

HEAVY COMMERCIAL VEHICLE TOWING (HVT)

Dear Service Providers

SANTAM HEAVY COMMERCIAL VEHICLE TOWING (HVT): APPLICATION REQUIREMENTS 2022

How to apply?

All new HVT application requests need to be send to the following e-mail address for review: teboho.ntsane@santam.co.za

Please Note: There is 36 months waiting period for applications of previously terminated contracts.

Below are **high-level minimum requirements** with regards to the HVT application process:

Step 1: Vendor registration on Santam Supplier Portal

Please note that the portal link will be e-mailed to you once the HVT application process has commenced.

Step 2: Minimum mandatory entry level criteria

Santam would like to afford all suppliers a fair opportunity to do business with them, conditional upon the minimum entry-level criteria listed below:

NO.	MANDATORY REQUIREMENT /	MINIMUM REQUIREMENTS	MANDATORY
1.	Category of Activity	The list of recovery activity as follows: <ul style="list-style-type: none"> • Small Trucks • Medium Sized Trucks 	YES
2.	Equipment List	List of Registered and Branded Recovery Vehicles: <ul style="list-style-type: none"> • List of Recovery Equipment. • Recovery Vehicles to comply with NRTA. • Vehicle to be branded to comply with CPA expectations. 	YES
3.	Business current registration certificate (CIPC)	NOTE: Company registration certificate: <ul style="list-style-type: none"> • Company current registration certificate. • If sole proprietor, a copy of the owner's/owners' ID book(s). • If partnership, a copy of the partnership agreement. • If private company, copies of share certificates (All to be in-force i.e. reastration certificate. signed and dated documentation). 	YES

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NO.	MANDATORY REQUIREMENT DOCUMENTS	ADDITIONAL INFORMATION	MANDATORY
5.	Tax clearance certificate (not expired)	Business needs to be in good standing. Tax pin document status needs to be in good standing, NOT tender.	YES
6.	BBBEE certificate or sworn BBBEE affidavit	Document needs to be valid for 12 months on date of application.	YES
7.	Proof of insurance	Public liability, Goods-In-Transit, Fire and Theft Insurance (not	YES
8.	Stamped letter from the bank	South African Banking Institution. Letter should not be older than 3 months to confirm business banking details.	YES
9.	Towing Association	Confirmation of Good Standing and membership.	YES
10.	COIDA	Confirmation of Good Standing from Workman's Compensation Fund.	YES
11.	Driver Compliance	<ul style="list-style-type: none"> • Photographs of Driver/s in uniform and name tags. • Copy of Driver/s licenses and the appropriate grade of vehicle assigned. • Copy of Driver/s PDP. 	YES

Step 3: Site evaluation to be passed

NO.	SITE	ADDITIONAL INFORMATION
1.	Business premises	Needs to conform to local government by-laws and occupational health and safety standards. Provide certificate of compliance with municipality by-laws and zoning regulations.
2.	Signage	Indicating business name, contact details and business hours needs to be clearly visible from the outside of the business.
3.	Site Pictures	<p>Site Pictures focusing on the following areas:</p> <ul style="list-style-type: none"> • Area where vehicles will be kept. • Perimeter fencing or yard fencing. • Site Entrance area from outside of the business. • Signage from outside of the business.

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4.	Business Confirmation Letter	<p>Where site is leased:</p> <ul style="list-style-type: none"> • Formal letter from landlord confirming period of lease. <p>Where site is owned:</p> <ul style="list-style-type: none"> • Utility letter confirming owner/s details (Business, Individual or Trust).
5.	Certificate of Completion	<ul style="list-style-type: none"> • CCTV System Installed? (COC to be provided) • Electrical Fencing Installed? (COC to be provided) • Alarm installed? (Subscription confirmation) • Fire Fighting Equipment (COC of last date of service/testing) • Static / Armed Guard? (Letter from service provider confirming service).
6.	Office Equipment and Administration	<p>The following form part of practise:</p> <ul style="list-style-type: none"> • Quotation • Formal invoice • Job card • Digital equipment (camera/smartphone)
7.	OHS Certification	<p>Valid required certificates and equipment, including PPE for all staff and customers. OHS certificate: A health and safety compliance certificate is a certifying document that asserts and approves a workplace as legally compliant with the Occupational Health and Safety Act (OHS) requirement.</p>
8.	Hazardous Waste Management	<p>Is a hazardous waste and recycling management processes in place and does it gets disposed in accordance with applicable law (namely waste are stored in bins, collected by an approved waste recycler, disposed at an authorised landfill site).</p>

A photograph of a road at night, illuminated by warm, golden light. In the foreground, the lower portion of a car's wheel and tire is visible on the left side. The background shows a road stretching into the distance with blurred lights, creating a bokeh effect.

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DEFINITIONS

1. **CIPC** - means Companies Intellectual Property Commission.
2. **BBBEE** - means Broad Based Black Economic Empowerment.
3. **SASRIA** - means South African Special Risk Insurance Association.
4. **COIDA** - means Compensation for Occupational injuries and Diseases Act.
5. **PDP** - means Public Drivers Permit.
6. **CCTV** - means Closed Circuit Television

Regards

THE SANTAM GROUP SOURCING TEAM