

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM 25 OF 22/23**

**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 years.

Tender documents will be made available to tenderers from **12h00 on Tuesday, 27 September 2022.**

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, 5<sup>th</sup> Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R672.16 (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 **Wednesday, 05 October 2022**, in the **10<sup>th</sup> Floor Boardroom, Professor Nyembezi Centre, 341 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 25 of 22/23**" 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 Tuesday, 25 October 2022**, 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 complying with the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Preference Point System in accordance with the Preferential Procurement Regulations 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000. The Functionality for Stage One shall be evaluated on the following criteria:

No.	Functionality Evaluation Criteria	Maximum Points
1.	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
<b>Total Functionality Points</b>		<b>80 Points</b>
<b>Minimum Threshold</b>		<b>80% (64 Points)</b>

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.

**MRS N. M. NCGOBO (ACTING CITY MANAGER)**