

# TENDERS

Erongo RED invites bidders to bid for the following Tender:

**TENDER NUMBER: 11/2023**

**APPOINTMENT OF AN INSURANCE BROKER TO PROVIDE ERONGO RED WITH PROFESSIONAL INSURANCE BROKING, RISK AND CLAIMS MANAGEMENT SERVICES FOR A THREE-YEAR PERIOD.**

## GENERAL INFORMATION

Erongo RED is under no obligation to accept any tender whether the lowest or not. Erongo RED reserves the right to accept the full tender or only part thereof. Erongo RED is not under obligation to assign any reason for acceptance or rejection of a tender.

The Tender document will be available as from **Friday, 22 September 2023 @14h30 pm** at the Erongo RED Headquarters, 91 Hage Geingob street.

Documents in a sealed envelope clearly marked with the tender number: **E.g. Tender 11/2023** addressed to the Chairperson of the Tender Committee must be placed in the tender box at the Enquiries Desk at: **Erongo RED Headquarters, 91 Hage Geingob Street, Ground Floor, Walvis Bay** or be posted to the Chairperson of the Tender Committee, P.O. Box 2925, Walvis Bay, to reach him at the latest by: **Friday, 13 October 2023 @10h00 am.**

## MANDATORY DOCUMENT REQUIREMENTS:

**Registration documents:** **A.** Copy of the latest company registration certificate (including certificates for change of name if applicable) **B.** Companies need to provide a complete copy of the latest CM1 and CM9/ CM29 if applicable **C.** Close corporations need to provide a complete copy of the latest CC1 or CC2. **D.** Sole owner needs to provide a business fitness certificate issued by the Municipality/ Trade licence. **E.** Copy of the founding statements to identify the shareholders and the % shareholding owned. Where shareholders are juristic persons (companies/ estates etc.) Information on the juristic person's shareholding must also be provided.

**Identification Documents (IDs)** of the owners; all the shareholders or members of a trustee, or all directors. **Valid copy or original of the good standing certificate** from the Receiver of Revenue (NAMRA) in respect of all rates (eg. Income Tax, VAT, PAYE, etc.). **Valid original or copy of the Good Standing Certificate from Social Security Commission;** A duly completed, initialed and signed **Joint Venture Agreement** (only if applicable), **Latest Annual Financial Statements;** All copies must be certified by the Namibian Police or Commissioner of Oath. **NAMFISA Registration Certificate;** All copies must be certified by the Namibian Police or Commissioner of Oath.

Please note that no faxed or e-mailed documents, nor documents received after the specified closing date and time will be considered for evaluation.

## ENQUIRIES

Enquiries: **Mrs. Anna S. David**  
Document Fees: **N\$ 367.00 (Non-refundable)**  
Email Address: **adavid@erongored.com.na**  
Telephone: **+264(0)64 - 201 9066**  
Tender Briefing: **Tuesday, 03 October 2023**  
**via Microsoft Teams @10h00 am**

**Tenderers can request the link to attend the briefing @**  
**[adavid@erongored.com.na](mailto:adavid@erongored.com.na)**

**CLOSING DATE:**

**10h00 am on Friday, 13 October 2023.**