



QUOTATION ADVERTISEMENT – SHORT-TERM INSURANCE

QUOTATION NO: SCM-FINANCE – 18/08/2021

uMgungundlovu Economic Development Agency (UMEDA) seeks professional service provider to provide short term insurance in respect of our Insurance Portfolio for the period of 12 Months.

Scope of Work

The general functions to be performed by the successful bidder/insurance broker are

- Short-term insurance for all Assets
- Bidders must be registered with SAFSIA
- Bidder must cover SASRIA motor and SASRIA non-Motor.

Please ensure that necessary documentation accompany the quotation, i.e.

1. Valid original or certified tax clearance certificate or Tax compliance status pin.
2. Proof or registration with central supplier database (CSD).
3. Database Registration Forms
4. Company registration certificate.
5. MBD 4 – Declaration of Interest.
6. MBD 8 – Declaration of bidders past SCM practices, and
7. MBD 9 – Independent bid Determination.
8. Company profile and Reference letters proving Experience of Tenderer.
9. Statement of account for the business premises indicating that no municipal service charges are in arrears for longer than 90 days OR in the case where the business premises are leased, then a letter from the landlord, indicate that no levies are outstanding together with a copy of lease, agreement. Statement or letter from landlord must not be older than three months from close advert.

Failure to submit the above will disqualify your bid.

Tender submissions must be properly bound and must be placed in the tender box situated on the ground floor of the uMgungundlovu Economic Development Agency, 191 Burger Street, Pietermaritzburg, before **12h00 on 27 August 2021**, in a sealed envelope which is clearly marked

with the Tender Number and Tender Description. Late Tenders or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.

Tenderers will be evaluated in terms of functionality as part of the minimum requirements before being evaluated on price and preference based on the following criteria:

| Evaluation Criteria | | Points Allocation | Maximum Points |
|--|-------------|-------------------|----------------|
| A minimum of three written testimonials from clients to substantiate their ability to undertake the required services | 3 Letters | 20 | 35 |
| | 4-5 Letters | 30 | |
| | 6 + Letters | 35 | |
| Proof of their High Value Assets submitted claims for the past 3 years which have been settled | | 25 | 25 |
| Proof of their Average Number of Days for Claims Settlement for the past 3 years and proof of previous insurance contracts with Local/District municipalities within South Africa. | | 30 | 30 |
| Tenderers must be registered with SAFSIA and must provide a certified copy of their accreditation certificate as proof of membership to the aforesaid organization. | | 10 | 10 |
| Total | | | 100 |

A bidder/s that scores less than 60 points out of 100 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified. Thereafter the 80/20 Preference Points system will be applicable, with 80 points for price and 20 points for B-BBEE Status Level of Contribution as prescribed in terms of the Preferential Procurement Regulations 2017.

- All service providers intending to submit a tender are required to be registered on the Central Supplier Database as well as on uMgungundlovu Economic Development Agency's suppliers' database. The

database registration forms are obtainable from the Agency's website (www.exploremidlands.co.za) as well as at the Agency's offices from the reception.

All service providers intending to submit a tender are required to be registered on the CSD. Tenderers shall take note of the following Tender Conditions:

- UMEDA procurement policy will apply,
- UMEDA does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender, and
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.

The estimated duration of this project is **12 Months** after the appointment. The service provider should indicate exactly the cost and timeframe to complete each deliverable to be rendered for the Agency.

Any queries can be directed to **MS Nandipha Sibobi** via email nandipha.sibobi@umeda.co.za

NB: THE CLOSING DATE FOR SUBMISSIONS OF BIDS IS 27 AUGUST 2021 AT 12H00



~~Approved/ Not Approved~~
Mr Bonani Ngqaimbana
Acting CEO
UMgungundlovu Economic Development Agency

