

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 28 OF 18/19

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

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers for the motor and non-motor assessors for the Msunduzi Municipality.

Only tenderers with B-BBEE Contributor Levels of 1 and 2 will be considered for appointment.

Tenderers shall be required to submit, together with the tender document, a valid original or certified copy of their B-BBEE status verification certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice and must be valid until the closing date of the tender.

A tenderer that fails to meet the Pre-qualification criteria stipulated above is an unacceptable tender.

Tender documents will be made available to tenderers from 12h00 on **Wednesday, 12 December 2018.**

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 **R204.70 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **The cut-off time for the purchasing and collection of tender documents shall be 14h00 on Wednesday, 23 January 2019.**

For any technical related enquiries, please contact Odwa Langa/Dhevika Anthony (Asset Management) on direct Telephone No. 033 – 392 2568/033 392 3751 or e-mail address [odwa.langa@msunduzi.gov.za/](mailto:odwa.langa@msunduzi.gov.za) dhevika.anthony@msunduzi.gov.za.

For any procurement related enquiries, please contact Phiwe Mthlane (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2486 or e-mail address phiwe.mthlane@msunduzi.gov.za.

A compulsory Tender Briefing Meeting will be held on Thursday, 24 January 2019 in the Sap Boardroom, 10th Floor, Professor Nyembezi, 341 Church Street, Pietermaritzburg, commencing promptly at 10h30. Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a tender document failing which the Tenderer shall be disqualified. Only one representative per Company or Consortium will be allowed to attend the above meeting.

Tenders contained in sealed envelopes and marked with “**Contract No. SCM 28 of 18/19**” and

the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00** on **Wednesday, 06 February 2019**, 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: 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.	Evaluation Criteria	Maximum Points
1	Experience as an insurance assessor or loss adjuster.	30 Points
2	Capacity –minimum of 2 staff with experience in the insurance assessor or loss adjuster	30 Points
3	Locality	20 Points
Total Functionality Points		80 Points
Threshold to Qualify for Stage Two		80% (64 Points)

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.

MS NELISIWE NGCOBO (ACTING CITY MANAGER)