

THE MSUNDUZI MUNICIPALITY

TENDER NOTICE

CONTRACT NO.SCM17 OF 2021/2022

PROVISION OF SHORT TERM INSURANCE BROKING SERVICES FOR MSUNDUZI MUNICIPALITY

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Service Providers for the provision of short term insurance Broking services.

Tender documents will be available to tenderers from **14h30 on Thursday, 16th September 2021**.

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, at a non-refundable tender deposit fee of **R239.20 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. A copy of the Tender Deposit Receipt must be attached to the tender document (if purchased at the Municipality).

For any technical related enquiries, please contact **Mrs. Dhevika Anthony** (Manager: Loss control)) on Telephone No. 033 – 392 3751 or e-mail address: Dhevika.anthony@msunduzi.gov.za.

For any procurement related enquiries, please contact **Mrs Mellissa Nero** (Supply Chain Management Unit) on direct Telephone No. 033 – 392 3018 or e-mail address: mellissa.nero@msunduzi.gov.za.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Specialised Contract No.SCM17 of 21/22**” and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (Commercial Road), Pietermaritzburg, not later than **12h00, on Thursday, 21st October 2021**, 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:

Table 1: Functionality Stage

	Description of Functionality Criteria	Maximum Possible Score
1.	Experience in the industry (This must be supported with evidence of experience)	30
2.	Track record of Clientele – (This must be supported by references and evidence of experience)	30
	TOTAL	60
	Threshold	36

Threshold = 60% or minimum of 36 points for bidder to be considered for further evaluation in Stage 2: Financial and Preference 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.

Mr. M. KHATHIDE (CITY MANAGER)