



TENDER TLM 03/2015: SHORT TERM INSURANCE FOR THE PERIOD 01 NOVEMBER 2015 – 30 JUNE 2018

Tenders are invited from suitably qualified Service Providers to provide the Municipality with short term insurance for the period 01 November 2015 – 30 June 2018.

A compulsory briefing session will be held on the **27 August 2015** at 10:00 at Thembelihle Local Municipal Boardroom c/o Church Street and Mark Street, Hopetown 8750.

Sealed bids, endorsed with the corresponding bid description “**INSURANCE FOR THE PERIOD 01 November 2015 – 30 June 2018**”, must be placed in the Bid Box at the office of Thembelihle Municipality, Church Street, Hopetown. Postal and hand deliveries must reach Thembelihle Municipality not later than 12:00 on Thursday, **25 September 2015**, being the closing date and time, after which the proposals will be opened in public and late, incomplete, electronic or faxed bids will not be considered.

Please note that all proposals will be adjudicated in terms of the Preferential Policy Framework Act of 2000, and the Preferential Procurement Regulations, 2011.

The **90/10** preferential point system will apply. The bid will be adjudicated on the following criteria: Price = 90 points; B-BBEE status level or contribution = 10 points. Bidding documents are available at the office of Thembelihle Municipality, Church Street, Hopetown, 8750 at a non-refundable price of **R200.00**.

1. Interested Service Providers must supply with their bid the following documentation
 - 1.1. Thembelihle Local Municipality's database forms.
 - 1.2. A valid original Tax Clearance certificate
 - 1.3. A valid certified B-BBEE certificate
 - 1.4. C.V's of personnel who will be actively involved in the execution of the work;
 - 1.5. Company's profile of national and or branch personnel;
 - 1.6. Proof of good standing with their local authority in respect of service charges;
 - 1.7. Bidders must submit a certificate certifying that the bidder has no undisputed commitments for municipal services towards a municipality or service provider i.r.o. payments which is overdue more than 30 days.
 - 1.8. Audited financial statements are to be submitted with the bid covering at least three previous financial years.
2. The following are minimum requirements
 - 2.1. South African based Insurer and Intermediary (Attach Proof)
 - 2.2. Professional Indemnity Cover (Attach Proof)
 - 2.3. Fidelity Guarantee Cover (Attach Proof)
 - 2.4. SANAS approved ISO 9001 Certification (Provision of Insurance Brokering and Risk Services)
 - 2.5. All tenderers must be registered with the following institution:

- Financial Services Board (FSB) (Attach Proof)
- Financial Intermediaries Association (FIA) (Attach Proof)

3. Functionality Assessment is required.

3.1. Bidders that meet the requirements set out in point 1 and point 2 will be invited for presentation on Functionality Assessment.

The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.

Bids will remain valid for a period of 90 days. Further specifications/information can be obtained from Mrs Walters, Directorate

Finance, at (053) 203 0005 / e-mail: lidiawalters@yahoo.com

The following deliverables must be included attained:

1. Combined
2. House-owners
3. Office contents
4. Accounts Receivable
5. All Risk
6. Goods in Transit
- 7 Theft
- 8 Money
- 9 Fidelity
- 10 Group Personal Accident
- 11 Stated Benefits
- 12 Electronic Equipment
- 13 Machinery Breakdown
- 14 Public Liability
- 15 Motor Own Damage
- 16 Motor Liabilities
- 17 Functionality assessment
- 18 Claims Experience/ history

This bid is subject to the General Conditions of Contract.

Mr. AM Mogale
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 Thembelihle Municipality
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 HOPETOWN
 8750