BID NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NO	DESCRIPTION	ADVERTISING DATE	CLOSING DATE
ELM/14/11/2026T	PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF (3) THREE YEARS	24 NOVEMBER 2026	07 JANUARY 2027

Bid documents will be available from the **26 November 2026** on the Emalahleni Local Municipality Municipal Website: www.emalahlenilm.gov.za and **E-TENDER PORTAL.**

Project enquiries shall be directed to **Mr. Y Sawa on 062 030 7859 or email saway@emalahlenilm.gov.za** during normal office hours (**08h00-16h30**) and all bidding enquiries shall be directed to **Mr. N Stemela on 078 112 8036/ at stemelan@emalahlenilm.gov.za** during normal office hours (**08h00-16h30**).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public.

BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.

EVALUATION CRITERIA	POINTS ALLOCATION
Pricing	80
Specific Goals	20
TOTAL	100

SPECIFIC GOALS

CATEGORY	VERIFICATION METHOD	Weighting
Women Ownership	CSD report	10
Youth Ownership	CSD report	10
TOTAL POINTS		20

FUNCTIONALITY: 100 points, Minimum qualifying points will be 70 for further evaluation.

FUNCTIONALITY CRITERION	SCORING METHOD / EVIDENCE REQUIRED	MAXIMUM POINTS
1. **RELEVANT COMPANY EXPERIENCE**	Provide signed appointment letters, verifiable reference letters for comparable short-term insurance brokerage/portfolio-management services. Score will be as follows: Contracts: 5 or more = 40; 4 = 30; 3 = 20; 2 = 10; 1 = 5; none = 0.	**40**
2. **COMPETENCE AND CREDENTIALS OF THE PROPOSED TEAM**	Submit CVs and documentary proof for the designated account/project lead and claims contact. (a) Relevant insurance/financial-services qualification for lead. Proof of membership of the South Africa Financial Service Intermediaries Association (SAFSIA). Score: 10 points; other relevant post-school qualification: 5; no relevant qualification: 0. (b) Proof of registration with Financial Services Board (FSB): 10; not provided: 0. (c) Relevant short-term insurance experience of lead: 5+ years = 10; 3–4 years = 5; 1–2 years = =3; less than 1 year = 1.	**30**
3. **METHODOLOGY AND DELIVERY PLAN**	Submit a project-specific plan covering onboarding and review of asset/fleet registers; risk assessment and valuations; placement and annual renewal; policy schedule and endorsements; towing/recovery arrangements; replacement-car benefit for political office-bearers' vehicles; building/structural-defect disclosures; claims handling and escalation; quarterly reporting; and risk-improvement recommendations. Score: excellent and fully detailed = 20; good with minor gaps = 10; basic/partially detailed = 5; poor or not submitted = 0.	**20**
4. **CLAIMS MANAGEMENT AND SERVICE LEVELS**	The bidder must describe the system to be used in claims logging, and tracking (clear communication strategy) and turnaround time for processing the claims = 10 points Score: all elements with measurable targets = 10; most elements but some targets unclear = 5; limited detail = 3; not submitted = 0.	**10**
TOTAL FUNCTIONALITY SCORE	Minimum qualifying score: 70 out of 100. Bids below the published threshold do not proceed to the next evaluation stage.	**100**

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is **120** days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof registration of **Full Central Supplier Database**.
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- Fully Completed Tender Forms and, all returnable **MBDs** –Part of the tender document. Return all returnable documents to the employer after completing them entirely by writing legibly in non – erasable ink.
- Only the original tender document will be accepted.
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.

Ms TT MADOTYENI
MUNICIPAL MANAGER