

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 10 OF 23/24

**APPOINTMENT OF MOTOR AND NON-MOTOR INSURANCE ASSESSORS FOR THE
MSUNDUZI MUNICIPALITY**

TENDER NOTICE

Tenders are hereby invited from suitably qualified and experienced Service Providers for the appointment of motor and non-motor insurance assessors for the Msunduzi Municipality for a period of three (3) years. This is a re-tender to the previously advertised tender under Contract No. SCM 25 of 22/23.

Tender documents will be made available to tenderers from **12h00 on Monday, 04 September 2023.**

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R719.22 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Dhevika Anthony (Assets and Liability Management Unit) on direct Telephone No. 033 – 392 3751 or e-mail address **dhevika.anthony@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

A non-compulsory **Tender Briefing Meeting** will be held on **Thursday, 14 September 2023**, in the **EXCO Boardroom, 4th Floor, A. S. Chetty Centre, 333 Church Street, Pietermaritzburg**, commencing at **10h00**. Only one representative per Company will be allowed to attend the above meeting due to Covid-19 protocols.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 10 of 23/24**” and the **Contract Description** and must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street, Pietermaritzburg, 3201, not later than **12h00 on Thursday, 05 October 2023**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	Company experience as an insurance assessor or loss adjuster.	40 Points
2.	Capacity: Minimum of two staff with experience in the insurance assessor or loss adjuster services business.	40 Points
Total Functionality Points		80 Points
Minimum Threshold		80% (64 Points)

The allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goals	Points
1.	Race (HDI) – “Black Owned Enterprise (BOE)” in this context refers to a “Black-owned enterprise” with at least fifty-one percent (51%) South African Black ownership and/or more than fifty-one percent (51%) management control by South African Black people.	10
2.	Gender – “Business Enterprise owned by Women” means a Woman-owned business that is a continuing, independent, for profit business which performs a commercially useful function, and is at least fifty-one percent (51%) owned and controlled by one (1) or more Women; or, in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned and controlled by one (1) or more Women and whose management and daily business operations are under the control of one (1) or more Women.	05
3.	Persons with Disabilities – “Business Enterprise owned by Disabled Persons” means a business enterprise with at least fifty-one percent (51%) ownership and/or more than fifty-one percent (51%) management control by Disabled Persons.	05
Total Preference Points (Specific Goals)		20

In order to claim the above Preference Points, a CSD Verification Certificate must be provided.

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR L. H. MAPHOLOBA (MUNICIPAL MANAGER)