



REPUBLIC OF NAMIBIA

**MINISTRY OF SAFETY AND SECURITY**

**NOTICE TO SUPPLIERS**

**REQUEST FOR THE SUBMISSION OF COMPANY PROFILES FOR PROVISION OF GROUP INSURANCE SERVICES TO THE MINISTRY OF SAFETY AND SECURITY, PROCUREMENT MANAGEMENT UNIT**

**1. PURPOSE**

To obtain Insurance companies and Insurance Brokers profiles who are interested in conducting business with The Ministry of Safety and Security in respect of providing group insurance services for the members of the Namibian Police Force. Insurance Companies and Insurance Brokers are requested to submit their relevant documentations, and clearly indicate the types of insurance services they render and it should correspond with the nature of business stated in their companies founding statement or amendment (founding statement must be attached).

**2. THE INSURANCE NEEDS OF THE MINISTRY OF SAFETY AND SECURITY ARE AS FOLLOWS, BUT NOT LIMITED TO:**

**NON CONSULTANCY SERVICES**

- Life cover
- Funeral cover
- Disabilities
- Savings

**NB: The documents outlined below are mandatory in order to be eligible to participate:**

- ❖ A valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- ❖ A valid Company Registration Certificate indicating shareholders and Principal business
- ❖ A written undertaking as contemplated in Section 138(2) of the Labour Act, 2007
- ❖ An original valid Good Standing Social Security Certificate
- ❖ An original valid Good Standing Tax Certificate

- ❖ *Registration Certificate with Namibia Financial Institution Supervisory Authority Act (NAMFISA)*

**The Public Entity shall have the rights to:**

- (a) *Ask for clarifications at evaluation of company profiles and presentation*
- (b) *Reject all company profiles, if the above mentioned is not adhered to*
- (c) *Due to security reasons, vetting shall be enforced when necessary*
- (d) *Conduct site inspections at Insurance companies and Insurance Broker's premises. A clear physical address and contact details must be provided.*

*Administrative Enquiries: Commissioner A. Nelumbu  
Tel: 061- 2093311*

**Closing date for submission: 30 August 2017**

**Time: 14h00**

**Delivery address: NAMIBIAN POLICE FORCE, PROCUREMENT AND LOGISTICS, 21 BISMARCK STREET**

**NB: Submissions of profiles are to be submitted in sealed envelopes.**

**Commissioner (RTD) Trepine P. Kamati  
Permanent Secretary**

