



## TENDER NOTICE

Bids are hereby invited from suitably experienced Service Providers for the project stated below:

BID NUMBER	BID NAME/DESCRIPTION	DATE ADVERTISED	COMPULSORY BRIEFING SESSION	BID CLOSING DATE & TIME
ELM/4/10/2023T	Provision of Short-Term Insurance or a Period of Three Years	Friday, 06 October 2023	Friday, 13 October 2023 at 11:00 in Cacadu Municipal Council Chamber	Wednesday, 08 November 2023 at 12:00 PM

Bid documents will be available from the **10 October 2023** on the Emalahleni Local Municipality Municipal Website: [www.emalahlenilm.gov.za](http://www.emalahlenilm.gov.za) and **E-tender Portal**.

Project enquiries shall be directed to **Ms Z Mejeni 072 359 4454** / at [mejeniz@emalahlenilm.gov.za](mailto:mejeniz@emalahlenilm.gov.za) during normal office hours (08h00-16h30) and all bidding enquiries shall be directed to **Mr. N Stemela on 078 112 8036/** at [stemelan@emalahlenilm.gov.za](mailto:stemelan@emalahlenilm.gov.za) during normal office hours (08h00-16h30).

Completed bids and supporting documentation, placed in a sealed envelope clearly written on the outside as per the bid document, must be dropped in the marked bid box placed at the reception of the Emalahleni Local Municipality offices at 37 Indwe Road in Lady Frere not later than **12h00 pm on the dates as mentioned above**, all the received bids will be opened in public

**BIDS WILL BE EVALUATED ON THE BASIS OF RESPOSIVENESS FIRST THEN FUNCTIONALITY AND ONLY RESPONSIVE BIDS WILL BE EVALUATED ON PRICE AND SPECIFIC GOALS AT 80/20 POINTS BASIS AS INDICATED FROM THE BELOW TABLE.**

EVALUATION CRITERIA	POINTS ALLOCATION
Experience	40
Expertise	30
Methodology	30
<b>TOTAL</b>	<b>100</b>

### SPECIFIC GOALS

CATEGORY	VERIFICATION METHOD	Weighting
Women ownership ≥ 50%	ID copies of Directors, company registration, CSD report and shareholder certificates	10
Youth ownership ≥ 50%	ID copies of Directors, company registration, CSD report and shareholder certificates	10
<b>TOTAL POINTS</b>		<b>20</b>

**BIDDERS SHALL TAKE NOTE OF THE FOLLOWING:**

- Bidders will be adjudicated in accordance with the Municipality Supply Chain Management Policy and the Specific Goal Preferential Procurement will be based on the 80/20 points system.
- The Validity period is 90 days from the closing date of bids.
- Submit a company registration certificate (C.K document).
- Bidders must submit a Tax Compliance status document with Pin issued by South African Revenue Services (SARS).
- Submit all director's certified ID copies as reflecting on the company registration document.
- Submit proof of registration summary on Central Supplier Database (CSD) not older than one month.
- All municipal rates and taxes of the supplier must be paid where the business has its head or regional office. Latest billing clearance certificate or account statement not older than 3 months must be submitted with the bid, or if the property is being leased then lease agreement must be attached, failure to do so will result in the bid being disqualified.
- **MBD 1(Compulsory), MBD 3.1 (Compulsory), MBD 4(Compulsory for all shareholders and or directors.), MBD 6.1(Compulsory). MBD 8(Compulsory), MBD 9(Compulsory).**
- All certified documents must not be older than three (03) months.
- All other pre-requisites as detailed in the bid documents shall apply.
- Failure to complete all the supplementary information will result in bidder being deemed non-responsive.
- Late, telegraphic, facsimile, incomplete or unsigned bids will not be considered.
- Emalahleni Local Municipality does not bind itself to accept the lowest or any bid and reserves the right not to accept the whole or any part of the bid.



**MISS POB MAKOMA**  
**MUNICIPAL MANAGER**