MBD1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY					
BID NUMBER:	64/2023/2024	CLOSING DATE:	21 JUNE 2024	CLOSING TIME:	11:00 AM
DESCRIPTION	PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF THREE (3) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX
SITUATED AT *(STREET ADDRESS*

OLD AGRIVEN BUILDING
THOHOYANDOU
0950

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**		☐Yes ☐No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			**TOTAL BID PRICE**		**R**
SIGNATURE OF BIDDER	………………………………		**DATE**		
CAPACITY UNDER WHICH THIS BID IS SIGNED					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	FINANCE	CONTACT PERSON	MR SIKHWIVHILU N.M
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	015 962 7521
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER	015 962 4020
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	
E-MAIL ADDRESS	mudzilitp@thulamela.gov.za		

MBD1

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO
	IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………

DATE: ……………………………………………

THULAMELA MUNICIPALITY

INVITATION TO BID

PROVISION OF CASH IN TRANSIT SERVICES FOR A PERIOD OF THREE (3) YEARS

Thulamela Municipality invites prospective service providers for provision of the following service:

BID NUMBER	DESCRIPTION	NON-REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
NO: 64/2023/2024	Provision of short-term insurance for a period of three (3) years	R3.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free.	Mr Sikhwivhilu N.M. (015 962 7521) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system.

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from **21 May 2024** at a non-refundable bid price of R3.00 per page. or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free.

The bidders should also download SCM forms that are found in the SCM-FORMS sub folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

- Tax Compliance Status Letter or Tax Compliance Pin Number.
- Company registration documents (eg. CK).
- Proof of registration on CSD.
- Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL its directors, not in arrears for more than 3 months. (The proof of municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid. Attach valid lease agreement in case of rental of office facilities and municipal clearance in respect of the areas exempted from billing by municipalities.
- Registration with the FSCA/FSB (Attach Proof)
- Registration of Financial Intermediaries Association (FIA) (Attach Proof)
- Registration with The Institute of Risk Management - South Africa (IRMSA) (Attach Proof)
- Insurance Institute of South Africa- IISA (Attach proof)
- Institute of independent directors' certification for the directors
- Proof of active Professional Indemnity of minimum R450 Million
- ISO 9000 (attach proof)
- If the company is required by law to be audited, we need audited annual financial statements for the past three (3) years or audited financial statements since the establishment of the company if the company was established during the past three (3) years. If the company is not required by law to be audited, please provide us with a letter from a registered

accountant stating that you are not required to be audited and the reasons thereof.

- Provide reference letters where the broker has conducted brokerage services and claims management services.
- List of related projects completed in the last 5 years by the company with client's contact details, description, and contract values (Attach signed appointment letter and/or official purchase order)

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Sealed bid documents must be submitted in envelopes clearly indicating *"BID NUMBER AND DESCRIPTION"* on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to the Civic Centre, by no later than 11:00 on, 21 June 2024 at 11h00.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

NB:

Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.

Makumule 20. 05. 2024

MAKUMULE M.T. DATE

MUNICIPAL MANAGER

BID NUMBER 64/2023/2024: PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF THREE (3) YEARS

TERMS OF REFERENCES

DEPARTMENT: CORPORATE SERVICES

DESCRIPTION: SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES

1. PURPOSE

The purpose is to appoint an Intermediary with experience in the municipal short term insurance field to provide Short Term Insurance and Risk Services to council for the period 01 July 2024 to 30 June 2027 with an annual performance review based on deliverables.

2. BACKGROUND

Council must minimize its risks by ensuring the allocation of risk to the party best suited to manage risk, and all its assets that are insured under the following asset classes:

- Buildings combined.
- Office contents.
- Business all risks.
- Theft.
- Money.
- Commercial Crime.
- Stated Benefits.
- Electronic equipment.
- Motor Fleet.
- Public and employees liability.
- Contractors All Risk.
- Business Interruption.
- Glass.
- Accidental Damage.

- Goods in Transit.
- Group Personal Accident.
- Machinery Breakdown.
- Directors and Officers Liability.
- SASRIA for Councillors.
- SASRIA

3. CONTRACT OBJECTIVES, ASSUMPTIONS AND RISKS

Tenders may only be submitted on the official tender format.

1. Bidders may approach all service providers who comply with the relevant statutory solvency and related requirements.
2. Bidders' proposals should be accompanied by a detailed summary of the salient features of their recommended insurance and risk mitigation structures.
3. Support for the bidders' proposals should be evidenced by confirmation of agency agreements with insurers.
4. This tender is on a broker fee basis and all underwriting information will be given to the appointed broker to approach the insurance market for terms.
5. All fees are to be rounded off to the next full rand, the successful bidder will be given all required underwriting information once service level agreement has been signed with the Municipality.
6. Bidders' proposals should be accompanied by a detailed broker fees to be charged in Year 1.
7. The bidder must have Professional Liability and Fidelity Guarantee cover of R450 Million.
8. The bidder must have 10 years' experience in placing Municipal and Public sector clients.
9. Name five local authorities where the bidder are applying risk management, risk control and risk financing solutions to (attach proof)?
10. Has the bidder been appointed in the past (3) three years as an Intermediary for short term insurance on a portfolio in excess of R20 million assets. (if yes, must provide the names of these clients)

11. Has the bidder been appointed as an Intermediary for short term insurance on a municipal portfolio in the past 3 (three) years? (if yes, must provide the names of these clients)

12. Does the bidder have an electronic insurance claims handling system?

13. Has this electronic insurance claims handling system been implemented with the bidders' other clients? (if yes, must provide the names of these clients)

14. Failure to comply with the above requirements may render the Tender invalid at the option of the Council.

15. This contract will be valid from 01 July 2024 to 30 June 2027.

4. SCOPE OF THE WORK

4.1. Services required.

Key Performance	Deliverable
1. Post renewal	1.1 Assist in scrutinising the premium invoices for correctness as per underwriters tender
	1.2 Assist with the finalisation and submission of policy documentation and endorsements
	1.3 Preparation and submission of executive insurance summary
	1.4 Workshopping of executive insurance summary with Thulamela Municipality insurance and risk management officials to ensure proper understanding of policy wording, limits excesses, categories and sections within portfolio.
2. Claims Management system	2.1 The system should have the following minimum requirements: - The system should be windows formats - The system should be able to store documents in any of the windows formats - The system should function on a real time basis

	- The system should be fax and email integratable The system should be able to generate reports and management information on an as and when required basis
	2.1 Attendance of ad - hoc claims management meetings as and when required with Thulamela Municipality or underwriters.
3. Liaison between the insurance claims administration services provider and Thulamela Municipality	3.1Provide expert insurance related or underwriting advice to the Thulamela Municipality upon request
	3.2 Report to Thulamela Municipality on claims statistics as and when required.
	3.3.Submission of claims analysis and age analysis reports
4. Loss control and risk management	4.1 Assist in applying / introducing remedial measures
5. Risk Evaluation	5.1 Complete uninsurable risk evaluation process
	5.2 Submit report with proposed remedial actions
	5.3 Implementation of remedial actions
6. Run - up to next renewal	6.1Verification / review exposures, limits, sum insureds, risk financing structures and advise on possible / improvements adjustments
	6.2 Participates in advisory capacity during the 3 years period with Thulamela Municipality and underwriters. Formulate opinion and suggestions in report format
	6.3 Benchmark renewal quotes from Thulamela Municipality's appointed underwriters by obtaining and comparing quotes in the open market. Supply written report on findings.

4.1.1. Insured value and claims experience.

1. The Assets Register for present asset values for the period 1 July 2023 up to 30 June 2024 will be found on request by the Municipality. Endorsements if necessary will be done during the year.

4.2 Contract Objectives, Assumptions and Risks

- Tenders may only be submitted on the official tender format.
- Tenderers may approach all service providers complying with the relevant statutory solvency and other requirements.
- Tenderers proposals should be accompanied by a detailed summary of their recommended insurance and risk mitigation structure(s)
- Support for the tenderers proposals should be evidenced by a signed participation confirmation from the Service Provider(s)/Insurers/Reinsurers who will support their recommended structure and the terms, conditions and exceptions proposed by tenderer.
- The tenderer must disclose the Service Provider(s)/Insurer or consortium of service providers on each policy wording as indicated in tender documents.
- Failure to comply with the above requirements may render the Tender invalid at the option of the council.
- This contract will be valid for the period of three years from the date of appointment.

4.3 Risk Services

Bidders must supply proposed solutions pertaining to the advice, recommendations in terms of service delivery, regulations and insurability, amongst others should at least include:

- Pricing model
- Risk Management framework
- List of Deliverables

5. MINIMUM REQUIREMENTS

The following are minimum requirements:

- South African based Insurer agency contract (Attach Proof)

- Registration with the FSCA/FSB (Attach Proof)
- Registration of Financial Intermediaries Association (FIA) (Attach Proof)
- Registration with The Institute of Risk Management - South Africa (IRMSA) (Attach Proof)
- Insurance Institute of South Africa- IISA(Attach proof)
- Institute of independent directors' certification for the directors
- Proof of active Professional Indemnity of R450 Million
- Provide reference letters where the broker has conducted brokerage services and claims management services.

6. REPORTING, MONITORING, EVALUATION

The successful bidder needs to report on a monthly basis on the progress on all claims, risk services matters and other general matters raised. A monthly meeting needs to be scheduled with the relevant officials directly dealing with the insurance portfolio of the municipality (insurance officer) as well as the risk officer to discuss matters of emphasis.

7. EXPECTED OUTPUTS AND OUTCOMES

The successful bidder must provide the council with full coverage on all asset classes as per risk management strategy, deductibles, policy wording and insurers as mentioned in the schedules provided for a period of 36 months.

8. REQUIRED DOCUMENTS

All tenderers need to be registered with the following institutions:

- Financial Services Board (FSB)
- Financial Intermediaries association (FIA)
- The Institute of Risk Management - South Africa (IRMSA)
- Insurance Institute of South Africa - IISA
- Membership Certificate of Institute of Directors
- Active Professional indemnity of R 450 000 000

9. INTELLECTUAL PROPERTY

The information of the tenderer will be treated as confidential and remain the property of the bidder.

10. REPRESENTATIVE

Proof of registered South African representative must be provided.

11. EVALUATION CRITERIA

Acceptable bids will be evaluated by using a two-phased bidding system that awards points on the basis of 80 points for bid price/ functionality and 20 points for specific goals.

12. PHYSICAL ADDRESS

Thulamela Local Municipality
Thohoyandou Civic Centre
Thohoyandou

13. INFORMATION TO BIDDERS

Please note that the proposal will be adjudicated in terms of the Preferential Procurement Policy Framework Act of 2000 and the Preferential Procurement Regulations, 2022.

80/20 preferential point system will apply.

Price	80
Specific goals	20
Total	100

The following is a statement of similar work executed by the company/ies in the last five (5) years:

Employer, Contact person and telephone number	Description of contract	Value of work inclusive of VAT (Rand) if applicable	Date Completed