



## **TENDER NO. MN 200/2022**

### **PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS**

**(01 OCTOBER 2023 – 30 SEPTEMBER 2026)**

In terms of Chapter 11 of the Municipal Finance Management Act No 56 of 2003, tenders are hereby invited for the above.

The physical address for collection of tender documents is General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza (The Office of the Cashier Supervisor – Mr. Ramesh Rampershad) upon presentation of a receipt proving prior payment of a non-refundable fee of R416.00 (inclusive of VAT), having been made at the Municipal Finance Directorate, General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza. (Cash only). **Tender documents will be available from 10h00 on 25<sup>th</sup> November 2022. The cut-off time for selling of tender document is 15h00 on the 12 December 2022.** Queries relating to the issue of these documents may be addressed to: Mr Poobalan Murugan (PoobalanM@kwadukuza.gov.za) on 032 437 5519. All technical queries must be directed to Mr Adil Nunkumar on 032 437 5525 ([AdilN@kwadukuza.gov.za](mailto:AdilN@kwadukuza.gov.za)).

A compulsory clarification meeting, with representatives of the Employer, will take place at General Justice Mpanza Building, 104 Mahatma Gandhi Street, KwaDukuza- (UPSTAIRS- FINANCE BOARD ROOM) starting at **10h00 am on 13<sup>th</sup> December 2022**. Failure to attend the compulsory clarification meeting will disqualify the tender. Doors to the venue will be closed at **10h00** and the briefing will commence immediately. Late attendance will not be accepted, and contractors will not be admitted into the venue. Only those tenderers who are in physical possession of a tender document shall be permitted to participate in discussion at the compulsory clarification meeting

Tenders shall be placed in sealed envelopes, endorsed with **TENDER NO. MN 200/2022 PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS (01 OCTOBER 2023 – 30 SEPTEMBER 2026)** be placed in the Tender Box at the SCM Municipal Offices, No. **2 Industria Crescent**, KwaDukuza, Lavoipierre Building, SCM Offices not later than **12h00 on 25<sup>th</sup> January 2023**, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Late, electronic, or faxed tenders will not be accepted

**Tenders will be evaluated and adjudicated according to the following criteria:-**

- 80/20 preference points system will apply in terms of the Preferential Procurement Regulation. 2017 (B-BBEE Status Level of Contribution - an original or certified copy of the certificate is required).
- Contractor shall be registered on the National Treasury's Central Supplier Database.
- Council's Supply Chain Management Policy.
- Prices tendered must be firm and inclusive of VAT.
- Contractor shall provide the Municipality with a Tax Compliance Status PIN to verify your tax compliance status or CSD master registration number.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant, then a letter or certificate from the landlord indicating that the levies are not in arrears.
- Certificate of Attendance at the clarification meeting.
- The tenderer must submit an Audited Annual financial statement for the past three years or since the Tenderer's establishment.
- The tenderer must submit a valid proof of membership to Financial Sector Conduct Authority (FSCA) – previously called Financial Services Board; and Financial Intermediaries Association (In terms of the Broker).
- The tender is valid for 90 days.
- **ONLY SERVICE PROVIDERS WHO WILL ACHIEVE A MINIMUM SCORE OF 70 POINTS OF THE TOTAL AVAILABLE POINTS WILL QUALIFY FOR FURTHER EVALUATION.**

		Range	Points/100
1	Bidder information Underwriter information Professional Indemnity insurance Membership of association Reference sites Supply details of your client service plan: Particulars of your nearest regional office		2 2 2 2 2 3 2
2	Municipal client base	Between 0-3 Municipalities: - 5 points  Greater than 3 Municipalities: - 10 points	10

3	Detail a typical claim procedure and the average response time/ turnaround time in processing the claim	<p>Basic plan outline – 5 points</p> <p>Plan outline with responsibilities – 10 points</p> <p>Detail procedure with responsible person and timeframes, etc – 15 points</p>	15
4	<p>Person/s responsible for the KwaDukuza Municipal account</p> <p>How many years' experience for each of the points</p>	<p>Professional qualification – 1 points</p> <p>Number of years' experience - 2 points</p> <p>Number of years' experience in the municipal sector with a similar size client – 2 points</p>	5
5	<p>Detail your history of the past five (5) years tariff increases and the corresponding percentage increase year on year</p> <p>Bidders must provide details for at least two reference sites. KwaDukuza Municipality reserves the right to validate the references.</p>	<p>8% - 10% - 2 points</p> <p>5% – 7% - 5 points</p> <p>3% – 4% - 10 points</p>	10
6	Has legal action been taken against you for non-performance or failure to settle any claims and please state the outcome	<p>No – 5 points</p> <p>Yes – but successfully defended – 3 points</p> <p>Yes – Insurer lost – 0 points</p>	5

7	Legal Support: Details of support that will be given to the municipality in respect of Public liability claims rejected/ summons.	Full Support , legal assistance up to and including court - 5 points  Limited Support - 3 points  No Support – 0 points	5
8	Policy Wording: The policy wording for each type / category of cover must be attached to submissions and the same cross referencing as used in point 3 above must be utilized. The bidder is required to provide a draft policy as part of the proposal.	Clear, concise, unambiguous. Full details for all sections of the policy. 35 points  Standard document, not customized to municipality, certain parts ambiguous, document requires refining. 20 points  Poor wording, irrelevant to organization. 0 points	35

All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.

Council does not bind itself to accept the lowest tender or any tender and reserves the right to accept any part or the whole of any tender. The Municipality also reserves the right to call on preferred bidders to form a joint venture with a BEE company.

Canvassing in any form in the gift of Council is strictly prohibited and will lead to the disqualification of the tender. No bids will be considered from the persons in the service of any organ state.

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**N.J. Mdakane**  
**MUNICIPAL MANAGER**