

DANNHAUSER LOCAL MUNICIPALITY (KZ - 254)

KWAZULU – NATAL

8 Church Street
Private bag X1011
Dannhauser
3080



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ADVERTISEMENT OF TENDER NO: DANN/08/2024

DESCRIPTION: PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS

Bids are hereby invited in terms of Section 83 of the Municipal Systems Act, Act 32 of 2000 (as amended), and Sections 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for the appointment of a service provider for the provision of short-term insurance for a period of 36 months.

Dannhauser Local Municipality hereby invites tenders from reputable short-term Insurance Intermediaries, who are members of the Financial Intermediaries Association (F.I.A.) and who comply with the Financial Advisory and Intermediary Services (F.A.I.S.) Act, for the Provision of Short-Term Insurance Services to the Municipality for a period of 36 months.

A NON-REFUNDABLE BID document fee of R250.00 is payable in cash at the cashier's office from 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows (Bank – ABSA, Account Holder - Dannhauser Municipality, Account No. 4108323641, Branch code - 632005 and Account type – Cheque Account or documents can be downloaded free from the municipal website www.dannhauser.gov.za or on E-Tender www.etenders.gov.za. Documents will be available from **02/12/2024**.

Criteria 1 - Administrative Requirements

- Bid submitted must be complete in all respects
- CIPC Registration certificate
- Central Supplier Database Registration

Criteria 2 - Mandatory Requirements

- Bidder must be registered with the Financial Services Board (FSB), Financial Intermediaries Associations (FIA), and the Institute of Risk Management South Africa (IRMSA). (Proof of each registration must be attached).
- Price(s) quoted must be firm and inclusive of VAT
- Price(s) quoted must be valid for at least One Hundred and Twenty Days (120) days after the bid closing date
- Municipal rates and taxes not in arrears for more than 3 months "on the award" - bidder to submit municipal rates account not older than 3 months/ Proof of residential address if residing in the non-rate paying area
- Tax Compliance Status "on the award" - bidder to submit Tax Pin for verification
- Bidder must not be employed in the service of the state "on the award"
- Bidder must not be listed in the Register for Tender Defaulters and/or listed on Restricted Suppliers "on the award"

Failure to comply with the Mandatory Requirements shall result in the offer being considered non-responsive and shall be rejected

Bidders must fill in the tender register stating the date and time when they submitted their tender, available at the tender box

The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or reject any tender or accept a part of it.

The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points.

FUNCTIONALITY EVALUATION CRITERIA

Criteria	Max points	Verification method
<p>Profile must at least include:</p> <ul style="list-style-type: none"> A detailed schedule of relevant experience (including the start & end date of contract) =25 points <ul style="list-style-type: none"> 1 - 5 years =15 points 6 – 10 years = 20 points above 10 years' experience =25 points Reference letters from Municipalities / Government Departments which are clients of the bidder =25 points <ul style="list-style-type: none"> 1 - 5 municipal clients =15 point 6 -10 municipal clients =20 points above 10 municipal clients =25 points 	50	<p>Attach a detailed schedule</p> <p>Attach reference letters from municipalities / government departments</p>
<p>Ability of the bidder's infrastructure to handle and settle claims e.g. computer systems, personnel, network offices etc. <i>Resources – details of full-time employees being account directors, technicians, broking and other staff based in South Africa, who may be utilized on this account, including their certified qualifications =30 points</i></p> <p><i>Full time employees allocated to Dannhauser qualifications and experience as follows;</i></p> <p>Account Director – 8 points 1 - 5 years' experience & relevant qualifications =3 points 6 - 10 years' experience & relevant qualifications =6 points above 10 years' experience & relevant qualification =8 points</p> <p>Technician – 8 points 1 - 5 years' experience & relevant qualifications =3 points 6 - 10 years' experience & relevant qualifications =6 points above 10 years' experience & relevant qualification =8 points</p> <p>Broking – 8 points 1 - 5 years' experience & relevant qualifications =3 points 6 - 10 years' experience & relevant qualifications =6 points above 10 years' experience & relevant qualification =8 points</p> <p>Other Staff – 6 points 1 - 5 years' experience & relevant qualifications =2 points 6 - 10 years' experience & relevant qualifications =4 points above 10 years' experience & relevant qualification =6 points</p>	30	<p>Provide details of full-time employees being account directors, technicians, broking and other staff based in South Africa, who may be utilized on this account, including their certified qualifications</p>

Legal Support <i>Details of support that will be given by the Insurance broker to the Municipality in respect of claims rejected by the Insurer and experience of the legal support team =25 points</i> <i>No CVs submitted / poor legal support - 0 points</i> <i>Average legal support - 10 points</i> <i>Good legal support - 20 points</i>	20	Provide details of support that will be provided as well as CVs of the legal support team
Total	100	

- Bidders that do not score the minimum qualifying score of 75 out of 100 points (at least 75%) or more for the functionality as indicated in the tender documents will be deemed non-responsive and only those bidders who score 75 or more out of 100 points will be evaluated further on the 80/20 preference point system.

Criteria 4 - 80/20 PREFERENCE POINT SYSTEM

The applicable preference point system for this tender is an 80/20 preference point system where 80 points will be allocated for price and 20 points will be allocated for specific goals as follows:

	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of verification
The specific goals allocated points in terms of this tender		
Pricing = 80		
Preference Goals 1: Specific goals Ownership (maximum points 10) Enterprises must be at least 51% owned by: black people = 10 points Enterprises less than 51% owned by: black people = 5 points		CIPC registration certificate (Companies and Intellectual Property Commission) / Detailed CSD report / Certified copy RSA Identity document of the director(s).
Preference Goals 2: RDP Goals (Max points = 10) Enterprises address located within: Amajuba District = 10 points Enterprises address located within: Kwa- Zulu Natal = 5 points Enterprises address located outside: Kwa- Zulu Natal = 1 point		CSD / proof of municipal accounts/affidavit/proof of residence signed by ward Councillor (for those residing in rural areas)

It is mandatory for bidders to complete MBD 6.1 to claim points for specific goals, failure to complete MBD 6.1 shall be interpreted to mean that the points for specific goals are not claimed.

Tenders must be submitted in a sealed envelope; clearly marked “**TENDER NO: DANN/08/2024 PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF 36 MONTHS**” and must be deposited into the tender box situated in the security room of Dannhauser Municipal offices. Tenders should be received no later than **12H00** on **14/01/2025** where after bids will be opened in public. **Late, emailed or faxed bids will not be accepted.**

Any inquiries are to be directed to **CFO Mrs. DM. Mohapi**, by email: danisilem@dannhauser.gov.za or Telephonically at **034 621 2666 ext. 720** or **Miss Gugu Sithole, Assets Accountant**, by email: gugus@dannhauser.gov.za Telephonically: **034 621 2666 ext. 715** or **Miss T Koza, SCM Manager**, by email: thandekak@dannhauser.gov.za Telephonically: **034 621 2666 ext. 740** at **08 Church Street, Dannhauser**, during working hours, between 07h30 to 16h00 with a lunch interval from 13h00 to 13h30, Monday to Friday.

MS SITHOLE
MUNICIPAL MANAGER