

MAPHUMULO LOCAL MUNICIPALITY

Private bag x 9205
Maphumulo
4470

MUNICIPALITY PROFILE

Tel: 032 481 4500
Fax: 032 481 2053

Website: www.maphumulo.gov.za

**INVITATION TO BIDS: INSURANCE SERVICE
BID NO: KZN294/INSURE-BTO/2021**

The Maphumulo Local Municipality invites bids from qualified and experienced service providers to provide service of insuring the municipal assets. The contract is for the period of three (03) years renewable yearly based on performance. The full specification will be available on tender document.

Bidders must submit their offers on the official Municipal bidding documents, which will be available at the Municipal offices, located at **MR 711, LOT 152, Maphumulo** on **Tuesday 07 September 2021 until Thursday 09 September 2021 ONLY**. A non-refundable document fee of R1000.00 is payable upon collection and payment must be Deposited on **ABSA Bank**, account number: **4056102866**.

Completed tender documents must be in a sealed envelope clearly marked "**INSURANCE SERVICES AND BID NO**" and placed in tender box located at: **Maphumulo Municipal Offices, MR 711, LOT 152, Maphumulo** by no later than **12h00 on Thursday 23 September 2021**. Documents will be opened in public. **Telegraphic, faxed, Emailed or posted tenders will not be accepted**. Bidders must attach the following **mandatory returnable documents** in order to be considered for this bid:

- Printed Copy of tax clearance certificate accompanied by a pin for further verification.
- **Certified ID(s) copies** of company director(s) **(Not older than 3 months)**
- **Certified** Copy of company registration **(Not older than 3 months)**
- **Proof of payment** for tender document
- Company municipal rates, electricity or water account **not older than 3 Months**, proof of Residential lease or rental or sworn affidavit accompanied by proof of resident if the business operates at a place of residence.
- Completed and signed Municipal Bidding Document attached in the tender document.
- Registered on Central Supplier database (CSD)
- Proof of registration on Financial service board

Evaluation will be done on the following two-stage process in terms of National Treasury Circular No: 53

Stage 1

Evaluation of functionality in terms of MFMA Circular 53. Only the service providers who achieve a minimum of 70% points of the total points will qualify for stage two of the Evaluation process.

The points for stage one will be allocated as follows:

FUNCTIONALITY	POINTS
Proven Track Record	30
Lead Time to finalise the claim	20
Financial Viability	20
Methodology	10
Total	80

Stage 2:

The 80/20 preferential point system will be applied, where 80 points will be allocated for price and 20 points for B-BBEE Status. Bidders are encouraged to submit an original or certified copy of B-BBEE certificate issued by SANAS Accredited Verification Agency. In case of EMEs bidder may submit an original SWORN Affidavit signed by a commissioner of oaths to claim Preference Points.

All Technical enquiries relating to this tender must be directed to **Mr. S Biyela Tel. Number: 032 481 4500 or emailed Siphamandla.biyela@maphumulo.gov.za** and **SCM related enquiries must be directed to Ms KP Mzobe on 032 481 4500 or email velani@maphumulo.gov.za** during office hours (7:30 - 16:00) weekdays. The Maphumulo Municipality does not bind itself to accept the lowest or any tender and this tender will be valid for the period of 90 days after closing.

Mr. PN MHLONGO
MUNICIPAL MANAGER