

# PART T1: TENDER PROCEDURE

## T1.1 TENDER NOTICE AND INVITATION TO TENDER

### TENDER NOTICE KH31-25/26

Tenders are hereby invited for the **SUPPLY OF A SHORT-TERM INSURANCE SERVICE** from the date of signing the service level agreement for a period of three (3) years, as detailed in the tender document.

Tender documents (with all required specifications) are available on the official website of the Municipality: [www.khaima.gov.za](http://www.khaima.gov.za) and the following email addresses: [procurement@khaima.gov.za](mailto:procurement@khaima.gov.za); [expense@khaima.gov.za](mailto:expense@khaima.gov.za); [Cassiec@khaima.gov.za](mailto:Cassiec@khaima.gov.za) during business hours (08:00-16H30) as of **Friday, 08 May 2026**.

The tender sealed and clearly marked: **Tender KH31-25/26 - SUPPLY OF A SHORT-TERM INSURANCE SERVICE** - must be placed in the tender box at the Khâi-Ma Municipal Offices, 21 Nuwe Street, Pofadder.

Tenders must be received by no later than **9 June 2026 at 10:00**. **A formal opening session will be held soon after the closing time of the tender.**

#### **THE FOLLOWING CONDITIONS WILL APPLY:**

- Price(s) tendered must be valid for at least ninety (90) days from the tender closing date.
- Price(s) tendered must be firm and should be inclusive of VAT.
- This tender will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and the Khai-Ma local municipality SCM and preferential procurement policy, for this purpose the original MBD 4, MBD 6.1, MBD 8 & MBD 9 forms must be completed and submitted together with your price quotation
- All the relevant **supporting documentation regarding the specific goals should be submitted** with all other document, This include submission of an original or originally certified BBE certificate/affidavit indicating level of HDI ownership and proof of address where the company is carrying its operations.
- The lowest or only tender will not necessarily be accepted.
- A valid tax compliance pin number on an official document of SARS in order for the municipality to verify tax compliance should be submitted.
- Potential service providers who were found guilty of fraud or corruption or who wilfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- Potential service providers whose municipal rates and taxes or municipal services charges are in arrears for three months, at the municipality or any other municipality or entity, will be disqualified. **Please submit a municipal account (not older than 3 (three) months) as proof of account that is up to date, with your tender document or a valid lease agreement, where a company is operating from leased premises.**
- Bidders must be registered with the relevant insurance governing body namely, FSCA (Financial Sector Conduct Authority), FIA (Fellow of the Insurance Institute of South Africa), South African Insurance Association (SAIA), Insurance Institute of South Africa (IISA), or any other relevant insurance governing body, to be eligible to submit a tender.
- No late, faxed or e-mailed tenders will be accepted.

**NB: No tenders will be considered from persons in the service of the state.**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
**MR. KGOMODIKAE P. LESERWANE**  
**MUNICIPAL MANAGER**