

	HANTAM MUNICIPALITY		
	TENDER NOTICE AND INVITATION TO BID		
	DEPARTMENT:	DIRECTORATE: FINANCE	
ADVERTISED IN:	Die Burger, Municipal Notice Board and Municipal Website		
TENDER NR.	NC065/T04/2024	Published date:	19 April 2024
Tender Description:	MANAGEMENT OF THE SHORT- TERM INSURANCE PORTFOLIO OF THE HANTAM MUNICIPALITY FOR A CONTRACT PERIOD OF (3) YEARS ENDING 30 JUNE 2027.		
Closing Date	31 May 2024	Closing Time:	12H00
Bids will be opened immediately thereafter, in public at the Hantam Municipality, Supply Chain Management Unit, Finance Building, 20 Dr Nelson Mandela Rd, Calvinia, 8190.			
Availability of Bid Documents			
Tender Documents will be available at no charge from the Hantam Municipality Website at www.Hantam.gov.za			
Date Tender Documents are Available:		29 April 2024	
General requirements			
<p>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 office of the Hantam Municipality, Supply Chain Management Unit, Finance Building, 20 Dr Nelson Mandela Rd, Calvinia.</p> <p>Bids may only be submitted on the bid documentation that is issued.</p> <p>The evaluation of this bid will be subjected to functionality scoring. Tenderers must achieve a functionality score of 70 out of 100 points to be evaluated further. The functionality criteria and weighting are set out in the tender document.</p> <p>Bids will be evaluated according to the 80/20 points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2022.</p> <p>The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.</p> <p>NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017)</p> <p>Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the CSD. Application forms are obtainable from Hantam Municipality Local Office in Calvinia.</p> <p>A Valid and Original Tax Clearance Certificate/ Tax Compliance Status Pin issued by SARS should accompany your document or a certified copy of the original Tax Clearance Certificate/ PIN.</p>			

An original or certified Broad Based Black Economic Empowerment (B- BBEE) Certificate or original sworn affidavit must be submitted to obtain points for B- BBEE Status Level. Failure to submit a B- BBEE certificate or Original Sworn Affidavit will lead to forfeiture (loss) of the preference points. Bidders will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B- BBEE status level of contribution or is a non- compliant contributor. Such a bidder will score 0.

Certified copy of the latest Municipal Account on the address of the business AND that of the directors, as per CK1 MUST accompany the bid document (NB. Bidders may not be in arrears for more than three months (90 days) with municipal rates and service charges)/ if business has entered into a lease agreement for the use of a building, the lease agreement should accompany your tender document.

Certified copies of Identity Documents (ID's) of all shareholders/ owner(s)/ partners of bidding companies must be submitted with the bid document.

Price quoted must be firm and inclusive of VAT.

Bids which are late, incomplete, unsigned, completed in pencil, submitted by facsimile or electronically, will not be accepted.

The Supply Chain Management Policy of Hantam Local Municipality will apply.

Prospective bidders must have prior knowledge and experience of providing these services and provide references thereof.

No tender will be considered from a person or company who, for the past five years has been convicted of

- Fraud, corruption, or any criminal offense
- The strike, premature termination of unsuccessful completion of government contracts

A set of tender documents with detailed specifications can be obtained from Mr. A. M. Pieters, Supply Chain Management at the cost of R 661.20, 20 Dr Nelson Mandela Drive, Calvinia, 8190, Email: Apieters@hantam.gov.za or at (027) 341 8500 before the specified date and time.

Preferential Procurement Point System Applicable	80/20	Local Content Requirement	N/A
Validity Period	90 Days	Site Meeting / Information Session	N/A
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO: Acting Director Corporate Services Contact Person: D. Miller Tel: Written Enquiries Only Email: dmiller@hantam.gov.za		ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO: Section: Supply Chain Management Contact Person: A. M. Pieters Tel: Written Enquiries Only Email: Apieters@hantam.gov.za	
Authorised by:		Acting Municipal Manager: Mr. T. Thoele	