



**TENDER INVITATION  
NORTH WEST PARKS BOARD  
REF: NWPB/RFT/NWPBINS/003/2018**

**SHORT TERM INSURANCE BROKING SERVICES CONTRACT**

The North West Parks Board invites suitable qualified and accredited Short Term Insurance Broking Service companies to tender for Short Term Insurance Contract of NWPB. These services are required for a period of one year with an option of renewal (subject to annual review of the contract)

**EVALUATION CRITERIA:** First level of Short-listing: Completion of all documentation required and duly completed bid document  
Second level of Short-listing: Functionality, a minimum of 70 points scored.  
Final level of Short-listing: Price and empowerment score 80 points for price.  
20 points (to claim these points bidders must submit their B-BBEE status Level Verification Certificate)

**QUALIFYING CRITERIA:**

Company Profile and proof of experience  
Certified Copies of ID Copies  
Financial statements  
Central Supplier Database (CSD) Registration  
Valid Original Tax Clearance Certificate  
BBBEE- Certificate (Status Document)

**TENDER DOCUMENTS:** DOCUMENTS WILL BE AVAILABLE AS FROM the 20th September 2018, from the Supply Chain Manager during office hours: 08h00 to 16h30, Heritage House, Cookes Lake Mafikeng

**TENDER DEPOSIT:** A non-refundable deposit of R200-00 (cash only) is payable for this document.

**TENDER CLOSING:** 08th October 2018 at 11:00am.

TECHNICAL QUERIES MAY BE DIRECTED TO ADMIN ON, 018 397 1593 AMBROSE SEREMO OR ASEREMO@NWPB.ORG.ZA  
PROCUREMENT RELATED QUERIES MAY BE DIRECTED TO THE SUPPLY CHAIN MANAGER ON 018 397 1500 ALTERNATIVELY ON [FLAKEY@NWPB.ORG.ZA](mailto:FLAKEY@NWPB.ORG.ZA), DURING OFFICE HOURS.

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT THE NORTH WEST PARKS BOARD HEAD OFFICE AT HERITAGE HOUSE, COOKES LAKE –MAHIKENG (NO FAX OR EMAIL SUBMISSIONS WILL BE ACCEPTED). NO LATE SUBMISSIONS WILL BE ACCEPTED. NWPB RESERVES THE RIGHT NOT TO ACCEPT ANY BID. NWPB RESERVES THE RIGHT TO WITHDRAW THE BID AT ITS OWN DISCRETION.

(North West Parks Board supports the principle of Broad Based Black Economic Empowerment and same will be a consideration in tender adjudication. North West Parks Board does not bind itself to accept the lowest or any tender, and does not accept responsibility for any costs incurred by a third party in the development/preparation of the tender proposal)