



**INVITATION TO TENDER
TENDER NO: 19/08/2021**

DESCRIPTION: PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS

Dannhauser Local Municipality hereby invites tenders from reputable short-term Insurance Intermediaries, who are members of the Financial Intermediaries Association (F.I.A.) and who comply with the Financial Advisory and Intermediary Services (F.A.I.S.) Act, for the Provision of Short-Term Insurance Services to the Municipality for a period of 36 months.

A NON-REFUNDABLE BID document fee of **R250.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – FNB, Account Holder - Dannhauser Municipality, Account No. 62369194106, Branch code - 270324 and Account type – Cheque) and will be available from **19/08/2021**.

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBEE certificate must be submitted.

Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Clearance Certificate (SARS Pin).
- JV Agreement (if applicable)
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Background and experience of the firm in a related field.
- Capacity to undertake work within stipulated time frame
- Detailed breakdown of fees and No hidden cost will be considered.
- Company profile with traceable references
- CIPC Registration certificate "CK"
- Current municipal rates account
- Bidders must be registered with the Financial Services Board (FSB), Financial Intermediaries Associations (FIA) and the Institute of Risk Management South Africa (IRMSA). (Proof of registration must be attached).
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders 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

EVALUATION CRITERIA

Criteria	Max points	Verification method
<p>Profile must at least include:</p> <p>A detailed schedule of relevant experience (including the start & end date of contract) =20 points <i>1 - 5 years =10 points</i> <i>6 – 10 years =15 points</i> <i>above 10 years' experience =20 points</i></p> <p>Reference letters from Municipalities which are clients of the bidder =20 points <i>1 - 5 municipal clients =10 point</i> <i>6 -10 municipal clients =15 points</i> <i>above 10 municipal clients =20 points</i></p> <p>Registered as an authorised financial service provider =10 points</p>	50	<p>Attach a detailed schedule</p> <p>Attach reference letters from municipalities</p> <p>Attach proof of registration as an authorised financial service</p>
<p>Ability of the bidder's infrastructure to handle and settle claims e.g. computer systems, personnel, network offices etc. <i>Resources – details of full-time employees being account directors, technicians, broking and other staff based in South Africa, who may be utilized on this account, including their certified qualifications =25 points</i></p> <p><i>Full time employees allocated to Dannhauser qualifications and experience</i> <i>1 - 5 years' experience & relevant qualifications =10 points</i> <i>6 - 10 years' experience & relevant qualifications =15 points</i> <i>above 10 years' experience & relevant qualification =25 points</i></p>	25	<p>Provide details of full-time employees being account directors, technicians, broking and other staff based in South Africa, who may be utilized on this account, including their certified qualifications</p>
<p>Legal Support <i>Details of support that will be given by the Insurance broker to the Municipality in respect of claims rejected by the Insurer and experience of the legal support team =25 points</i></p> <p><i>No CVs submitted / poor legal support - 0 points</i> <i>Average legal support - 15 points</i> <i>Good legal support - 25 points</i></p>	25	<p>Provide details of support that will be provided as well as CVs of the legal support team</p>
Total	100	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **75 points**.

Tenders must be submitted in a sealed envelope; clearly marked "**TENDER NO: 19/08/2021 PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS**" and must be deposited into the tender box situated at the reception area of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **30 September 2021**, where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Technical enquiries may be directed to Mrs. DM Mohapi, e-mail: danisilem@dannhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0720/24 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

WB NKOSI
MUNICIPAL MANAGER

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