



ABAQULUSI MUNICIPALITY

Abaqulusi Local Municipality hereby invites Bids from suitable service providers for the follows bid in the Finance Services Department.

INVITATION TO TENDER

APPOINTMENT OF A SERVICE PROVIDER TO SHORT TERM INSURANCE SERVICE IN ABAQULUSI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS

TENDER NO: 8/2/1/82 • NOTICE NO: 45/2023

Abaqulusi Municipality invites experienced service providers to submit bids for the provision of Short term Insurance service in Abaqulusi Local Municipality for a period of 36 months.

Bids documents be self downloaded from e-tenders (www.e-tenders.gov.za) as from the **14 December 2023**.

The bid submitted will be evaluated on in terms of the following criteria:

- **First Stage:** Returnable and Completeness then Functionality: minimum of 70%
- **Second Stage:** Preferential Point System (80/20); 80 for price and 20 for special goals. Only bidders who pass the first stage with a minimum of 70% will then be evaluated further in the second stage.

Bids are to be completed in accordance with the conditions and bid rules contained in the tender document and supporting documents must be placed in a sealed envelope and clearly marked **"Provision of Short Term Insurance Services in Abaqulusi Municipality for a period of 36 months"**. It must be deposited in the tender box found at the **ground floor of the Abaqulusi Local Municipality, corner of high and Market Street Vryheid 3100 by not later than 19 January 2024 at 12h00**.

CONDITIONS: 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 • Fill in all the Municipal Bidding Documents (MBD'S) failure to do so will automatically disqualify • Fully completed all the MBD'S on the tender document • Fully completed tender document (bidder will be disqualified for incomplete document) • Service Providers should be on Municipal Data Base if not please collect data base forms at SCM Office or down load them from Municipal website (www.abaqulusi.gov.za) and submit them with your bid document • Late bids will not be accepted • The tender will be valid for a period of **90 days** after the closing date • This tender must only be submitted on the documentation provided by Abaqulusi Municipality (Original document).

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

MINIMUM REQUIREMENTS: The following documents have to be attached: • Central Supplier Database registration report (Detailed) to claim special goals • Valid copy of company registration document • If above R10m, an audited three year AFS must be provided • SARS PIN or Tax Clearance certificate must be submitted • Certified B-BBEE Certificate from registered accountant is required or original Sworn Affidavit from Commissioner of Oath • Relevant experience with reference letter must be provided • A certified current account in terms of water and electricity / rates and taxes obtainable from your local municipality must be submitted not older than three months or lease agreement • Certified copies of identity documents of directors and owners of the company must be submitted • Failure to comply with these minimum requirements will result in immediate disqualification of the bid.

For more SCM enquiries please contact: Supply Chain Management office at e-mail: scm@abaqulusi.gov.za

No bids will be accepted from a person whose Tax Matters are Non Compliant

The Abaqulusi Local Municipality does not bind itself to accepting the lowest, or any bid, either wholly or in part or give any reason for such action.

S.P. DLAMINI: ACTING MUNICIPAL MANAGER