

Tender Notice and Invitation to Tender

THEEWATERSKLOOF MUNICIPALITY, Directorate: Financial Services invites tenders for Contract no.
FIN 03/2024/25: THE PROVISION OF SHORT-TERM INSURANCE FOR THE PERIOD FROM 01 JULY 2025 TO
30 JUNE 2028

Only tenderers who satisfy the criteria stated in the Tender Conditions and Tender Data are eligible to submit tenders.

All bids received shall be evaluated in terms of the Theewaterskloof Municipality Supply Chain Management Policy, read with the Preferential Procurement Regulations of 2022. It is estimated that the 80/20 preference points system will be applicable. Tenders will be evaluated in terms of price and preference.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za

A set of Tender Documents may be obtained from the Theewaterskloof Municipality, Supply Chain Management Department, 6 Plein Street, Caledon from **Friday, 21 February 2025** during office hours Monday to Thursday 07h45-13h00 and 13h45-16h45 and Fridays 07h45-13h00 and 13h45-15h30. **Payment of a non-refundable tender participation fee of R 550.00 (VAT Inclusive) is applicable.** It is an eligibility criterion and is payable by means of electronic transfer or direct deposit only. Proof of payment of the participation fee should accompany your tender document when submitting it. Refer enquiries **only in the aforementioned regard** to Hanro September at hanrose@twk.gov.za.

All technical enquiries must be directed to the Directorate: Financial Services to:

Me. Juzhel Colyn
Theewaterskloof Municipality,
Caledon
7230
E-mail: juzhelha@twk.gov.za

Prospective tenderers will meet at the offices of the Municipal Head Office, 6 Plein St, Caledon, 7230, on Monday, 10 March 2025 at 14:00, after which a non-compulsory clarification meeting with representatives of the Employer will take place at the proposed venue. Tenderers should be represented at the site visit/clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

The closing time for receipt of tenders is **12h00 on Friday, 28 March 2025** at the Theewaterskloof Municipality, Tender Box 1- at the main entrance, 6 Plein Street, Caledon. Telegraphic, telephonic, telex, facsimile, electronic/e-mailed and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued. Tenders, completed in full, must be submitted in tender box no. 1 which is located at the entrance to the municipality head office of Theewaterskloof Municipality, 6 Plein Street, Caledon. Please note that the tender box is open 24/7 and that the deposit slot opening is 5 x 30 cm.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za

Council reserves the right to accept a tender in full, partially or not at all and is not obliged to accept the lowest tender received. Theewaterskloof Municipality reserves the right to scale down on the scope of work in order for the contract value to fit into the available budget. The **80/20 preference point system** in terms of the Theewaterskloof Municipality's Preferential Procurement Policy will be applicable as follows:

Price: 80 points
Specific Goals: 20 points
 a) B-BBEE status level of contributor 10 points
 b) Locality 10 points
Total Points 100 points

Mr. Walter Hendricks
Acting Municipal Manager
Theewaterskloof Municipality
P O Box 24
6 Plein Street
Caledon
7230