

169 Main Street
Private Bag 53
Umzimkhulu
3297



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Tel: (039) 259 5000/5300
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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 22/12/2017
KZN435/17/18/005/BTO

ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
Provision of Insurance Services 5 year contract	ULM-BTO005/18	10/01/2018 @12h:30

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of R300 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between **09:30am** and **16:00pm** from the **5th of January 2018**; cut-off time for buying documents is the **10th of January 2018**, 15 minutes before the briefing time.

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted

- Registered on Central Suppliers Database (CSD) attach proof of Registration
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9
- Updated Municipal rates statement for the company and the directors to confirm that Municipal rates are not in arrears for more than 90 days
- Certificate of Authority" to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head

Compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Boardroom, 169 Main Street, uMzimkhulu, 3297**.

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80/20 Preference point systems will apply in the Evaluation **and functionality will be considered.**

EVALUATION CRITERIA

Minimum threshold 60%

Functionality

Criteria	Require Documents	Point Allocation	Total Points
Experience			
0 to 5 relevant experience in the provision of Insurances services , the service provider is required to provide attach the stated documents	Appointment letters or Referral letters from previous institutions they have worked with	0- Projects =0 03-04 projects =25 01-02 projects =10 5 and beyond projects =50	50points
Accreditation			
Service provider must be register with SAIA	SAIA certificate with registration number / any other insurance boards	Non-submission of=0 Attached= 20	20 Points

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Methodology			
General description of the scope of work	Efficiency, access, Third-party liability, Market value /Book value	Covered all aspect the documents =20 Ignored any of the aspect =0	20points
Insurance Provider			
	Direct Provider Broker	=10 = 5	10 points

NB: It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 60% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive

Values to be used

- Poor : 0
- Fair : 1
- Good : 2
- Very good : 3

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120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Miss L Mngonyama
Telephone : (039) 259 5055
Fax No : (039) 259 0427
Email Address : mngonyamal@umzimkhulum.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 26th of January 2018** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply

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Z. S. SIKHOSANA
MUNICIPAL MANAGER