



TENDER NO. MN 20/2022

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

(1 OCTOBER 2022 – 30 SEPTEMBER 2025)

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 R392.20 (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 17 JUNE 2022. The cut-off time for selling of tender document is 15h00 on the 4 JULY 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).

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 **10H00am on the 5 JULY 2022.** Failure to attend the compulsory clarification meeting will disqualify the tender. Doors to the venue will be closed at **10:00am** 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

Proposals must be completed in accordance with the conditions stated in the Terms of reference. Document shall be sealed in two envelopes clearly marked: -

Envelop 1: MN 20/2022 – Stage One “Technical Proposal” – PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS (1 OCTOBER 2022 – 30 SEPTEMBER 2025) TECHNICAL DETAILS

Envelop 2: MN 20/2022 – Stage Two “Financial Proposal” – PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS (1 OCTOBER 2022 – 30 SEPTEMBER 2025) FINANCIAL DETAILS

The independently marked and sealed envelopes shall be placed together in a sealed outer package that states on the outside only - **TENDER MN 20/2022 – Provision of Short Term Insurance for a Period of 36 Months (1 OCTOBER 2022 – 30 SEPTEMBER 2025)** and be placed in the Tender Box at the Municipal Offices, No.2 Industria Crescent at the Lavopierre Building- Supply Chain Management Unit, KwaDukuza, no later than **12h00 on 26 JULY 2022** 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:-

- The municipality is pursuing a ‘two stage’ tender process and proposals shall be completed in accordance with the conditions stated in the tender specifications.
- Stage one evaluation will be based on functionality. Only bidders who will achieve 70% points on technical evaluation of stage one will proceed to the second stage.
- 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.

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. Preference will be given to an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people. 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.

N.J. Mdakane
MUNICIPAL MANAGER