



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

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## TENDER NO: TLM 06/2022/23 : PROVISION OF SHORT TERM INSURANCE FOR THE PERIOD OF 01 NOVEMBER 2022 – 30 OCTOBER 2025

### CLOSING DATE : 30 SEPTEMBER 2022 AT 12:00

Request for Proposals are hereby invited by Thembelihle Local Municipality in terms of Section 111 of the MFMA (No 56 of 2003) and Clause 12(1) of the Municipal Supply Chain Management Policy for the provision of Short Term Insurance.

Bids are herewith invited from suitably qualified Service Providers to provide the Municipality with short term insurance for the period **01 November 2022 – 30 October 2025**.

Fully completed tender documents must be placed in a sealed envelope and placed in the tender box at the Thembelihle Local Municipal Offices **Corner Mark and Church Streets, Hopetown** not later than time and date stipulated or be sent by courier to reach the Tender Box, before the specified closing date and time. The envelopes must be endorsed clearly with the tender number, project title, tenderer's name and closing date and time of the tender as above.

All bids must reach Thembelihle Municipality tender box not later than **12:00** on Friday, **30 September 2022** being the closing date and time, after which the proposals will be opened in public. Late bids or bids submitted by e-mail or fax will under no circumstances be accepted.

Bid Documents will be available during office hours as from Monday, **06 September 2022**. Bids must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the bid request.

Enquiries pertaining to the specifications/information can be addressed by forwarding an email to [scm@thembelihlemunicipality.gov.za](mailto:scm@thembelihlemunicipality.gov.za) with the Tender Number as subject.

The tender will be evaluated and adjudicated on functionality and points will be awarded on the 80/20 in terms of the Revised Preferential Procurement Regulations, 2017 of the PPPF Act, Act No. 5 of 2000.

A prescribed tender document will be available to prospective bidders at a nominal fee of **R1500.00** non-refundable deposit. Payments can be made in cash by the Cashier Point in Hopetown or via an EFT with the following banking details:

Account Holder	Thembelihle Local Municipality
Name of Bank	Standard Bank
Account number	041 879 171
Reference	TLM 06/2022/23 <u>company name</u> .

**1. The following are the minimum requirements:**

1. Professional Indemnity Cover ( Attach Proof)
2. Fidelity Guarantee Cover ( Attach proof)
3. SANAS approved ISO 9001 Certification ( Provision of Insurance Brokering and Risk Services)
4. All tenderers to be registered with all required bodies/ or institutions ( Attach Proof). e.g (Financial Services Board and Financial Intermediaries Association)
5. South African Based Insurer and Intermediary (Attach Proof)

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it.

The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

It is expected of all Bidders who are not yet registered on the CSD to register without delays. The Municipality will not to award bids to Bidders who are not registered on the CSD.

The Functionality shall be evaluated on the following criteria:

<b>CRITERIA</b>	<b>POINTS</b>
1. Experience of key team members	20
2. Delivery of services at other municipalities	20
3. Claims administration system	20
4. Skills Transfer / Training	20
5. Social Responsibility in South Africa	20
<b>TOTAL</b>	<b>100</b>

Bidders must score a minimum of **70** points for functionality before they will be further evaluated.

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**Mr LMR NGOQO**  
**MUNICIPAL MANAGER**  
**Thembelihle Municipality**