

**MATZIKAMA MUNICIPALITY | UMASIPALA | MUNISIPALITEIT**  
 Posbus/PO Box 98, Kerkstraat 37 Church Street, Vredendal, 8160  
 ☎ (027) 201 3300 📠 (027) 213 3238 @ [Headoff@matzikama.gov.za](mailto:Headoff@matzikama.gov.za)  
 🌐 [www.matzikamamunicipality.co.za](http://www.matzikamamunicipality.co.za)



## TENDER NOTICE AND INVITATION TO BID

<b>NOTICE NO:</b>	<b>K14/2021</b>	<b>DEPARTMENT</b>	<b>FINANCIAL SERVICES</b>
<b>ADVERTISED IN</b>	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, e-Tender Portal, BURGER		
<b>BID NO:</b>	<b>T38:2020-2021</b>	<b>PUBLISHED DATE:</b>	<b>15 May 2021</b>
<b>Bids are hereby invited for (Tender Description)</b>	<b>UNDERWRITING OF MATZIKAMA MUNICIPALITY'S SHORT TERM INSURANCE PORTFOLIO FOR THE PERIOD 01 JULY 2021 TO 30 JUNE 2024</b>		
<b>Closing Time and Date</b>	No later than <b>12H00</b>	On the Date	<b>15 June 2021</b>
Bids will be opened immediately thereafter, in public at the Council Chambers of Matzikama Municipality, 37 Church Street, Vredendal.			
<b>AVAILABILITY OF BID DOCUMENTS</b>			
Printed copies of the Tender Documents will be available weekdays from 08h00 until 17h00, at Matzikama Municipality: Supply Chain Management Unit, 37 Church Street, Vredendal at a non-refundable fee, payable to a cashier at Matzikama Municipality at the aforementioned address. The fee may also be transferred via EFT ( <b>Matzikama Municipality, Current Account – 082451885 Standard Bank, Vredendal, Branch Code - 051001</b> ). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee.			
<b>Date Available</b>	<b>15 May 2021</b>	<b>Non-refundable Documentation Fee:</b>	<b>R150</b>
<b>BID RULES</b>			
<p>a. Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the Supply Chain Management Unit, Matzikama Municipality, 37 Church Street, Vredendal. 8160.</p> <p>b. Bids may only be submitted on the bid documentation issued by the Municipality.</p> <p>c. The Matzikama 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.</p> <p>d. Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database (CSD). Online registration to be completed on the CSD registration platform, website <a href="https://secure.csd.gov.za">https://secure.csd.gov.za</a>.</p>			
<b>Tenders shall be evaluated in terms of the Matzikama Municipality Supply Chain Management Policy and the Preferential Procurement Regulations, 2017</b>		<b>Bidders may claim preference points in terms of their B-BBEE status level of contribution.</b>	
<b>Preferential Procurement Point System Applicable</b>	80/20	<b>Local Content Requirement</b>	No
<b>Site Meeting/Information Session</b>	None	<b>Validity Period</b>	90 days
<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO Mrs Imogene Cloete at email <a href="mailto:imogenec@matzikama.gov.za">imogenec@matzikama.gov.za</a> or Nadine Fortuin at email <a href="mailto:nadinef@matzikama.gov.za">nadinef@matzikama.gov.za</a></b>		<b>BIDDING PROCEDURE REQUIREMENTS MAY BE DIRECTED TO:</b> Mrs A Lott: <a href="mailto:antheal@matzikama.gov.za">antheal@matzikama.gov.za</a> Mr E Christaan: <a href="mailto:scm2@matzikama.gov.za">scm2@matzikama.gov.za</a>	
<b>Section</b>	<b>FINANCIAL SERVICES</b>	<b>Section</b>	<b>SUPPLY CHAIN MANAGEMENT</b>
<b>Contact Person</b>	<b>Mrs Imogene Cloete</b>	<b>Contact Person</b>	<b>Mr Mervin Koenana</b>
<b>Tel:</b>	<b>E-mail Enquiries Only</b>	<b>Tel:</b>	<b>E-mail Enquiries Only</b>
<b>E-mail</b>	<a href="mailto:imogenec@matzikama.gov.za">imogenec@matzikama.gov.za</a>	<b>E-mail</b>	<a href="mailto:mervink@matzikama.gov.za">mervink@matzikama.gov.za</a>

Authorized by:

**IAN B KENNED**  
**MUNICIPAL MANAGER**