

MOSSEL BAY MUNICIPALITY

INVITATION TO TENDER

CLOSING TIME: 12H00

CLOSING DATE: 26 APRIL 2024

TDR115/2023/2024: APPOINTMENT OF SHORT-TERM INSURANCE BROKER

Tenders are hereby invited from insurance brokers to manage the short-term insurance portfolio of the Mossel Bay Municipality for a period of three (3) years from 1 July 2024 to 30 June 2027.

Tenders must be submitted on the original documents and remain valid for one hundred and twenty (120) days after the closing date of the tender. Enquiries pertaining to the specifications can be addressed to Mr Hennie Le Roux at telephone (044) 606-5267 or e-mail at hleroux@mosselbay.gov.za. Enquiries pertaining to the completion of the documents can be addressed to Mr. Deslin Kohler at telephone (044) 606-5192 or e-mail to dkohler@mosselbay.gov.za.

A set of tender documents can be obtained at a non-refundable cost of R264.00 per set from Mr. Deslin Kohler who may be contacted at telephone (044) 606-5192 or e-mail at dkohler@mosselbay.gov.za **OR** it can be obtained on our website at www.mosselbay.gov.za free of charge. If you require a hard copy of the tender document, payments must be made at the cashiers at the **Mossel Bay Municipality's Main Building, 101 Marsh Street on the Lower Ground Floor (seaside)** or EFT (Banking details and Reference Nr can be obtained from esnyders@mosselbay.gov.za), prior to collecting and proof of payment must be provided when collecting the tender document from the Supply Chain Management Offices, 101 Marsh Street, Mossel Bay.

A compulsory online briefing meeting will take place at 11h00 on Wednesday, 03 April 2024 via Microsoft Teams.

Bidders who wish to attend the online briefing meeting via Microsoft Teams must log into the meeting with the following link [Click here to join the meeting](#) or using the following Teams login details:

Meeting ID: 329 222 185 658

Passcode: cDCSDr

Bidders must log into the meeting 15 minutes before the start of the meeting, to ensure that the link is working.

Bidders that log in 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting.

Fully completed tender documents must be placed in a sealed envelope and placed in the **tender box at the Entrance of the Mossel Bay Town Hall, 101 Marsh Street, Mossel Bay by not later than 12h00 on Friday, 26 April 2024** or be posted to reach the **Tender Box, Mossel Bay Municipality, PO Box 25, Mossel Bay, 6500** before the specified closing date and time. The envelopes must be endorsed clearly with the number, title and closing date of the tender as above.

The tender is subject to pre-qualification criteria.

Bids will be evaluated on the following functionality criteria and bids that score less than **32 out of 40 points** will be considered as not responsive:

Functionality criteria and weight:

1. Company profile carrying a weight of 18 points.
2. Project team carrying a weight of 22 points.

Responsive bids will be evaluated on the 80/20 or 90/10 Preference Points System. A maximum of 20 points (80/20 preference point system) or 10 points (90/10 preference point system) will be allocated for specific goals. 50% of the 20/10 points will be allocated in terms of a bidder's B-BBEE scorecard and other 50% of the 20/10 points will be for a bidder's locality.

The tender box will be emptied just after 12h00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to 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.

It is expected of all Bidders who are not yet registered on the Central Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on this Database.

MR C PUREN
MUNICIPAL MANAGER