

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.

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 **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.

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 compulsory Tender Briefing Meeting will be held on **Wednesday, 07 March 2018**, in the **SAP Boardroom, 10th 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	Experience in the Industry. <i>(This must be supported with evidence of experience)</i>	30 Points
2	Track Record of Clientele. <i>(This must be supported by references and evidence of experience)</i>	30 Points
3	Locality	20 Points
Total Functionality Points		80 Points
Threshold to Qualify for Stage Two		60 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 SIZWE HADEBE (CITY MANAGER)