



PRINCE ALBERT MUNICIPALITY

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TENDER ADDENDUM

ADDENDUM NR. 1

TENDER 49/2024 – PROVISION OF SHORT-TERM INSURANCE AND MANAGEMENT OF THE INSURANCE PORTFOLIO FOR A CONTRACT PERIOD OF THREE (3) YEARS

ATTENTION: ALL TENDERERS

RE: **ADDENDUM NR. 01 - DOCUMENT CORRECTION AND CLARIFICATIONS (TENDER 49 OF 2024)**

Tender 49 / 2024 for the provision of Short-term insurance and management of the insurance portfolio was advertised under notice 49/2024 on 23 April 2024 on the municipal website, notice boards and e-Tender. The following addendum has been issued to address the following:

- a) Correct any errors found in the tender documentation and specifications; and
- b) Provide clarification on requests submitted by prospective bidders.

NR	DESCRIPTION
1	DISCREPANCIES OF TENDER VALIDITY PERIOD An error was noted between the advert placed and tender document regarding the bid validity period (90 days as per Tender Notice, and 120 days as per Tender document). The correct period of bid validity is 90 days.
2	REQUEST FOR CLAIM HISTORY OF THE MUNICIPALITY Prospective bidders to submit email to the Municipal Supply Chain Management department at scm@pamun.gov.za to request the claim history, which will be emailed to the relevant bidder.

	Bidders who already submitted requests for such information, do not need to re-request the relevant documentation – the municipality will forward such documentation.
3	<p>LISTING OF VEHICLES</p> <p>Prospective bidders to submit email to the Municipal Supply Chain Management department at scm@pamun.gov.za to request the claim history, which will be emailed to the relevant bidder.</p> <p>Bidders who already submitted requests for such information, do not need to re-request the relevant documentation – the municipality will forward such documentation.</p>
4	<p>AMENDMENT - COMPULSORY DOCUMENTATION TO BE SUBMITTED</p> <p>Section 9 of the requirements indicates the following to be submitted:</p> <p>9. COMPULSORY DOCUMENTATION</p> <p>9.1) The following compulsory insurance documentation <u>must</u> be submitted with the tender bid:</p> <ul style="list-style-type: none"> ▪ Financial Intermediaries Association (FIA) certificate ▪ Financial Services Board (FSB) certificate ▪ SANAS approved ISO 9001 certification ▪ Institute of Risk Management South Africa (IRMSA) certificate ▪ Professional Indemnity Insurance ▪ Fidelity Insurance ▪ Letter of Good Standing (Department of Labour) <p>The following item / document is not compulsory and may be omitted from the bid submission:</p> <ul style="list-style-type: none"> • SANAS approved ISO 9001 certification

Bidders must ensure that a copy of this addendum is included in the tender document.

For any further assistance please contact Ms. Christa Baadjies at 023 541 1748 or via email at (scm@pamun.gov.za).

We apologise for any inconvenience caused.



DAVID-LEIGH WILLEMSE

Manager: Expenditure and SCM

10 May 2024

ACKNOWLEDGEMENT OF RECEIPT

Name of bidder:

Name and surname:

Date: