

# T1.1 TENDER NOTICE & INVITATION



## STEVE TSHWETE LOCAL MUNICIPALITY TENDER NO.: BS07/03/2017

**CLOSING DATE: 2017/05/11 AT 12H00**

### APPOINTMENT AS SHORT-TERM INSURANCE BROKER FOR A PERIOD OF 5(FIVE) YEARS.

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), tenders are hereby invited for the provision of short-term insurance brokerage service for a period of 5(five) years.

Tender documents and specifications are available and can be obtained from Ms. Rose Kallies, Legal & Administration Department, Room B207, Municipal Building, Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga 1050 (Tel: [013] 249-7365, Fax: [013] 243-2550), at a non-refundable deposit of R450,00. Payments can be made through bank guaranteed cheque payable to the Steve Tshwete Local Municipality or cash.

The closing time for receipt of tenders is **12:00hrs** on **2017/05/11**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Hereafter all bids will be public. **A compulsory clarification meeting will be held on the 20<sup>th</sup> of April 2017 at Steve Tshwete Local Municipality Civic Centre Finance Department Boardroom, Cnr Walter Sisulu And Wanderers Street at 10H00. Tenderers who are 10 minutes late will not be allowed to sign attendance register and will not be considered for tendering.**

Any technical enquiries relating to the tender document may be directed to Mr Sifiso Mochitele at telephone number 013 249 7104.

Fully completed tender documents, clearly marked "**Tender No. BS07/03/2017: APPOINTMENT AS SHORT-TERM INSURANCE BROKER FOR A PERIOD OF 5(FIVE) YEARS.**" with "**NAME of TENDERER**"

must be placed in a sealed envelope and placed in the **tender box** on the **1<sup>st</sup> floor B207**, Steve Tshwete Municipality, Civic Centre, Wanderers Avenue, Middelburg, **by no later than 12h00 on 2017/05/11**. The envelope must be endorsed with number, title and closing date as indicated above..

*Bidders will be evaluated on functionality whereby 70 points has to be attained before financial proposals can be looked at.* A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Steve Tshwete Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

**The following documents have to be attached:**

- **Original certified copy of valid BBBEE certificate (non-compulsory, failure to submit no points will be awarded)**
- **Certified copy of Bank rating document (bids with a value above R2-million)**
- **Certified copy of current municipal account (not older than 3 months)**
- **Audited Annual Financial Statements for the previous 3 financial years**
- **Central Supplier Database Summary Report**

**S.M MNGUNI**  
**ACTING MUNICIPAL MANAGER**  
STEVE TSHWETE LOCAL MUNICIPALITY  
Municipal Civic Building  
Wanderers Avenue  
**MIDDELBURG**

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BIDDER

WITNESS

EMPLOYER

WITNESS