



Sarah Baartman
DISTRICT MUNICIPALITY
Province of the Eastern Cape
progress through development

INVITATION TO BID

BID NO. 57/2025

MANAGEMENT OF SHORT-TERM INSURANCE

Bids are invited from suitably qualified service providers for the "Management of Short-Term Insurance" for a three-year period. Potential bidders must be licensed as a financial services provider in terms of section 8 of the Financial Advisory and Intermediary Services Act (Act No. 37 of 2002) to provide short-term insurance.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON-RESPONSIVE: Service provider must submit company registration (CK) documents and certified ID copies of directors/owners. Compulsory submission of fully completed and accurate MBD forms 4, 6.1, 8 and 9. Certified proof of license in terms of the Financial Advisory and Intermediary Services Act No. 37 of 2002), together with Annexures of Conditions and Restrictions. A certified copy of the bidder's Professional Indemnity cover certificate. A certified copy of a valid Solvency Certificate of the underwriter(s). A municipal statement of account for a period of three (3) months / a signed lease agreement must be submitted. Should the afore-mentioned not be available, an affidavit declaring that a bidder does not owe municipality services for more than 90 days.

SBDM's Supply Chain Management Policy will apply. Evaluation criteria is 80/20 preference points system, where 80 points will be used for price and 10 points will be allocated for locality, and 10 points will be allocated for B-BBEE status level of contribution. Prospective bidders must be registered on the Central Supplier Database (CSD). Failure to comply shall render the bid null and void.

The original document collected from the Municipality must be submitted or, if documents are printed from the websites, the original, printed document must be submitted. Bids must only be submitted on the bid documentation provided by the municipality. Late, incomplete, facsimiled or emailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right not to make an appointment, and value for money will be a key consideration.

Bid documents with the necessary specifications will be available for free download on the e-tender portal (<https://etenders.treasury.gov.za>) or the municipal website (<https://www.sarahbaartman.co.za>). Hard copies can be obtained from the **Supply Chain Management Unit, (4th Floor, 32 Govan Mbeki Avenue, Gqeberha, Tel. (041) 508 7007 at a fee of R219.20 to cover printing costs.**

Bidders that do not obtain a minimum score of 70% on functionality criteria will not be further evaluated. Functionality will be assessed as follows.

CRITERIA	POINTS
Experience of Company in the provision of short-term insurance	60
Handling of Claims	40
TOTAL	100

A **compulsory** briefing meeting with the representative of the Municipality will be held at **11h00 on Thursday, 29 January 2026, in Committee Room 1, 6th floor, 32 Govan Mbeki Avenue, Gqeberha. Failure to attend will result in disqualification.**

Bids in a sealed envelope clearly marked **BID NO. 57/2025: MANAGEMENT OF SHORT-TERM INSURANCE** must be placed in the **Bid Box, 4th Floor, 32 Govan Mbeki Avenue, Port Elizabeth, before 12h00 noon on Monday, 23 February 2026. Thereafter the bids will be opened in public in the Committee Room No. 1, 6th Floor, 32 Govan Mbeki Avenue, Port Elizabeth.**

All technical enquiries to be directed to: Ms. Noma Williams, tel. (041) 508 7071, e-mail: nomawilliams@sbdm.co.za and **SCM enquiries** to Ms. Khanyisile Notshulwana, tel. (041) 508 7007, e-mail: knotshulwana@sbdm.co.za

NOTICE 86 OF 2025 DATED 22 JANUARY 2026

MS. U. DANIELS: MUNICIPAL MANAGER

SARAH BAARTMAN DISTRICT MUNICIPALITY, P O BOX 318, GQEBERHA 6000