

BID NO. 40/2022: 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. Failure to submit proof will render the bid non-responsive.

Bid documents with the necessary specifications may be obtained at a non-refundable cost of R110.00 from the Supply Chain Management Unit, 4th Floor, 32 Govan Mbeki Avenue, Port Elizabeth, tel. 041 508 7007. Alternatively, bid documents may be downloaded free of charge from the E-Tender Portal (<https://etenders.treasury.gov.za>) or the municipal website (<https://sarahbaartman.co.za>).

The bids will be evaluated on the 80/20 preferential points system, as per the Preferential Procurement Regulations, 2017, as well as on functionality. Bidders that do not obtain a minimum score of 70% on functionality criteria will be excluded from further evaluation.

Functionality will be assessed as follows:

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBLE SCORE (MPS)
Experience of Company	20	Max 5	100
Handling of Claims	20		100
TOTAL	40(TW)		200 (MPS)

Where: 1 = Poor, 2 = Acceptable, 3 = Good, 4 = Very Good, 5 = Excellent

A compulsory briefing meeting with the representative of the municipality will be held at **11h00 on Tuesday, 18 October 2022**, at the Committee Room 1, 6th floor, 32 Govan Mbeki Avenue, Port Elizabeth. Failure to attend will result in disqualification.

Bids in a sealed envelope clearly marked “**BID NO. 40/2022: MANAGEMENT OF SHORT-TERM INSURANCE**” must be placed in the Bid Box, 4th Floor, 32 Govan Mbeki Avenue, Port Elizabeth, before 12h00 noon on **Friday, 11 November 2022**. Thereafter bids will be opened in public in the Committee Room No. 1, 6th Floor, 32 Govan Mbeki Avenue, Port Elizabeth.

Prospective bidders must be registered on the Central Supplier Database (CSD). Failure to comply shall render the bid non-responsive. Failure to submit any other compulsory document(s) shall render the bid non-responsive.

The original document collected from the municipality must be submitted or, if the documents are printed from the websites, printed documents must be submitted. Bids may only be submitted on the bid documentation provided by the municipality.

Late, incomplete, facsimile or emailed bids will not be accepted for consideration. The only or lowest bid received shall not necessarily be accepted. SBDM reserves the right to accept part of or the full bid.

NOTICE 74 OF 2022 DATED 11 OCTOBER 2022
U DANIELS
MUNICIPAL MANAGER
SARAH BAARTMAN DISTRICT MUNICIPALITY
P O BOX 318
PORT ELIZABETH
6000