



BID NOTICE / ADVERT

Makana Local Municipality invites all experienced and competent service-providers that are fully equipped for the provision of the following Services.

Project Name	RFQ No	Preference Points System	Compulsory Briefing / Site Inspection Meeting	Closing Date & Time	Date Advertised
Provision of Short-Term Insurance Services until 30 June 2025	MLM/2021-22/BTO/003	80/20	Not Applicable	27 June 2022	27 May 2022

Bidders are required to submit the following mandatory documents:

- Bidders must submit a valid SARS Tax status report Issued with a Pin; failure to submit will result in disqualification.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 8 & MBD 9, failure to submit will result in disqualification.
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months old must be attached to and be returned with the Tender documents, failure to submit will result in disqualification.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- Tenders which are late, incomplete, unsigned or submitted by fax to email or electronically, will not be accepted.
- Documents to be completed in black ink.
- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership and failure will result in disqualification

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5-old policy (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS: -

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

Functionality	Weight
• Capacity to undertake the project	50
• Bidder Previous Experience (Company Experience) Experience of the Bidder in providing similar short term insurance technical support to municipalities.	50
TOTAL	100

Detailed Functionality will be found in the tender document.

Bid documents will be available at Makana Finance offices upon payment **R1 495.00 non -refundable cash fee for each tender document from the 31st of May 2022** and is payable to Makana Municipality cashiers only.

Closing Date: Completed bid documents in sealed envelopes, clearly marked “**Provision of Short Term Insurance Services**” **MLM/2021-22/BTO/003** should be deposited in the TENDER BOX situated DOWN STAIRS at Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **27 June 2022 @12:00** where they will be opened in public- names and price of the bidders will be called out.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Enquiries are to be directed to Project Manager-**Mr M Crouse**, Tel **046 603 6209** and all SCM queries are to be directed to Ms S Mpendu 046 603 6212.

Issued by office of the Municipal Manager: Mr M Mene



MR M Mene