



## THULAMELA MUNICIPALITY

### INVITATION TO BID

#### PROVISION OF SHORT-TERM INSURANCE PORTFOLIO FOR TWO (2) YEARS EIGHT (8) MONTHS

Thulamela Municipality invites prospective service providers for provision of the following service:

BID NUMBER	DESCRIPTION	NON-REFUNDABLE BID PRICE	CONTACT PERSON	EVALUATION CRITERIA
No: 68/2020/2021	Provision of short-term insurance portfolio for two (2) years eight (8) months	R3.00 per page or can be downloaded from e-tender portal ( <a href="http://www.etender.gov.za">www.etender.gov.za</a> ) for free	Mr Sikhwivhilu N.M. (015 962 7686) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system will be used.

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) at a Non-refundable bid price of R3.00 per page as from 10 May 2021 or can alternatively be downloaded from e-tender portal ([www.etender.gov.za](http://www.etender.gov.za)) for free.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- ❖ Tax Compliance Status Letter or Tax Compliance Pin Number.
- ❖ Company registration documents (e.g. CK).
- ❖ Company profile.
- ❖ Proof of registration on CSD.
- ❖ Proof of municipal rates and taxes or municipal service charges owed by the bidder AND ALL of its directors, not in arrears for more than 3 months. (The proof of

municipal rates and taxes or municipal service charges to be submitted must not be older than three (3) months from the closing date of the bid).

- ❖ List of similar projects completed in the last 5 years by the company with client's contact details, description and contract values (Attach appointment letters and/or purchase orders)

**NB: Service providers must submit their Certified BBBEE certificate from (SANAS) accredited verification agencies or original sworn affidavit. Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system.**

Sealed bid documents must be submitted in envelopes clearly indicating **"BID NUMBER AND DESCRIPTION"** on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou by no later than 11H00 on, 11 June 2021.


Kindly note that bids documents will not be opened in public as it involves face to face meeting which is restricted in terms of Disaster Management Act No.57 of 2002 and Government Gazette No. 43258 in relation to Covid-19. The municipality will publish the list of all bidders in the municipal website for public. The Municipality has taken this initiative to avoid the spread of the global coronavirus pandemic.

The Municipality is not bound to accept the lowest Bid and reserves the right to accept any part of a Bid. Bids must remain valid for a period of ninety (90) days after closing date of the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

**NB:**

***Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E- mail and without the compulsory requirements will be disqualified.***

  
MALULEKE H.E.  
MUNICIPAL MANAGER

05/05/2021  
DATE