

KAROO HOOGLAND MUNICIPALITY
TENDER NO. KHM T 001/05/2021



T1.1 : TENDER NOTICE AND INVITATION TO TENDER

Tenders are hereby invited for the:

PROVISION AND ADMINISTRATION OF SHORT TERM INSURANCE FOR KAROO HOOGLAND MUNICIPALITY FOR A PERIOD OF TWO YEARS AND NINE MONTHS (TOTAL OF 33 MONTHS)

Completed tenders in a sealed envelope, clearly marked:

Tender No KHM T 001/05/2021 AND BID TITLE : PROVISION AND ADMINISTRATION OF SHORT TERM INSURANCE FOR KAROO HOOGLAND MUNICIPALITY FOR A PERIOD OF TWO YEARS AND NINE MONTHS (TOTAL OF 33 MONTHS) must be placed in the tender box at the Karoo Hoogland Municipality, Supply Chain Management Unit, 7 Mulder Street, WILLISTON, 8920 by no later than **12:00 on Thursday, 2 September 2021**. Tenders will be opened on the same day in the Municipal Board Room (Williston, Herbst street opposite the Library) at 12:10. Late or unmarked tenders will not be considered. No posted tenders or tenders per fax or e-mail will be accepted. All tenders to ensure that they complete the Tender Submission Register which will be mounted on the tender box.

Tender documents together with Schedules will be available from 13 August 2021 per email at a non-refundable deposit of **R 500 (Vat incl)** each Tel nr 053 3913 003 (rather send emails as personnel are working from home), e-mail: k.vanschalkwyk@karoohoogland.gov.za. The Tender documents can be emailed. The proof of payment for the Tender documents must be included in the tender submission documents as part of the compulsory documents. Payments should be made beforehand and confirmation of payment provided per email. Bank details are as follow: Karoo Hoogland Municipality, Standard Bank, Account Number 083212442, Branch Number 051008, Reference : Tenderer Company Name. Proof of payment should be e-mail to Supply Chain Management c.erasmus@karoohoogland.gov.za and k.vanschalkwyk@karoohoogland.gov.za

Queries relating to the tender may be addressed to Mr SJ van Schalkwyk, e-mail: k.vanschalkwyk@karoohoogland.gov.za

Tenders will be evaluated and adjudicated in terms of the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000: PREFERENTIAL PROCUREMENT REGULATIONS, 2017 and the Karoo Hoogland Municipality's Supply Chain Management Policy, where 80 points will be scored for price and 20 points for B-BBEE status.

A Compulsory Virtual Clarification Meeting for all Bidders will be held on 19 August 2021 (Thursday) at 10:00am, per MS Teams. Please request your link to this meeting on or before 18 August 2021 at 14:00 from Adrian Haas on a.haas@karoohoogland.gov.za . Proof of payment should also be submitted to a.haas@karoohoogland.gov.za. Proof of attendance of this virtual meeting must also form part of your tender submission documents.

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality is not bound to accept the lowest or any tender. If after 90 days no appointment has been made by the Municipality, the tender is cancelled automatically. **Tender documents submitted must be valid for 90 days.**

Important note: a valid original tax clearance certificate or tax compliance status verification pin and certified copies of directors and owners identities must be submitted with the documentation. All tenderers that take part in the tender process must be registered on the Central Supplier Database (CSD) and attach proof thereof with the tender documents submitted.

**Mr JJ FORTUIN
MUNICIPAL MANAGER
KAROO HOOGLAND MUNICIPALITY
WILLISTON
8920**

Advertise date: 12 August 2021

Notice number : KHM T 001/05/202