

KAI !GARIB MUNICIPALITY



BID NOTICE BID T002/2023

MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO

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Tenders are hereby invited from insurance brokers to manage the short-term insurance portfolio of the Kai !Garib Municipality for a period of 24 months, with the option to extend the contract on an annual basis up to a maximum period of 36 months.

Tenders must be submitted on the original documents and remain valid for ninety (90) days after the closing date of the tender.

A set of tender documents can be obtained from Mr. Gavin Matthews who may be contacted at telephone (079) 590 2093 OR it can be obtained via gmholdings21@gmail.com/matthewsq@kaigarib.gov.za if after a non-refundable fee of R500.00 is paid.

Fully completed tender documents must be placed in a sealed envelope and placed in the tender box at the Kai !Garib Municipal Building, 09 Main Road, Keimoes, Northern Cape by no later than 12:00 on Friday, 12 August 2022 or at Archive Clerk. The envelopes must be endorsed clearly with the number, title, and closing date of the tender as above.

The tender will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2022.

The tender box will be emptied just after 12:00 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 accept 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 National Treasury's Central Supplier Database (CSD) to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to Bidders who are not registered on the CSD.

NB: The following supporting documents are to include in the tender submission:

- Company Profile
- Certified copies of IDs of all Directors
- A copy of the company founding statement
- A valid original SARS Tax Clearance Certificate
- B-BBEE Certificate original of Certified
- Current Municipal account
- Central Supplier Database Registration proof

Bidder shall take note of the following Bid Documents

- The Kai !Garib Municipality Supply Chain Policy will apply
- The Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the hope part of the bid
- Bids which are late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted

Any Enquiries regarding the specifications should be addressed:

Nielbert Kitching: nc082assets@gmail.com

Mr. BB Kordom
Acting Municipal Manager