

**RAY NKONYENI MUNICIPALITY**  
NOTICE NO: 159 OF 2022  
BID NO: 8/2/RNM0383

**PANEL TO PROVIDE SHORT-TERM INSURANCE POLICY FOR A THREE-YEAR PERIOD**

Suitably qualified service providers are hereby invited to tender for the Provision of Short-Term Insurance Services. Bidders must be registered with the Financial Services Board and comply with the Short-Term Insurance Act provisions.

Bid documents may be obtained from Ray Nkonyeni Municipality website [www.rnm.gov.za](http://www.rnm.gov.za) and e-tender portal [www.etenders.gov.za](http://www.etenders.gov.za) from **26 August 2022**.

Reference: "Tender No 8/2/RNM0383: Panel to Provide Short-Term Insurance Services for a three-year period

Bidders to submit two (02) copies of the bid document together with the original bid document, bidders that fail to submit copies will be disqualified. Fully completed Bid documents must be submitted in a sealed envelope, clearly marked "Panel to Provide Short-Term Insurance Services for a three-year period" and must be deposited in the Bid box at the Municipal offices at 10 Connor Street, Port Shepstone, no later than 12:00 on Monday, **26 September 2022** after which all Bids will be opened in public.

Ray Nkonyeni Municipality subscribes to the Broad-Based Black Economic Empowerment Act (BBBEEA), Act 53 of 2003, Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000), and Preferential Procurement Regulations, 2017. The 80/20 preference point system shall be applicable during the evaluation and adjudication of this Bid proposal.

**Tenders will be evaluated on functionality, price and BBBEE. All tender offers that fail to score the minimum of 60% of points for Experience will be rejected. The following criteria will be used for functionality evaluation:-**

ASPECT	CRITERIA	MAXIMUM POINTS
<b>Previous experience, capacity and capability</b>	A company with five years or more relevant experience in short-term insurance services for municipalities, details of previous experience to be submitted i.e. Appointment letters.	10
	A company with a tender value of seven million rands or more short-term insurance services for a municipality, details of tender value to be submitted i.e. Appointment letters.	10
	Experience of key staff fifteen years or more in short-term insurance services for municipalities, details of experience to be submitted i.e. Curriculum Vitae	10

A compulsory meeting will be held on **06 September 2022** @ 10:00 at **Board Room Treasury Offices Margate**

All queries to be directed to Mr V Gqoboka on 039-312 8408 / email: [vuyaniggqoboka@rnm.gov.za](mailto:vuyaniggqoboka@rnm.gov.za)

**NOTE TO BIDDERS ON CONDITIONS OF THE BID:**

- The Supply Chain Management Policy of Ray Nkonyeni Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid;
- In cases where there is a compulsory clarification meetings indicated, NO late comers will be entertained, and they should not be allowed to sign the attendance register;
- Only service providers registered in the Central Supplier Database (CSD) will be considered, attach proof of registration failure to attach will result in your bid not evaluated further.
- Only service providers registered **with** the Financial Services Board as Financial Service Providers in terms of the Financial Advisory and Intermediary Services Act, 2002 will be considered, attach **certified copy of the** registration certificate. Failure to attach the certificate will result in your bid not evaluated further;
- Service providers must submit certificate of Proof of Professional Indemnity – minimum R 50,000,000.00, attach certified copy of the certificate. Failure to attach the certificate will result in your bid not evaluated further;
- Service providers must submit certificate of Proof of Cyber Liability – minimum R 50,000,000.00, attach certified copy of the certificate. Failure to attach the certificate will result in your bid not evaluated further;
- Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote;
- Unsuccessful bidders will be informed of the Bid outcome through the Municipal website. Aggrieved unsuccessful bidders will be allowed to lodge, within fourteen (14) days of the decision or action, a written objection or complaint to the Office of the Municipal Manager through email, [mm@rnm.gov.za](mailto:mm@rnm.gov.za) or fax number 0865297195. Complaints or objections received after fourteen (14) days of the date of the notice **will not** be entertained; and
- The original bid document plus TWO **extra** (02) copy must be submitted, failure to submit two copies will result in disqualification.
- Bids submitted are to be valid for a period of **120 days**.

S M Mbili  
MUNICIPAL MANAGER

Ray Nkonyeni Municipality  
10 Connor Street  
P O Box 5  
PORT SHEPSTONE  
4240