

REQUEST FOR PROPOSALS (RFP)

PROVISION OF INSURANCE BROKERAGE SERVICES OVER A PERIOD OF 3 YEARS

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.**

| Reference No. | Description / Name | Closing Date / Time |
|---------------|--------------------------------------------------------------------|---------------------------|
| RFP-INS-19/20 | Provision of Insurance Brokerage Services over a period of 3 years | 07 December 2020 at 12H00 |

BRIEFING MEETING:

Note: There will be no briefing session. Tenderers are encouraged to submit written questions by email to lulama@elidz.co.za not later than the **27 November 2020 at 16h30.**

BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender.
- Tenderers are required to submit a Verified original or certified B-BBEE Certificate.
- 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.
- A non-written and non-signed ELIDZ Price Schedule in the financial proposal in the "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.
- Tenderers should be registered on CSD database from Treasury and in possession of a MAAA number.
- 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:

- 80 Points for Price
- 20 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.

PROPOSAL DOCUMENT & SUBMISSION:

The RFP document will be available for download on **13 November 2020 12h00 (Noon)**, at www.elidz.co.za under **Opportunities >> Tenders.**

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: Ms Lulama Giba
T: +27 43 702 8206 | E: lulama@elidz.co.za

