

INVITATION TO BID

ADVERTISEMENT



INKOSI LANGALIBALELE LOCAL MUNICIPALITY

SHORT TERM INSURANCE

BID NO: ILM 25/24/25

The Inkosi Langalibalele Municipality hereby invites proposals from suitable service providers which are registered as an Insurance Provider to provide Insurance services to the Inkosi Langalibalele for a period of 3 years.

Project Name	Bid No	Compulsory Briefing Date	Closing Date
Provision of Short Term Insurance for a period of 3 years	ILM 25/24/25	11 October 2024 @10:00 am	30 October 2024 @10:00 am

Proposals are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended) and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for Insurance Services for 3 Years for the Inkosi Langalibalele Local Municipality.

A compulsory briefing session to be held at Inkosi Langalibalele Municipality offices, Civic building, Victoria Street, Estcourt on **11 October 2024 at 10:00 (AM)**. Tender documents will be available in pdf format as from **27 September 2024** in the Inkosi Langalibalele Municipality webpage (www.ilm.gov.za) and on e-tenders website (www.etenders.gov.za)

Tenders are to be fully completed in full bond and in accordance with the conditions and bid rules contained in the bid documents and supporting documents must be placed in a sealed envelope and clearly marked **“Provision of Short Term Insurance for a period of 3 Years” quoting the relevant Bid Number** must be deposited in the Tender box at ground floor, Inkosi Langalibalele Municipality, Victoria Street, Estcourt, 3310 by not later than the date and time stipulated above..

Functionality Points Table: Please note that bidders must score a minimum of 70% to be considered for further evaluation.

(A)	(B)	(C)	(D)	(E)
CRITERIA	DESCRIPTION	WEIGHT	FUNCTIONALITY RATING	Portfolio of Evidence (POE)
Company Experience in Short Term Insurance Broking	Experience of prospective company in Short Term Insurance Broking services	25	25 points: 15 years and more. 20 points: 8-14 years 15 points: 4-7 years 10 points :3years	Proof of years in Short Term Insurance Broking services
Company Profile indicating Short Term Brokerage insurance	Company Profile indicating Short Term Brokerage in State Owned Entities, Constitutional Institutions, Government Department and Municipalities	20	20 points : All of the above 5 points: State Owned Entities 5 points: Constitutional Institutions 5 points : Municipalities 5 points : Government Departments	Proof of Contracts, claims handling and claims ratio executed to be attached

Proposal, Methodology, Approach and Project Plan	A clearly defined Proposal including: Detailed Project plan with clear time lines Detailed process Plan on how the account will be managed i.e. processing of claims, queries, etc. The quality of the criteria to provide cover to be used i.e. What will be regarded as a valid claim to maximum risk? Provide a detailed methodology	25	25 Points : All of the above 10 Points – Detailed Project Plan with clear time lines 5 Points- Process plan 5 Points – Risk Advice 5 Points - Methodology	Detailed Project Plan, Process Plan, Risk Management Advice Methodology and Approach
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(A)	(B)	(C)	(D)	(E)
CRITERIA	DESCRIPTION	WEIGHT	FUNCTIONALITY RATING	Portfolio of Evidence (POE)
	including how the Service Provider will conduct services between the Client, Broker and Insured Party		and Approach	

Proposed Team Members relevant experience and Qualifications	The relevant team members and other team assistants should have a minimum of five (5) years' experience and relevant qualifications in the Short Term Insurance Brokerage Submit a general Curriculum Vitae/profile for each of the key personnel which highlights experience that is relevant. Company Organogram.	15	15 points- 15 years relevant experience and a relevant qualification in insurance /risk financing. 10 points -10 years relevant experience and a relevant qualification in insurance /risk financing. 5 points- 5 year's relevant experience and a relevant qualification in insurance /risk financing.	Team Members Cv's, certified copy of qualifications and Organogram
Testimonials or references	Testimonials or references (confirmed by client other than INKOSI LANGALIBALELE MUNICIPALITY) of handling big accounts for a minimum of three (3) years	15	15 points : 4 and more references; 10 points: 2 -3 references; 5 points: 1 reference.	Testimonials of the references on the respective company letterheads including the contact person with their contact details

Evaluation criteria will be based on the preferential points system whereby the specific goals will be considered as follows:

Specific Goals

Goal	Method of Evaluation	Points
a) HDI Equity	Detailed CSD Report	5
100% HDI Equity		4
Between 50% and 99% Equity		3
Between 25% and 49% Equity		

b) Female Ownership 100% Female Owned Between 50% and 99% Equity Between 25% and 49% Equity	Detailed CSD Report	5
		4
		3
c) Promotion of local business Located within Local Municipality Located within District Municipality Located within the Province	Utility account/lease agreement (Rates) Company/Director's Rates and Taxes Statement (Not older than three months); or Company/Director's Valid Lease Agreement	5
		3
		2
d) Management Female 25% Disability 25% Youth 25%	Certified ID's for female management staff	5
	Sworn affidavit from the SAPS	3
	Certified ID's for youth management staff	2
Total Special Goals		20

The Inkosi Langalibalele Municipality subscribes to the Preferential Procurement Regulations, pertaining to the preferential procurement policy framework act (PPPFA) principles whereby a tenderer's submission will be evaluated according to the sum of the award of points in respect of the tender value and the B-BBEE status of the tenderer. The tender will be evaluated on 80/20 as per the PPPFA Regulations and shall be based on pre-qualification, functionality and preference points. Bidders are required to submit a fully completed tender document issued by the Inkosi Langalibalele Local Municipality accompanied by a Company Proposal, company's CSD (Central Supplier Database) Report, Certified CIPC Documents, Certified Identity Documents of all Directors; Certified Valid Letter of Good Standing from the Department of Labour, Valid copy of the Tax Clearance PIN from the Receiver of Revenue, Rates and Taxes Statement obtainable from the Local Municipality, alternatively, Valid Lease Agreement. Please note that the onus is upon the tenderer to ensure that the Tax matters are **always** up to date.

Service providers operating in exempted areas shall submit an exemption letter obtainable from a Local Municipality.

BID ENQUIRIES

Bid enquiries are to be addressed to Mr VJ Mbatha at telephone number no. 036 342 780 (ymbatha@ilm.gov.za) or Mr. L.G Sithathu on telephone no. 036 342 78 27 (lsithathu@ilm.gov.za)

The INKOSI LANGALIBALELE Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept a bid in whole or any part. The municipality further reserves the right not to award this bid.

MR S.B MTHEMBU
MUNICIPAL MANAGER
Notice: 55/24