



**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE SHORT-TERM INSURANCE COVER FOR THE KWAZULU-NATAL SHARKS BOARD MARITIME CENTRE OF EXCELLENCE FOR A PERIOD OF 36 MONTHS**

**Notification of Tender**

The KwaZulu-Natal Sharks Board Maritime Centre of Excellence invites tenders for the following:

Description	Tender No.	Compulsory Briefing Date	Tender Closing Date	Tender Closing Time
Service Provider to Provide short-term insurance cover for a period of 36 months. <b>Evaluation will be on functionality and 80/20-point system.</b>	ZNT17/18KZNSB06	28 February 2018	09 March 2018	11h00

- A compulsory briefing session with the representatives of the KwaZulu-Natal Sharks Board will take place at the Board Room, 1a Herrwood Drive uMhlanga Rocks at 11:00 am.
- Tenders should provide a copy of company registration certificate.
- Valid Operating Financial Service Board licence.
- Valid Certificate of professional indemnity insurance (minimum of R100 million).
- Valid Financial Advisory and Intermediary Services (FAIS) compliance registration certificate (for both company and account manager).
- Latest audited Financial Statements.
- One (1) original and four (4) copies of bound proposals
- Valid Tax Clearance Certificate.
- All Supply Chain Management inquiries must be addressed to Mr S. Mzelemu on 031 566 0422 E-mail: [mzelemu@shark.co.za](mailto:mzelemu@shark.co.za) and all Technical queries to Mrs. Bongiwe Majola on 031 566 0463 E-mail: [bongiwe@shark.co.za](mailto:bongiwe@shark.co.za).
- Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted.

Criteria	Maximum points
<b>1. Experience in providing short-term insurance cover of R100 million in government entity/local government, three (3) written letters from those institutions.</b>	<b>60</b>
<ul style="list-style-type: none"> <li>• Three or more letters confirming cover of R100 million or more in short-term insurance cover to a government entity/local government institution. Max 60 points</li> <li>• Three letters: 60 points</li> <li>• Two letters: 40 points</li> <li>• One letter: 20 points</li> <li>• No points: 0</li> </ul>	
<b>2. Resume of an Account Manager who will handle the account. The account manager should have a minimum of 3 years' experience in short-term insurance industry.</b>	<b>40</b>
<ul style="list-style-type: none"> <li>• C.V of an account manager with a minimum of 3 years' experience in handling short-term insurance accounts worth 100 million Rands, or more. MAX 40 points</li> <li>• More than three years: 40 points</li> <li>• Three years: 20 points</li> <li>• Less than three years: 0 points</li> </ul>	
<b>TOTAL</b>	<b>100</b>

- A bidder that scores less than **(70) of the 100** points allocated in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified and therefore will not be considered for the last phase of evaluation, where the successful bidders will be scored on price and BBBEE status.
- **Bids Documents Available at KwaZulu – Natal Sharks Board, 1a Herrwood Drive, Umhlanga.**
- **Submission of Bids: Sealed envelopes clearly marked with the relevant bid number, closing date and time and Bidders name must be deposited into the bid box at the Sharks Board premises at the Ground Floor, 1a Herrwood Drive Mhlanga, 4320.**
- **NB: A non – refundable deposit of R300.00 for the tender document is payable into KwaZulu – Natal Sharks Board bank account as mentioned below with reference “Tender”. The tender document will be available 23 February 2018 and may be collected upon producing proof of payment (deposit slip: no cash will be accepted)**
- **The Banking details are as follows: Bank: ABSA, Account Number 1012341080, Account Holder: KZN Sharks Board, Branch: La Lucia Ridge.**
- **An original valid Tax Clearance Certificate and original or certified copy of valid B-BBEE Status Level Verification Certificate must accompany the bid.**
- **Proof of National Treasury Central Supplier Database registration and supplier number must accompany the bid.**
- **Tender documents will not be sold during the briefing day.**

