



## TENDER

CONTRACT NO. AND DESCRIPTION OF CONTRACT	COMPULSORY BRIEFING SESSION VENUE
<p align="center"><b>CE:384</b></p> <p><b>PROCUREMENT OF A RISK MANAGEMENT AND SHORT TERM INSURANCE INTERMEDIARY SERVICE PROVIDER TO NEGOTIATE AND FINALIZE THE PLACEMENT OF AND ADMINISTER THE SHORT TERM INSURANCE PORTFOLIO FOR BUFFALO CITY METROPOLITAN MUNICIPALITY FOR A PERIOD OF THREE YEARS</b></p>	<p><b>Briefing to be held on Microsoft Teams on Tuesday 30th of November 2021 @ 10am</b></p> <p><b>To be included in the session please email your list of attendees to <a href="mailto:LindaS@buffalocity.gov.za">LindaS@buffalocity.gov.za</a> together with proof of purchase of the tender document by 12pm on 26 November 2021</b></p>
CIDB GRADING	N/A
<p><b>Evaluation Criteria: 90/10 Price = 90 BBEE Points = 10</b>  <b>Submit a B-BBEE Certificate (to claim preferential points)</b></p>	
<p><b>All Technical Enquiries:</b> Ms Linda Styles Email:<a href="mailto:LindaS@buffalocity.gov.za">LindaS@buffalocity.gov.za</a>  <b>All Procedural Enquiries:</b> <a href="mailto:RutaniaL@buffalocity.gov.za">RutaniaL@buffalocity.gov.za</a></p>	

### REQUIRED DOCUMENTS

Potential bidders are urged to submit the following attachments when submitting Bid Documents, failure to do so could lead to disqualification.

- Company Profile
- Certified Municipal Debt Clearance Certificate/Business Premises Lease Agreement
- Certified Joint Venture Applicable
- Original/Certified BBEE Certificate
- CSD Supplier Number
- CIDB - Proof of Registration

***N.B. AS PER THE NATIONAL TREASURY REGULATIONS, PROSPECTIVE BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE PRIOR SUBMITTING THEIR BID PROPOSAL.***

Bidders are notified that payments of tenders be made at respective BCMM paypoints before collection of documents at SCM and also, prior payments bidders are to collect tender stubby at SCM for payment purposes.

### OBTAINING OF TENDER DOCUMENTS:

Tender documents for each tender may be obtained from the Reception, Supply Chain Management Unit, 80 Phillip Frame Road, Chiselhurst (P.O. Box 626), and East London on payment of **R500.00**

### SUBMISSION OF TENDERS:

Tenders must be submitted before **12:00, 21 DECEMBER 2021**

Tenders may be submitted by hand. Faxed, e-mailed, unsigned or

incomplete tenders will not be accepted.

**By hand: One original document** sealed tenders endorsed on the envelope with the Bidder's name and address and the contract number must be deposited in the Formal Tender Box, Supply Chain Management Unit, 80 Phillip Frame Road, Chiselhurst, East London.

### OPENING OF TENDERS

**Tenders will be opened in public at 14:00; on the 21 December 2021, at Supply Chain Management Unit, no. 80 Phillip Frame Road, Chiselhurst.**

Standard tender conditions will apply. Council reserves the right not to accept the only or lowest or any tender at all, or to accept the whole or part of any tender. The invitation and award of bidders is subject to the Council's Procurement Policy on tenders. The Council gives preference to previously disadvantaged contractors as set out in the procurement formula in the tender documents. Suppliers can only claim preferential points against a recognised B-BBEE status level of contribution. Canvassing of councillors or municipal officials shall disqualify a tender.

The Council reserves the right to extend the tender period by a notice in the press. All contracts will be subjected to risk Assessment, including presentation or interviews with Service Providers. **(4964)**