

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.**

EOI Reference No.	EOI Description / Name	Closing Date / Time
RFP-INS-19/20	Provision of Insurance Brokerage Services over a period of 3 years	07 December 2020 @ 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 "Envelop A - Technical Proposal" and "Envelop 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 "Envelop B" submission will result in the disqualification of the tender.
- ☐ Inclusion of Price Offer and/ or any price details in "Envelop 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.

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, Sunnyside, 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, Tel (043) 702 8206, email lulama@elidz.co.za

FOR OFFICE USE ONLY

Media Coverage:

Form of Advertisement	Name of Media
Local Newspaper	Daily Dispatch

Between R 500 000 up to R 2 500,000 Regional Newspaper

Above R 2 500,000 Regional and/or National newspapers

Construction and Engineering tenders above R 200 000 must also be registered with CIDB

The above is in accordance with the organization's procurement policy section 8.5.2-8.5.4

Advert Prepared by:

Name & Surname: Jade Boucher

Signature: _____

Position: Assurance Coordinator

Department: Office of the CEO

Date: _____

Supported by:

Name & Surname: Ayanda Ramncwana

Signature: _____

Position: Manager: Office of CEO

Department: Office of the CEO

Date: _____

Endorsed by:

Name & Surname: Mr Fariet Titus

Signature: _____

Position: Supply Chain Manager

Department: Finance

Date: _____

Name & Surname: Mr Gift Matengambiri

Signature: _____

Position: Chief Financial Officer

Department: Finance

Date: _____

Approved by:

Name & Surname: Mr Simphiwe Kondlo

Signature: _____

Position: Chief Executive Officer

Department: Office of the CEO

Date: _____