

DIHLABENG LOCAL MUNICIPALITY



BID NO. FIN001/2026

APPOINTMENT OF SERVICE PROVIDER: FOR PROVISION OF SHORT TERM INSURANCE FOR PERIOD OF THREE (03) YEARS

Dihlabeng Municipality hereby invite bids for Appointment of a Service Provider for provision of short term insurance for period of three (03) years.

Bid Name	Bid no.	CIDB Grading	Compulsory briefing session	Evaluation and Adjudication Criteria and Preference Points	Closing date	Enquiries
Appointment of service provider for provision of short term insurance for period of three (03)years	FIN001/2026	N/A	N/A Validity period 90 days	Bids will be evaluated on: • Stage 1: Pre-evaluation • Stage 2: Functionality • Stage 3: Financial Offer and Preference Evaluation (80/20 Scoring Points) • Stage 4: Risk Analysis	15 May 2026 at 12:00	Mr Qini muze Lethlatla Email: qinimuzel@dihlabeng.co.za Tel: 058 023 0671

Bid documents will be available from 12:00 on 15 April 2026, upon payment of a non-refundable document fee of R1000,00 per documents set, at the Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700. Please note that tender document can also be accessed/download for free on E-Tender Portal. Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and must be sealed together with supporting documents and externally endorsed WITH THE CONTRACT NUMBER AND DESCRIPTION and placed in tender box, on the Ground Floor, Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700 not later than 12:00 on or before the date stipulated above.

Requirements:

- Certificate of authority for signatory; (where applicable).
- Certified Copy of ID Document/Passport of Directors.
- Proof of payment (municipal account/statement) of municipal services, which is not more than ninety (90) days in arrears. If the services are paid by the lessee, a copy of municipal account/statement and a valid Lease Agreement (indicating a municipal account payer and the validity period of the contract) must be attached.
- Proof of CSD Registration Report which is valid/compliant from the date of the availability of tender document.
- The document must be completely filled in Blank ink & corrections are counter signed.
- A rate/amount is to be entered against all items in the schedule of fees/Bill of Quantities, an item against which no rate/amount is entered will lead to immediate disqualification due to unfair price advantage.
- Bidder must submit project programme and projections for the implementation of the project.
- Bidders must provide proof of registration with insurance Ombudsmen and FICA
- Tender documents must be submitted as one (1) original, and one (1) scanned copy (PDF) of the original completed in a flash drive with all exhibits and forms required included in the returnable schedule. Sealed Bids should clearly indicate: **APPOINTMENT OF SERVICE PROVIDER: FOR PROVISION OF SHORT TERM INSURANCE FOR PERIOD OF THREE (03) YEARS (FIN002/2026)**

M NTHELI
MUNICIPAL MANAGER