

Munisipaliteit

Munisipale-geboue
Privaatsak X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Faks No. (023) 5511 019

Laingsburg



Municipality

Municipal Buildings
Private Bag X4
LAINGSBURG, 6900
Tel. (023) 551 1019
Fax No. (023) 5511 019

E-pos / E-mail: scm@laingsburg.gov.za

NOTICE: 87 / 2024
TENDER: T16 - 2023 / 2024

PROVISION OF SHORT-TERM INSURANCE SERVICES

Laingsburg Municipality hereby invites tenders for Tender No. T16 - 2023 / 2024 - Provision of short-term insurance services for a period of three (3) years.

This tender is subject to eligibility criteria and bidders must provide proof where required, as specified in the tender document. **Non-compliance with the eligibility criteria will render the bidder non-responsive.**

Completed tenders in a sealed envelope, endorsed with **"Tender T16 - 2023 / 2024 - Provision of short-term insurance services for a contract period of three (3) years,"** must be placed in the tender box in the foyer between 08:00 – 15:00 at the Municipal Buildings, 02 Van Riebeeck Street, Laingsburg to reach the Municipal Manager no later than **12:00 p.m.** on **19 July 2024**, after which tenders will be opened in public.

Tenders may only be submitted on the prescribed tender documents, obtainable from **18 June 2024**, starting at 08:00 at Laingsburg Municipality, 02 Van Riebeeck Street, Laingsburg, 6900 during office hours (08:00 – 15:00).

A non-refundable participation fee of **R 500.00 (Five Hundred Rand)** will be applicable. The participation fee must be deposited into the account of the Laingsburg Municipality at **Standard Bank**, Branch Code **51108**, Account Number **203 247 663**. The reference number for confirmation of payment is **T16-2023/2024 - Company Name**.

Proof of payment of the participation fee should accompany your tender document at submission. For enquiries specific to this matter, kindly contact to Odette Noble at scm@laingsburg.gov.za.

The **bid must be valid for a period of 120 days** after the closing date. The bid will be subject to the Council's Supply Chain Management Policy, the Municipal Preferential Procurement Policy, and the Preferential Procurement Regulations, 2022.

The preferential points system applied (80/20) in terms of the Preferential Procurement Policy is as follows:

PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
LOCALITY	10
TOTAL POINTS	100

The successful tenderer must also be registered and tax-compliant on the Centralised Supplier Database (CSD). Tenderers can register on www.csd.gov.za

The municipality reserves the right to withdraw any invitation to tender, re-advertise, reject any formal tender, or to accept a part of it. The municipality is not bound to accept the lowest bid or award a contract to the bidder scoring the highest point score.

Telegraphic, telephonic, facsimile, emailed, and late bids will not be accepted.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO. 40553 DATED 20 JANUARY 2017).

Queries relating to this tender may be addressed to:

<u>Technical Queries</u> Mr Keith Gertse Tel: (023) 55 11 019 kigertse@laingsburg.gov.za	<u>Supply Chain Management Queries</u> Mr Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za	<u>Document Queries</u> Mr Keith Gertse Tel: (023) 55 11 019 scm@laingsburg.gov.za
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J BOOYSEN
MUNICIPAL MANAGER

14 JUNE 2024