

BUFFALO CITY MUNICIPALITY

TENDERS

Contract No.	Description
2781	Buffalo City : Invitation for Registered "Risk Management and Short Term Insurance Intermediaries" to propose a Short Term Insurance Portfolio for the Buffalo City Municipality and surrounding rural areas, effective 1 July 2009 for a period of five (5) years ending 30 June 2014.

1. INVITATION

Buffalo City Municipality hereby invites proposals from 'Risk Management and Short Term Insurance Intermediaries' for the formulation of a Short Term insurance portfolio effective 1 July 2009.

Registered 'Risk Management and Short Term Insurance Intermediaries' are invited to submit a full proposal based on the Terms of Reference that are listed below. As specified in these Terms of Reference, the Short Term insurance portfolio must be completed and placed with registered Short Term Insurance Risk Carriers effective 1 July 2009.

2. CONTENTS OF THE PROPOSAL

You are also required to submit the following in the proposal:

- Description of the firm.
- Qualifications and relevant experience of your organization in rendering the services submitted in the proposal.
- Brief Curriculum Vitae of each team member that would be involved in administering the proposal.
- A detailed breakdown of the fees to be charged for rendering the administration of the proposal. Details of the fees should include the number of hours expected to be spent by each team member and related costs associated with the proposal.

3. EVALUATION OF PROPOSALS

When evaluating the proposals, special consideration will be attached to the following:

- HDI Profile.
- Corporate capacity to deliver the proposal.
- Expertise of those individuals who will be involved.

- References.
- Proposed programme.
- Social activities.
- Cost efficiency.
- Fees structure.

4. SUBMISSION OF TENDERS

The proposal must be submitted to the Municipal Manager, Buffalo City Municipality, for attention the Chief Financial Officer, Mr B.W. Shepherd, deposited in the Tender Box, in the Rates Hall, Munifin Centre, Oxford Street, East London or posted to P.O. Box 522, East London, 5200, to arrive by no later than 12:00 (noon) on Friday, 2 January 2009.

Costs for the preparation of the proposal document will not be reimbursed. The Buffalo City Municipality is not obliged to accept the lowest or any proposal.

Incomplete or late proposals will not be considered. No telephone or facsimile proposals will be accepted.

5. OPENING OF TENDERS

Tenders will be opened in public at 14:00 on Friday, 2 January 2009, Room 212, First Floor Munifin Centre, 29 Oxford Street, East London.

The standard tender conditions will apply. Canvassing of Councillors or municipal officials shall disqualify a tender.

6. TERMS OF REFERENCE

Buffalo City Municipality's existing Short Term insurances are arranged via one 'Risk Management and Short Term Insurance Intermediary' and cover the East London, King William's Town and certain rural areas surrounding Buffalo City.

Proposals must view Buffalo City Municipality as a corporate business providing facilities and services to the community. The use of Retail, Wholesale and Risk Finance Short Term Insurance Risk Carriers, if included in the proposal, must be indicated. All Short Term insurances, of whatever nature, can only be accepted if placed with a registered insurer in terms of the Short Term Insurance Act, Act 53 of 1998.

Appointment of the successful 'Risk Management and Short Term Insurance Intermediary' will be made known within 90 days of close of this invitation. The successful organization will be expected to commence duties, for the insurances incepting on 1 July 2009, within 60 days of the award.

7. TENDER DOCUMENTS

Tender documents are available from Buffalo City Municipal Stores, 80 Phillip Frame Road, Chiselhurst, East London, 5200, on payment of R100,00 for the first set and R200,00 for each additional set, which is not refundable.

8. FURTHER INFORMATION

Enquiries should be directed to the Office of the Chief Financial Officer of the Buffalo City Municipality in respect of this invitation, telephone +27 43 705 1887, Facsimile +27 43 743 9141, or e-mail shepherdb@buffalocity.gov.za.

V.R. LWANA

ACTING MIUNICIPAL MANAGER

(5497)

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