

REQUEST FOR PROPOSAL (RFP)

INSURANCE BROKERAGE AND RELATED ADVISORY SERVICES

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

SCOPE OF WORK:

The ELIDZ invites suitably qualified and competent service providers to respond to the Request for Proposals (RFP) for the Acquisition of Insurance Brokerage and related advisory services for the East London Industrial Development Zone for a period of three years.

Tender Reference No.	Tender Description / Name	Closing Date / Time
RFP/ELIDZ/INS/16	INSURANCE BROKERAGE AND RELATED ADVISORY SERVICES	28 June 2016 at 12h00

BRIEFING MEETING:

Note: A compulsory Briefing or Site Clarification Meeting with representatives of the Employer will take place at **East London IDZ Head Office building, Auditorium on 14 June 2016 starting at 10:00 hours until 12:00 hours respectively. Participants arriving more than 15 minutes late from start time will not be allowed to attend the meeting.**

BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate or Pin with their tender
- Tenderers must be registered on CSD database of Treasury and be in possession of MAAA number
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate. Companies with annual turnover less than R10 million to submit an accountant letter confirming turnover.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked **“Envelope A -Technical Proposal”** and **“Envelope B – Financial Proposal”**. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- Non-written and non-signed ELIDZ Price Schedule of the financial proposal in “Envelope B” submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/ or any price details in “Envelope A -Technical Proposal” will result in the disqualification of the tender.
- Tenderers are required to submit:
 - Company registration documents and ELIDZ procurement handbook with their tender.
 - Professional Indemnity insurance policy schedule reflecting a minimum limit of R 100,000,000 (100 million Rands).
 - Membership under Financial Intermediaries Association (F.I.A)
 - Financial Advisory and Intermediary Services Act (F.A.I.S) Certificate
 - Fidelity guarantee insurance policy schedule reflecting a minimum limit of R 50,000,000 (50 million Rands)

EVALUATION:

The evaluation will be guided by the East London Industrial Development Zone procurement policy. Points will be awarded on the basis of Price and BBBEE.

Score breakdown:

- 90 Points for Price
- 10 Points for BBBEE

All tenders with functionality less than 70% of the total functional requirements will not be considered for the next stage of tender evaluation.

TENDER DOCUMENT & SUBMISSION:

The RFP document will be available for collection on **06 June 2016 from 12h00 (Noon)** from the reception area of the ELIDZ's Head offices, **East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London**, upon payment of a non-refundable cash deposit of R 500.00.

The tender must be placed in a sealed envelope marked “Confidential” with the name/address of submitting company and the tender reference number. They must be deposited in the tender box in ELIDZ's Head offices, East London Industrial Development Zone Head Office Building, Lower Chester Road, Sunnyridge, East London.

ELIDZ will not be responsible for tenders placed in an incorrect tender box. No late tenders will be accepted. Only original tenders will be accepted. Telegraphic, telephonic, telex, facsimile and e-mail will not be accepted.

TENDER ENQUIRIES:

Queries relating to this tender may be addressed to:
Mr G. Matengambiri, Tel: (043) 702 8200, email: gift@elidz.co.za

