

**YOU ARE HEREBY INVITED TO BID FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES FOR A PERIOD UP TO 30 JUNE 2027**

TENDER NUMBER: INS 2/2024  
DESCRIPTION : PROVISION OF SHORT-TERM INSURANCE SERVICES FOR A PERIOD UP TO 30 JUNE 2027  
CLOSING DATE : 07 December 2023  
CLOSING TIME : 10H00

Bids will be opened in the Civic Centre, 1st Floor, Berg River Boulevard, Paarl in public at 10h15.

INFORMATION : **Obtain documentation:**  
Drakenstein Municipality, Civic Centre, Berg River Boulevard, Office of the Insurance Section, Zariah Naidoo, 2nd Floor, Paarl, 7646  
GPS Coordinates S33 44.248 E18 58.108  
[Zariah.Naidoo@drakenstein.gov.za](mailto:Zariah.Naidoo@drakenstein.gov.za)

**Enquiries regarding tender documentation:**

Mr Casparus Wessels  
Tel: 021 807 4643  
E-mail: [Casparus.Wessels@drakenstein.gov.za](mailto:Casparus.Wessels@drakenstein.gov.za)

**Office hours for collection:**

08h30 – 15h00 as from 02 November 2023. A non-refundable fee of R450.00 is payable to Drakenstein Municipality for collection of documents.

Bids may only be submitted on the bid documentation provided by the municipality and must remain valid for a minimum of **150** days after bid closing.

Telegraphic, telephonic, telex, facsimile, e-mailed or late tenders will not be accepted. The lowest, only or any bid shall not necessarily be accepted, and the Council reserves the right to accept any part of the bid.

**TENDERS TO BE DEPOSITED IN:** The tender box 1 in the foyer of the Civic Centre, Drakenstein Municipality, Berg River Boulevard, PAARL, 7620. The tender box 1 is open from Mondays until Thursdays from 08:00 until 16:45 and on Fridays from 08:00 until 15:30. This excludes weekends and public holidays.

**NOTE:** This tender will be evaluated in terms of the **Preferential Procurement Regulations, 2022 (Government Gazette No. 47452)** and **Drakenstein Municipality's Supply Chain Management Policy and its Preferential Procurement Policy**. Please take note of the responsiveness criteria as stipulated in the tender document.

**Please take note of the responsiveness criteria as stipulated in the tender document.**

**PROCUREMENT PREFERENCE POINT SYSTEM: 80/20**

The successful bidder will be required to fill in and sign a written contract form.

The following conditions to bid exist (failure to comply may result in your bid being disqualified):

1. This bid is subject to the general conditions of contract (GCC) and special conditions for bidding;
2. Relevant specifications.
3. Bidders must be registered on Drakenstein Municipality's supplier database if they wish to conduct business with the municipality.
4. The tax status requirements as per MBD 1 (Part B) must be complied with. No contract will be awarded to any bidder that is not deemed tax compliant at the date of award.

5. Bids submitted must be in a sealed envelope clearly marked with the bid number, placed in the tender box 1 before closing time. Failure will result in the bid being invalid.
6. Functionality is applicable to this bid. Bidders are required to attain a minimum score of 70% for functionality in order to be further evaluated in terms of the preference points system.

**Paarl Post; Die Burger; Cape Times**  
**DR JOHAN LEIBBRANDT**  
**CITY MANAGER**

**U WORD HIERMEE UITGENOOI OM TE TENDER VIR DIE VOORSIENING VAN KORTTERMYN  
VERSEKERINGSDIENSTE VIR 'N PERIODE TOT 30 JUNIE 2027**

TENDER NOMMER: INS 2/2024  
BESKRYWING : VOORSIENING VAN KORTTERMYN VERSEKERINGSDIENSTE VIR 'N PERIODE TOT 30 JUNIE 2027  
SLUITINGSDATUM: 07 Desember 2023  
SLUITINGSTYD : 10:00  
Tenders sal in die openbaar geopen word in die Burgersentrum, 1ste Vloer, Bergrivier Boulevard, Paarl om 10:15

INLIGTING : **Dokumentasie verkrygbaar:**  
Drakenstein Munisipaliteit, Burgersentrum, Bergrivier Boulevard, Paarl, 7646,  
Versekerings kantoor, Zariah Naidoo, 2de vloer.  
GPS koördinate S33 44.248 E18 58.108  
[Zariah.Naidoo@drakenstein.gov.za](mailto:Zariah.Naidoo@drakenstein.gov.za)

**Navrae in verband met die tender:**

Mnr Casparus Wessels  
Tel: 021 807 4643  
E-pos adres: [Casparus.Wessels@drakenstein.gov.za](mailto:Casparus.Wessels@drakenstein.gov.za)

**Kantoorure vir afhaal van tenderdokumente**

08:30 – 15:00 vanaf 02 November 2023 teen 'n nie- terugbetaalbare fooi van R450.00 betaalbaar aan Drakenstein Munisipaliteit. **Geen fooi is van toepassing indien tender dokumente elektronies versoek word nie.**

Tenders mag slegs ingedien word op die tender dokumentasie soos voorsien word deur die munisipaliteit en moet geldig bly vir 'n minimum periode van 150 dae na tendersluiting.

Telegrafiese, telefoniese, telex, faksimilee, laat tenders of tenders per e-pos sal nie aanvaar word nie. Die Raad behou die reg voor om nie noodwendig die laagste, enigste of enige tender te aanvaar nie asook enige gedeelte van enige tender.

**Tenders moet geplaas word in die tenderbus 1 in die voorportaal van die Burgersentrum, Drakenstein Munisipaliteit, Bergrivier Boulevard, PAARL, 7620.** Die tenderbus 1 is oop vanaf Maandae tot Donderdae tussen 08:00 en 16:45 en op Vrydae vanaf 08:00 tot 15:30. Naweke en publieke vakansiedae is uitgesluit.

**NOTA:** Hierdie tender sal ge-evalueer word in terme van die Voorkeur Verkrygingsregulasies van 2022 (Staatskoerant No. 47452) en Drakenstein Munisipaliteit se Voorsieningskanaal Bestuursbeleid en sy Voorkeur Verkrygings Beleid. Neem kennis van die antwoordende kriteria soos vervat in die tender dokument.

**VOORKEUR VERKRYGINGS PUNTESTELSEL: 80/20**

Daar sal van die suksesvolle tenderaar verwag word om 'n geskrewe kontrakdokument in te vul en te onderteken.

Die volgende tendervoorwaardes geld (nalating om hieraan te voldoen mag lei tot diskwalifikasie van die tender):

1. Die tender is onderhewig aan die Algemene Kontrakvoorwaardes en spesiale voorwaardes.
2. Relevante spesifikasies.

3. Tendersaars moet geregistreer wees op Drakenstein Munisipaliteit se verskaffers databasis indien hulle besigheid wil doen met die munisipaliteit
4. Die belasting status vereistes soos per MBD 1 (Deel B) moet nagekom word. Geen kontrak sal toegeken word aan 'n tenderaar wie nie voldoen aan belasting vereistes op datum van toekenning nie.
5. Die tender moet ingedien word in 'n verseelde koevert en duidelik gemerk met die tender nommer daarop en geplaas word in die tenderbus 1 voor die sluitingstyd. Indien daar nie aan hierdie vereistes voldoen word nie sal die tender as ongeldig beskou word.
6. Funksionaliteit is van toepassing op hierdie tender. Tendersaars moet 'n minimum van 70% behaal vir funksionaliteit om sodoende verder ge-evalueer te word in terme van die voorkeur verkrygings puntestelsel.

**Paarl Post; Die Burger; Cape Times**  
**DR JOHAN LEIBBRANDT**  
**STADSBESTUURDER**