

MOTOR SALVAGE SERVICES COMMUNICATION

Dear Service Providers

SANTAM MOTOR SALVAGE SERVICES FOR CLAIMS: APPLICATION MINIMUM REQUIREMENTS

How to apply?

All new Motor salvage application requests need to be sent to ClaimsMotorProcurement@santam.co.za with "Motor Salvage Application" in the subject field.

IMPORTANT NOTE: Any supplier that previously had an agreement in place with Santam Limited, may only re-apply to be onboarded as a preferred supplier after a period of 3 (three) years from the date of the termination of the respective agreement.

Below is the **high-level minimum requirements** for applicants. Applications will only be considered and progress to the following steps if the minimum requirements are met.

Step 1: 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.	OPERATIONAL CAPABILITY	ADDITIONAL INFORMATION
1.	Experience in the motor salvage environment	Listing of current clients
2.	National footprint with branches in each major province	Secure warehouses at all sites
3.	Warehouses	<ul style="list-style-type: none"> • Accessibility of warehouses 24/7 for delivery of vehicles. • Full security layers at warehouse (e.g. perimeter fence, electric fence, physical guarding, access control etc.).
4.	Existing operating model with a full motor salvage offering	Including but not limited to: <ul style="list-style-type: none"> • Full e-Natis document management (for e.g. proxy to dealer stock). • Compacting capability of Code 4 vehicles. • Traffic fine and eToll infringement resolution. • Vehicle clearances.
5.	Auction capability	Online and on-site auction process
6.	Vehicle upliftment capability	<ul style="list-style-type: none"> • Inhouse vs. Subcontracted • 24/7 ability

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NO.	TECHNICAL AND IT CAPABILITY	ADDITIONAL INFORMATION
7.	Administrative ability and systems	Specifically, regarding Natis documentation, vehicle key management, NCO (Notice of Change of Ownership)
8.	Full system to system integration/automation capability between Santam Salvage Management operating system and Supplier platform	From the point of salvage instruction to salvage sold (end to end process) Integration and development cost will be for the supplier
9.	Full Intrack/Regtrack system utilisation	
10.	Fully automated Company Portal	
NO.	COMMERCIAL REQUIREMENT	ADDITIONAL INFORMATION
11.	Financial Guarantee	Adequate financial guarantee to remain in force during the duration of the agreement?
12.	Sales Commission model with specific targets	
13.	Santam payment terms of 60 days from date of statement	
NO.	MANDATORY GOVERNANCE REQUIREMENT	ADDITIONAL INFORMATION
14.	Adherence to SAIA Code of Conduct	
15.	Company registration certificate (CIPC)	If private company, copies of share certificates (signed and dated documents), copy of partnership agreement if partnership.
16.	Tax clearance certificate (not expired)	Business needs to be in good standing. Tax pin document status needs to be in good standing, NOT tender.
17.	BBBEE certificate or sword BBBEE Affidavit	Document needs to be valid for 12 months on date of application.
18.	Public Liability Insurance	Valid Public Liability (over R5,000,000.00) to cover all eventualities including fire and theft of all vehicles in the possession at any given time, which will remain in force during the duration of the agreement? (Quarterly policy cover certificate submission).
19.	Bank account confirmation letter	Stamped letter from the bank no older than 3 months
20.	Audited financial statements for the last 3 years	



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Step 2: Vendor registration on Santam Supplier Portal

The portal link will be e-mailed to you once the application process has commenced and the minimum requirements have been met.

Step 3: Due diligence review (risk assessment)

The scope of the Due diligence review includes, but is not limited to the following:

DUE DILIGENCE	ADDITIONAL INFORMATION
Functionality of operating systems (end-to end rental process)	Business continuity plan
Resource capacity	Disaster recovery plan
Training	Operational Health and Safety (OHS) plan
Site(s) visits	System back-up

Kind regards

SANTAM GROUP SOURCING TEAM

www.santam.co.za