



BID NOTICE

PROJECT DESCRIPTION

Mnquma Local Municipality hereby invites bids from all prospective accredited and qualifying service provider for

BID NO.	Description	Evaluation Criteria	Closing Date
MNQ/SCM/26/21-22	Provision of Comprehensive Insurance Cover for Mnquma Local Municipality Assets for a Period of Three Years.	80/20	04/10/ 2021 Time: 12H:00

Tender Briefing Sessions:

There will be no compulsory briefing sessions due to COVID 19 pandemic. Bidders are requested to send electronic mails for any enquiry related to the above bids. Bidders are required to specify on the email the bid number and the project name query. Email enquiries which will be considered from the 06/09/2021 to 24/09/2021.

All enquiries must be directed to the following email addresses:

Enquiries: Ms Andiswa Mketsi (Acting manager – Assets, Fleet and Logistics management) at 047 050 1237 email: amketsi@mnquma.gov.za and Ms. Nontathu Mnini (Manager: SCM) at (047) 401 2400/082 457 9945 email: nmnini@mnquma.gov.za

Evaluation Criteria: The evaluation will be conducted in Three (03) stages namely:

Stage 1: “Administrative compliance”

Bidders that do not meet the Administrative compliance (Compliance with mandatory and other bid requirements) will not be eligible for further evaluation and will be deemed as non-responsive.

Stage 2: “Functionality” Evaluation

CRITERIA	WEIGHT	VALUE 1-5	MAXIMUM POSSIBILITY SCORE
1. EXPERIENCE			40
Bidder has successfully completed 1 project (Insurance Cover Services)	2	5	
Bidder has successfully completed 2 projects (Insurance Cover Services)	4	5	
Bidder has successfully completed 3 projects (Insurance Cover Services)	6	5	
Bidder has successfully completed 4 or more projects (Insurance Cover Services)	8	5	
Proof of professional experience: Signed reference letters in relation to the required services must be attached in order to claim points. Appointment letters will not be considered			



2. KEY STAFF COMPETENCE: (must be working for the bidding company)			30
2.1 Key Accounts Manager			
Academic Qualification: Diploma/ Degree in Accounting. Experience in insurance field (3 points for experience per year (max. 10 years) = 30 points	6	5	
Bidders must submit detailed CVs with certified copies of the required professional qualifications and registration (certified not older than 03 months). If the required certified copies are not attached no points will be allocated. Copy of a certified copy will not be considered.			
3. Financial Capability			10
Bidder must provide a certified (not older than three months) bank rating certificate with bank letter head and stamp (Code A, B, C, D or lower)	2	5	
If the required Bank rating certificate is not attached no points will be allocated. Copy of a certified copy will not be considered.			
4. METHODOLOGY			20
Detailed costed project plan/ cover- covering all the municipal assets as provided in the tender document(terms of reference) = 10 points	2	5	
The bidder must describe the system to be used in claims logging, and tracking (clear communication strategy) and turnaround time for processing the claims = 10 points	2	5	
Methodology proposal must be attached (To score points bidders must attach details on each of the sub-criteria point)			
Total			100

NB: Bidders must score 70 out of 100 to proceed to the next stage (Financial Evaluation)

Stage 3: Evaluation in terms of the 80/20 preference point systems prescribed in Preferential Procurement Regulations

Price=80 points, B-BBEE=20 points. Bidders are required to submit an original or certified copy of B-BBEE certificate to claim preferential points.

REQUIRED DOCUMENTS:

Potential bidders are urged to submit the following attachments when submitting their proposals, failure to do so will lead to disqualification.

- Full CSD Report (Not older than one Month)

CONDITIONS OF ACCEPTANCE:

- The Municipality is under no obligation to accept any proposal/tender and reserves the right to accept the whole or any part of the proposal/tender. No proposal/tenders will be considered from persons in the service of the state.
- The bidder or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention



- Financial services Board Registration (FSB) / Financial Intermediaries Association of South Africa (FIA) Membership certificate (Certified Copy not older than three months) - Only the original tender document will be accepted. - Fully Completed Tender Forms i.e. Form of Offer, all returnable MBDs (MBD1-9) –Part of the tender document. Return all returnable documents to the employer after completing them in their entirety by writing legibly in non – erasable ink. - In the case of partnerships/ consortiums/ joint venture agreement, signed agreement must be submitted with the tender document (attached to Schedule 2); and - All parties/partners to the partnership/ consortium/joint venture agreement must be registered on the Central Supplier Database OBTAINING OF TENDER DOCUMENTS: Tender documents for this project are downloadable at the municipal website: www.mnquma.gov.za and on eTender portal: https://etenders.treasury.gov.za/ TENDER SUBMISSION AND OPENING Tenders/Proposals must be submitted by hand at Bid Box, Corner King and Mthatha Street, Butterworth. 4960 Bids may only be submitted on the bid document provided by the municipality. Tenders should be sealed, endorsed on the envelope with: BID NO.MNQ/SCM/26/21-22 PROJECT NAME: PROVISION OF COMPREHENSIVE INSURANCE COVER FOR MNQUMA LOCAL MUNICIPALITY ASSETS FOR A PERIOD OF THREE YEARS.	and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; - The bidder has not abused the Employer's Supply Chain Management System; or failed to perform on any previous contract and has been given a written notice to this effect. - No late, incomplete, unsigned faxed, couriered, and emailed tenders will be accepted - The tender offer submitted shall remain valid, irrevocable and open for written acceptance by the Mnquma Local Municipality for a period of 90 days from the closing date. - The award of the tender may be subjected to price negotiation with the preferred tenderers. - The municipality reserves the right to extend the tender period by notice in the press and on the municipality's official website www.mnquma.gov.za NB: Preferred bidders will be required to furnish the municipality with: - CK/ Company registration, Certified ID Copies not later than 3 month - Tax Compliance Status PIN - Certificate issued by the municipality or any other municipality to which he may be indebted to the effect that he and, in the event of the bidder being a company, also any of its directors, is not indebted to the municipality or any other municipality or municipal entity for rates, taxes and/or municipal service charges which are in arrear for a period more than three months and that no dispute exists between such bidder and municipality or municipal entity concerned in respect of any such arrear amounts. Bidders who reside within the Mnquma Local Municipality (MLM) jurisdiction will be verified with MLM Revenue Section. S. MAHLASELA MUNICIPAL MANAGER
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