



TENDER NUMBER EDM/27/2025-26

Tenders are hereby invited from capable and experienced service providers for the **APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INSURANCE SERVICES TO EHLANZENI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS**

1. Only tenderers who have provided the following mandatory information and documents to be used to evaluate the bidder's responsiveness will be considered for further evaluation on functionality;

- 1.1 Only service providers that are registered on the Central Supplier Database will be considered for the awarding of this request for quotations and a copy of CSD report not later than three months should be attached.
- 1.2 Price(s) quoted must be firm, VAT and other taxes inclusive, valid and fixed for duration of the contract.
- 1.3 No tenders shall be considered from a person/s who are in the service of the state.
- 1.4 Service providers are required to fully complete the issued MBD forms and be submitted together with their written tenders.
- 1.5 Attach a bank account confirmation letter with bank stamp not older than three months accompanied with an affidavit confirming the business bank account details - if the banking details are not verified on the CSD report.
- 1.6 Attach original certified copy of identity documents (ID) of company directors.
- 1.7 Provide original certified copy of the company registration certificate issued by the Companies and Intellectual Property Commission (CIPC).
- 1.8 Attach Valid SARS tax PIN certificate.
- 1.9 Attach verifiable Municipal Account/s not older than three months for both the tenderer and entity owner/s or director/s. In areas where the municipalities are not issuing municipal accounts, attach valid lease agreements or confirmation of residence or address for both the tenderer and entity owner/s or director/s issued by a relevant authority not older than three months.
- 1.10 Joint Venture or Consortium Agreement if applicable must be attached.
- 1.11 Attach a certified copy of registration certificate from the Financial Sector Conduct Authority as proof registration as a Financial Service Provider.
- 1.12 Joint Venture or Consortium Agreement if applicable.
- 1.13 Bidders are advised not to commit any fraudulent activities, including forgery of documents. All abuses of the Supply Chain Management (SCM) systems including but not limited to forgery of returnable documents, may be reported to the South African Police Service (SAPS) and restricted from doing business with any public institution or organ of the state for a period not exceeding 10 years in line with the Prevention of Fraud and Corrupt Activities Act 12 of 2004.

2. The tender will be evaluated on 80/20 preference point system in terms of the Preferential Procurement Policy of the Ehlanzeni District Municipality. The policy preference point system will be applied as follows;

- 2.1 The 80 points will be for price; and
- 2.2 The 20 points will be allocated for the specified goals on a proportional or pro rata basis as follows:

POINTS FOR CONTRACTING AN ENTERPRISE OWNED BY HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS		
HISTORICALLY DISADVANTAGED PERSONS OR INDIVIDUALS	POINTS ALLOCATION	SOURCE DOCUMENTS REQUIRED TO CLAIM POINTS
100% black person or people owned enterprise	5,0	A copy of a Full CSD report not older than 3 months.
More than 30% woman or women shareholding or owned enterprise	2,5	
more than 30% youth shareholding or owned enterprise	2,5	
More than 30% people living with disability shareholding or owned Enterprise	2,5	A copy of a Medical Certificate to confirm disability or stated on the CSD
POINTS FOR IMPLEMENTING OF RDP PROGRAMMES		
Enterprises regarded as *EMEs located within the Ehlanzeni District Municipality area of jurisdiction	2,5	➤ A copy of a Full CSD report not older than 3 months. NB: Points will only be awarded if the CSD physical address is the same as the address for the proof of residence required in 1.9 above.
B-BBEE level 1 contribution	5,0	➤ Certified Valid SANAS Accredited BBEE certificate ➤ or Certified Valid EME and SME a sworn affidavit ➤ or Certified Valid CIPC issued certificate confirming annual turnover and level of Black Ownership
TOTAL PREFERENCE POINTS TO BE CLAIMED	20,0	

***EME's are Exempted Micro Enterprise with an annual turnover of R10 million or less.**

Received tenders will be evaluated for responsiveness based on mandatory requirements, functionality and tenderers who obtain a minimum of **70 points** out of a possible **100 points** will be further evaluated on price and preference points scoring system.

Tender documents can be viewed and downloaded at no cost on the Document Sharing and Collaboration Platform or Portal (NEPTUNE): <http://edmservices.ehlanzeni.gov.za> and National Treasury Portal from **Friday, 08 May 2026**. Further information regarding the downloading and uploading of documents will be explained at the compulsory briefing session.

A compulsory briefing session will be held on **Tuesday, 12 May 2026 at 10h00**, at **Ehlanzeni District Municipality Office Complex DMC, 8 Van Niekerk Street, Sonheuwel Central, Mbombela, 1201**.

Where tenders should be submitted - Completed tender and other returnable documents must be submitted only in PDF format on the Document Sharing and Collaboration Platform or Portal: <http://edmservices.ehlanzeni.gov.za> on or before **Friday, 22 May 2026** not later than **12h00**.

Tender Documents received by telegram, fax and post will not be considered. Late tenders shall not be accepted.

Enquiries: Contact Person - ADMINISTRATION: Mr. S P Khumalo at 013 759 8510 or pkhumalo@ehlanzeni.gov.za

Contact Person – TECHNICAL: Mr. D Van Der Merwe at 013 759 8500 or dvdmerwe@ehlanzeni.gov.za

Visit our website: www.ehlanzeni.gov.za

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