terms and conditions**

No waiting period for death due to natural causes.

No waiting period for accidental death.

No waiting period for death due to suicide.

### **2.3 Customer Service**

Dedicated Client Relationship Manager.

Excellent customer service and support.

Service availability 365 days a year.

Responsive communication channels.

Pay claims within 48 hours on receipt of receipt of all required and completed

Documentation, and ongoing assistance for our members and their families.

### 2.4 Claims submission and administration

It is envisaged that claims will be submitted to the Motor Industry Fund Administrators (MIFA), the Fund's licensed Section 13B administrator. The insurer will be required to enter into a binder agreement with MIFA to conduct claims administration and premium collection.

### 2.5 Reporting

Analytics to measure the utilisation of the funeral benefit by members.  
Monthly, quarterly and annual reports.  
As and when required in line with the Funds' requirements.

### 2.6 Benefit Options

The applicant is required to quote on the following different benefit options for only the main member:

**OPTION 1** – R12 000

**OPTION 2** – R18 000

**OPTION 3** – R24 000

**OPTION 4** – R30 000

**OPTION 5** – R40 000

**OPTION 6** – R50 000

## 3. VALUE ADDED PRODUCTS/ SERVICES

- Repatriation benefit
- Any other value added products and services such as wellness counselling for members and their families.
- The ability to provide value added products and services for members will be an important distinguishing feature for any proposal submitted.

#### 4. PRICING

The applicant is requested to provide a joint quotation for all three Funds based on a Rand per member per month.

The applicant must provide a detailed breakdown of all elements which make up the cost of the proposal e.g. cost of cover, commission and VAT.

#### 5. INFORMATION TO BE PROVIDED BY THE FUNDS

The applicant is required to sign and submit the following documents to the Funds to access the member data:

- Reciprocal Non-Disclosure & Confidentiality Agreement with the Funds (Appended to this RFP)
- Prerequisites Form for the proposal

In making members' personal information accessible to the applicant, the Funds will comply with the conditions applicable to the processing of information as contemplated in the Protection of Information Act, Act 4 of 2013.

The Fund will provide a secured link to a data room where the applicant can access the member data which will comprise of the following information:

##### **Membership data**

- In electronic format including the following fields:
- Gender
- Date of Birth
- Normal Retirement Age, and
- Geographical distribution of members

## 6. RESPONSE INSTRUCTIONS

- 6.1. There are two submission dates as follows:
- 6.2. Interested parties are requested to submit signed Reciprocal Non-Disclosure & Confidentiality Agreement and Prerequisites Form (with supporting documents) by **17:00 on Wednesday, 02 October 2024**
- 6.3. A shortlist will be determined based on the Prerequisite Form, and ONLY the shortlisted providers will be provided access to the MIRF data and be advised to submit full proposals.
- 6.4. Full Proposals must be submitted by **17:00 on Friday, 01 November 2024**.
- 6.5. All submissions must be made to **procurement@mirf.co.za**

Applicants who have queries are welcome to contact the **Principal Officer Adam Esat** on cell number **076 5571097**.