

Light Vehicle Towing(Car/Ldv)

Dear Service Providers

SANTAM LIGHT VEHICLE TOWING (CAR LDV): APPLICATION REQUIREMENTS 2022

How to apply?

All new CAR LDV TOWING application requests need to be send to the following e-mail address for review:
ClaimsMotorProcurement@santam.co.za

Below are high-level minimum requirements with regards to the CAR LDV TOWING application process:

Step 1: Vendor registration on Santam Supplier Portal

Please note that the portal link will be e-mailed to you once the CAR LDV TOWING 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 / DOCUMENTS	MINIMUM REQUIREMENTS	MANDATORY
1.	Commodity of Car LDV Services applying for	The list is as follows: <ul style="list-style-type: none"> • Accident Towing • Roadside Assistance 	YES
2.	Equipment List	List of Registered and Branded Recovery Vehicles: <ul style="list-style-type: none"> • Recovery Vehicles to comply with NRTA. • Vehicle to be branded to comply with CPA expectations. 	YES
3.	Staff Training	List of Drivers Certified on the following: <ul style="list-style-type: none"> • Basic First Aid Training (at least Level 2) • National Road Traffic Act (NRTA) • Consumer Protection Act (CPA) • Occupational Health and Safety Act (OHS) • Road Incident Management Systems Training (RIMS) 	YES

Light Vehicle Towing(Car/Ldv)

4.	Business current registration certificate (CIPC)	<p>NOTE: Company registration certificate:</p> <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. registration certificate, signed and dated documentation). 	YES
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NO.	MANDATORY REQUIREMENT DOCUMENTS	ADDITIONAL INFORMATION	MANDATORY
5.	Tax Compliance Pin (SARS)	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 Workmans 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

Light Vehicle Towing(Car/Ldv)

12.	Vehicle Equipment	<ul style="list-style-type: none"> • An electric or hydraulic winch, 3500 kg's lift capacity. • Identification (star bar) light with a minimum of 3 x 55-watt rotators. • White spot lamp fitted to the rear of the breakdown vehicle. • Recovery body must suit chassis in length and width dimensions. • 4,5 mm Chequer plate flat deck. • Digital photograph equipment (smartphone or digital camera). 	
13.	Additional Equipment	<ul style="list-style-type: none"> • Spill kit. • First Aid Kit. • Reflective jackets. • 2kg container with an approved absorbing substance. • 9kg Dry Powder fire extinguisher. • Hard bristled broom and spade. • Large road cones with reflective markings. 	

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	Site Pictures focusing on the following areas: <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 lease period. <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) Vehicle hand over processes
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 stored in bins, collected by an approved waste recycler, disposed at an authorised landfill site).</p>

DEFINITIONS

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

Regards

THE SANTAM GROUP SOURCING TEAM