



OUTDTSHOORN

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		OUTDTSHOORN MUNICIPALITY			
		TENDER NOTICE AND INVITATION TO TENDER			
		ADVERTISED ON:	MUNICIPAL WEBSITE; FACEBOOK, NATIONAL TREASURY e-TENDERS, DIE HOORN, OUTDTSHOORN COURANT		
		NOTICE NO:	25/2022	FORMAL TENDER NO:	TD 06/02/2022
Tenders are hereby invited for:		OUTDTSHOORN: FORMAL TENDER TD 06/02/2022 PROVISION OF SHORT-TERM INSURANCE PORTFOLIO MANAGERS FOR OUTDTSHOORN MUNICIPALITY FOR A PERIOD OF 3 YEARS (01 JULY 2022- 30 JUNE 2025)			
PUBLISHED DATE:	10 FEBRUARY 2022	CLOSING DATE:	14 MARCH 2022	CLOSING TIME:	12H00
CLOSING TIME	Formal tenders sealed and clearly marked "OUTDTSHOORN: TD 06/02/2022: PROVISION OF SHORT-TERM INSURANCE PORTFOLIO MANAGERS FOR OUTDTSHOORN MUNICIPALITY FOR A PERIOD OF 3 YEARS (01 JULY 2022- 30 JUNE 2025)", must be placed in the Municipal tender box, Supply Chain Management Unit, 26 Church Street, Oudtshoorn no later than 12h00 on 14 MARCH 2022 and will be opened in public immediately thereafter.				
AVAILABILITY OF TENDER DOCUMENTS:					
Tender Documents will be available electronically.					
A set of tender documents can be obtained at a non-refundable cost of R318.00 including VAT or a pdf version free of charge from Ms. Janina Rollison per email . Payments must be made at the cashiers at The Greater Oudtshoorn Municipality's Main Building, Corner of Voortrekker and Baron van Rede Road on the Lower Ground Floor prior to collecting the hard copy of the tender document. Proof of payment must be submitted when collecting the tender document from the Supply Chain Management Offices, Unit, 26 Church Street, Oudtshoorn .			Proof of payment must be provided in order to retrieve a tender document. Payment can be made at SCM unit or the funds can be transferred via EFT: <u>BANKING DETAILS</u> Bank: Standard Bank Account Holder: Oudtshoorn Municipality Account Number: 082 808 724 / Branch Code: 05-0514 Reference Number: TD 06/02/2022		
Date Available:	14 FEBRUARY 2022	Non-refundable Fee:	R 318.00		
TENDER SUBMISSION RULES:					
- Tenders are to be completed in accordance with the conditions and Tender rules contained in the Tender document. - The Tender Document & supporting documents must be placed in a sealed envelope and externally endorsed WITH: THE TENDER NUMBER; DESCRIPTION & CLOSING DATE OF THE TENDER. - Tender Documents must be placed in the Municipal tender box, Supply Chain Management Unit, 26 Church Street, Oudtshoorn no later than 12h00 on 14 MARCH 2022 and will be opened in public immediately after tending closing. - Tenders may only be submitted on the Tender documentation issued by the Municipality. - The Oudtshoorn Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. - Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Application forms are obtainable from the website https://secure.csd.gov.za. - Tenderers will be required to have a specified level of experience to be eligible to tender.					
EVALUATION CRITERIA: This bid will be evaluated in two (3) phases as follows: Phase One: Compliance and prequalification check for the mandatory requirements, responsiveness to the bid rules and conditions as outlined in the advert and evaluation for eligibility Phase Two: Bidders passing the stage above will thereafter be evaluated for functionality and must score a minimum point of 40/50 Phase Three: Bidders passing the stage above will thereafter be evaluated for pricing and PPPFA as outlined in the advert.					
Tenders shall be evaluated in terms of the Infrastructure Procurement and Delivery Management Policy		Tenderers may claim preference points in terms of the 80/20 principle per their B-BBEE status level of contribution			
Mandatory bid requirements for pre-qualification		Reference letters MUST be attached			
Functionality criteria will be applicable to this tender:		For eligibility the functionality criteria will be applicable, and the maximum value of each criterion is indicated in the bid document. Only bidders who meet the minimum points of 40/50 will be evaluated further			
Site Meeting/Information Session	N/A	Validity Period		120 days	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE TENDERING PROCEDURE MAY BE DIRECTED TO:	
Section:	Finance Department	Section:	Supply Chain Management
Contact Person:	Ms. Sophia Swart	Contact Person:	Ms. J. Rollison
Tel:	044 203 3099	Tel:	044 203 3178
E-mail:	sophia@oudtmun.gov.za	E-mail:	janina@oudtmun.gov.za
Authorised by:	ACTING MUNICIPAL MANAGER	Mr. W. Hendricks	OUDTSHOORN MUNICIPALITY / CIVIC CENTRE