 **Private bag X3 HOPETOWN 8750**

 **Church Street HOPETOWN 8750**

 **(053) 203 0005/8**

**Fax (053) 203 0490**

www.thembelihlemunicipality.gov.za

*Incorporating the towns of Strydenburg and Hopetown*

*Northern Cape Province, Republic of South Africa*

**TENDER NO: TLM 01/2019/20 PROVISION OF SHORT TERM INSURANCE FOR THE PERIOD 01 JULY 2019 – 30 JUNE 2022**

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 insurance for the period 01 July 2019– 30 June 2022.

A **compulsory briefing session** will be held on Monday **27 May 2019** at **11:00** at

Thembelihle Local Municipality Boardroom c/o of Church Street and Mark Street Hopetown,

8750

Sealed bids, endorsed with the corresponding bid description **“PROVISION FOR SHORT**

**TERM INSURANCE FOR THE PERIOD 01 JULY 2019– 30 JUNE 2022”**, mustbe placed

in the Bid Box at the offices of Thembelihle Municipality, ChurchStreet, Hopetown.

All bids mustreach Thembelihle Municipality not later than 1**2:00** on Wednesday, **05 June**

**2019** being the closing date and time, after which the proposals will be openedin public.

Late bids or bids submitted by e-mail or fax will under no circumstances beaccepted.

Bid Documents will be available during office hours as from Wednesday, **22 May 2019.**

Bids must be submitted on the original documents and remain valid for ninenty (90) days

after the closing date of the bid request. Enquiries pertaining to the

specifications/information can be obtained from Mrs Nogoli Jaxa / Mr E Mouton,

Directorate Finance, at (053) 203 0005 e-mail:njaxa@thembelihlemunicipality.gov.za

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

R1000.00 non-refundable deposit. Payments can be made in cash by the Cashier Point in

Hopetown or via an EFT with the following banking details:

Thembelihle Local Municipality

Standard Bank

Account number: 041 879 171

Reference: TLM 09/2018/19 and company name.

1. **The following are the minimum requirements:**
	1. South African Based Insurer and Intermediary (Attach Proof)
	2. Professional Indemnity Cover ( Attach Proof)
	3. Fidelity Guarantee Cover ( Attach proof)
	4. SANAS approved ISO 9001 Certification ( Provision of Insurance Brokering and Risk Services)
	5. All tenderers to be registered with all required bodies/ or institutions ( Attach

 Proof). e.g (Financial Services Board and Financial Intermediaries Association)

1. **Functionality Assessment is required**
	1. Bidders that meet the requirements set out in point 1 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.

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 Municipality’s Accredited Supplier Database and on the CSD to register without delays. The Municipality reserves the right not to award bids to Bidders who are not registered on the CSD.

Mr MICHAEL R JACK

**MUNICIPAL MANAGER**
Thembelihle Municipality

Private Bag X3
HOPETOWN
8750