



North West Parks & Tourism Board

North West Province
Republic of South Africa

Stand 3031, Heritage House, Cooke's Lake (Off Lichtenberg Road) Mahikeng, 2735
Telephone: (018) 397 1500 Email: jselebogo@nwptb.co.za
Website: www.tourisminorthwest.co.za



OFFICE OF SUPPLY CHAIN MANAGEMENT

TENDER INVITATION

NORTH WEST PARKS AND TOURISM BOARD
BID NO: NWPTB/RFT/NWPTBINS/10/2025

APPOINTMENT OF A SERVICE PROVIDER FOR NORTH WEST PARKS AND TOURISM BOARD SHORT TERM INSURANCE BROKING SERVICES FOR A PERIOD OF THREE (03) YEARS

EVALUATION CRITERIA: First level of Short-listing: Completion of all supporting documentation required and duly completed bid document.
Second level of short-listing: Functionality, bidders must score a minimum of 80 points to be evaluated further.
Final level of Short-listing: Price and empowerment score 80 points for price. 20 points for Specific goals (to claim these points Service Providers must submit their supporting Documents as stated in SBD 6.1 form)

QUALIFYING CRITERIA:

A valid Tax Clearance Certificate / SARS Pin)

A valid Company registration documents and particulars of Directors ID's

Central Supplier Database (CSD) Registration

A valid BBBEE accreditation

SBD FORMS 4, 6.1

Company Profile or any relevant supporting documents for contracts of similar nature

Signed contactable letters for contracts of similar nature

Proof of affiliation to a professional body of short term insurance intermediaries – South African Financial Services Intermediaries Association (SAFSIA); Compulsory

Proof of registration with relevant Authorities (FSB); Compulsory

Proof of Registration with the Information Regulator; – Compulsory

Proof of Registration with the Insurance Institute of South Africa- IISA – Compulsory

Proof of Registration with Financial Intermediaries Association (FIA) – Compulsory

ISO 9001: 2015 Provision of Insurance Brokerage Services Certificate – Compulsory

TENDER DOCUMENTS: TENDER DOCUMENTS WILL BE AVAILABLE FROM THE 04th MARCH 2026 from Supply Chain Management during office hours: 08h00am to 16h30pm, Heritage House, Cooke's Lake, Mafikeng OR bidders may request for the document to be emailed on presentation of proof of payment.

N.B Proof of payment must be attached to the bid document

TENDER DEPOSIT: a non-refundable deposit of R 1 000 -00 (EFT) for each tender document is payable.

TENDER CLOSING: 20th March 2026 at 11h00

**TECHNICAL QUERIES MAY BE DIRECTED TO ACTING ASSETS MANAGER ON 018 397 1500 T. MENO OR ON TMENO@NWPTB.CO.ZA.
PROCUREMENT RELATED QUERIES MAY BE DIRECTED TO SUPPLY CHAIN MANAGEMENT JOB SELEBOGO, ERIC NGAKANTSIS AND R. PANANA ON 018 397 1500 ALTERNATIVELY ON JSELEBOGO@NWPTB.CO.ZA**

**BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT THE NORTH WEST PARKS AND TOURISM BOARD HEAD OFFICE AT HERITAGE HOUSE, COOKES LAKE-MAFIKENG (NO FAX OR EMAILSUBMISSIONS WILL BE ACCEPTED). NO LATE SUBMISSIONS WILL BE ACCEPTED. NWPTB RESERVES THE RIGHT NOT TO ACCEPT ANY BID.
NWPTB RESERVES THE RIGHT TO WITHDRAW THE BID AT ITS OWN DISCRETION.**

(North West Parks and Tourism Board supports the principle of Broad Based Black Economic Empowerment. North West Tourism Parks and Tourism Board does not bind itself to accept the lowest or any tender and does not accept responsibility for any costs incurred by a third party in the development/preparation of the proposal).

J. M. M. M.
26/02/2026



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OFFICE OF THE CHIEF EXECUTIVE OFFICER

TO : ALL BIDDERS

FROM : MR J. DENGA
ACTING CHIEF EXECUTIVE OFFICER

DATE : 26th FEBRUARY 2026

BID DESCRIPTION : APPOINTMENT OF A SERVICE PROVIDER FOR NORTH WEST PARKS AND TOURISM
BOARD SHORT TERM INSURANCE BROKING SERVICES FOR A PERIOD OF THREE (03) YEARS

BID NO : NWPTB/RFT/NWPTBINS/10/2025

BID DOCUMENTS : Bid documents will be available during office hours from 08h00 -16h30
from Wednesday, 04th March 2026 for Non-refundable fee of R 1 000-00 (EFT
only) at the following offices : Supply Chain Management Offices at Stand
3031 , Heritage House , Cook's Lake , Mafikeng OR bidders may request
for the document to be emailed on presentation of proof of payment.
N.B Proof of payment must be attached to the bid document

TENDER DEPOSIT : a non-refundable deposit of R 1 000 -00 (EFT) payable for this Document.

TENDER CLOSING : 20th March 2026 at 11h00

EFT DEPOSIT : Account Type : First National Bank (FNB)
Account Type : Public Sector Business Account
Account Number : 62007516414
Branch Code : 260849

EMAIL ADDRESS : jselebogo@nwptb.co.za, engakantsi@nwptb.co.za , rpanana@nwptb.co.za

APPROVED BY :

MR J. DENGA
ACTING CHIEF EXECUTIVE OFFICER

26/02/2026
DATE