



CITY OF UMLATHUZE

8/2/1/UMH1235-22/23 APPOINTMENT OF A SHORT-TERM INSURANCE BROKER FOR A PERIOD OF 33 MONTHS.

Tenderers are hereby invited from suitably qualified suppliers for the following:

Bid Number	Bid Descriptions	No-Refundable Tender Fee	Preferential point system	Opening Date for Bid Document Collection	Compulsory Briefing Session Date, Time and Venue	Bid Closing date and time
8/2/1/UMH1235-22/23	Appointment of a short-term insurance broker for a period of 33 months	R800	Price=80 Equity=20	29 June 2023	N/A	01 August 2023 at 12h00

**Note: Mandatory requirements for tenders:**

• **Prequalification Criteria:**

- Bidders must have Commercial Crime or Fidelity cover and Professional Indemnity of at least R 100 000 000.00 (one hundred million rands) or written confirmation from insurer of intention to issue cover to bidder on award.
- Must be member of the Financial Services Board
- Must be member of the Financial Intermediaries Association of Southern Africa
- Member of the Institute of Risk Management – South Africa

- **Regulation 44 of the Supply Chain Management Regulations** states that the Municipality may not make any award to a person who is in the service of the state (government), and if that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or who is an advisor or consultant contracted with the municipality or municipal entity.
- All bids are subject to the terms and conditions contained herein and in the bid documentation as stipulated by various legislations governing public procurement including City of uMhlathuze's policies
- uMhlathuze Municipality does not bind itself to accept the lowest or any tender, and reserves the right to accept any tender in whole or in part.

**Submission of bids**

- Sealed bids, **clearly endorsed:** "TENDER NO: 8/2/1/UMH1235-22/23 must be placed in the Bid box at the Stores and Procurement, Alton, Richards bay **before 12:00 noon on 01 August 2023**
- The Tenderers **details and return address** must be indicated on the back of the sealed envelope in which the Tender is deposited, this is required for the purposes of returning tenders in cases where it may be required.
- Only tender documents purchased from the municipality will be considered for evaluation.
- Intention to Award and Cancellation notices will be published on the municipal website

Tender Documents will be available from the Civic Centre, 5 Mark Strasse, Richards Bay, 035) 907 5996 / 98 / 99.....as from 29 June 2023 at 12:00 .Please note that in order to obtain a Tender Document payment of the non- refundable deposit can be made at: Rates Hall-Civic, Richards Bay or payment may also be made directly into Council's bank account: First National Bank Account number 63039446843.

Reference: "Tender No: ....., Name of Company: ....."

No documents will be handed out unless the tenderer or his representative produces a receipt for the deposit. Only EFT or cash will be accepted as payment method and EFT will be made in favour of uMhlathuze Municipality. It should be noted that the Rates Hall closes at 15:00 on weekdays for receipt of payments.

Should use be made of a Courier Company to collect tender documents on behalf of your company, proof of payment and arrangement for the collection of the tender documents must be emailed to [ShabalalaNT@umhlathuze.gov.za](mailto:ShabalalaNT@umhlathuze.gov.za), [Lungi.Mbatha@umhlathuze.gov.za](mailto:Lungi.Mbatha@umhlathuze.gov.za) and [Faith.Mkhwanazi@umhlathuze.gov.za](mailto:Faith.Mkhwanazi@umhlathuze.gov.za)

Council will not accept responsibility for the late delivery of Tenders by courier services or any other means that are not placed in the tender box on or before the date and time of closing of the tender.

Enquiries can be directed to Mr Siyabonga Khumalo at email address [khumalos@umhlathuze.gov.za](mailto:khumalos@umhlathuze.gov.za) and Mr Kooven Chetty at email address [Chettyk@umhlathuze.gov.za](mailto:Chettyk@umhlathuze.gov.za).

It is the requirement of this tender that the successful bidder must implement a successful Corporate Social Investment (CSI).

Tenderers who have not been contacted within 120 days after the closing date of this tender must accept that their tender was unsuccessful.

Civic Offices  
Private Bag X1004  
RICHARDS BAY  
3900

MR. NG ZULU  
CITY MANAGER