

**THE MSUNDUZI MUNICIPALITY**

**CONTRACT No. SCM 47 OF 17/18**

**PROVISION OF SHORT TERM INSURANCE BROKING SERVICES FOR THE MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

The Msunduzi Municipality hereby invites tenders from suitably experienced Service Providers for the provision of Short Term Insurance Broking Services for a period of thirty-six (36) months.

Tender documents will be made available to tenderers from **12h00 on Tuesday, 27 February 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](http://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 **R191.52 (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 Tuesday, 06 March 2018.**

For any technical related enquiries, please contact Dhevika Anthony (Assets and Liabilities Unit) on direct Telephone No. 033 – 392 3751 or e-mail address [dhevika.anthony@msunduzi.gov.za](mailto: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](mailto:vinay.mohanlal@msunduzi.gov.za).

**A compulsory Tender Briefing Meeting** will be held on **Wednesday, 07 March 2018**, in the **SAP Boardroom, 10<sup>th</sup> Floor, Professor Nyembezi Centre, 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 complete 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 47 of 17/18**” 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, 28 March 2018**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

**Tender Validity Period:** Three (3) 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	<b>Experience in the Industry. <i>(This must be supported with evidence of experience)</i></b>	<b>30 Points</b>
2	<b>Track Record of Clientele. <i>(This must be supported by references and evidence of experience)</i></b>	<b>30 Points</b>
3	<b>Locality</b>	<b>20 Points</b>
<b>Total Functionality Points</b>		<b>80 Points</b>
<b>Threshold to Qualify for Stage Two</b>		<b>60 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.

**MR SIZWE HADEBE (CITY MANAGER)**