



**BID NO. T 14/2021**

**PROVISION OF SHORT TERM INSURANCE SERVICES FOR A PERIOD OF THREE (3) YEARS**

Bids are hereby invited for the Provision of Short Term Insurance Services for a Period of Three (3) Years.

Bid documents with the necessary specifications must be downloaded on [www.bcrm.gov.za](http://www.bcrm.gov.za)

Completed Bid documents are to be placed in sealed envelopes endorsed "**PROVISION OF SHORT-TERM INSURANCE FOR A PERIOD OF THREE (3) YEARS - BID NO. T 14/2021**" **must** be placed in the **Bid Box**, situated at the foyer of the Corporate Services offices of the Blue Crane Route Municipality, **67 Nojoli Street, Somerset East, 5850 not later than 12h00 on Friday, 18 June 2021**, at which time the bids will be opened in public.

The tender will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

**Phase 1: Technical Proposal - Functionality**

Experience	50
Expertise	30
Methodology	<u>20</u>
	<b>100</b>

**Phase 2: Financial Proposal**

Price	80
BBBEE	<u>20</u>
	<b>100</b>

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- ↪ The Blue Crane Route Municipality Supply Chain Management Policy will apply.
- ↪ In order to claim Preference points a valid original or certified B-BBEE Status Level Verification Certificate from a SANAS registered verification agency or EME's to submit a sworn affidavit signed by the EME representative and attested by Commissioner of oaths to validate the claim, **No B-BBEE Status Level Verification Certificate – No points to be claimed.**
- ↪ Bidders should be registered on the CSD Supplier Database with a Tax Compliant Status.
- ↪ Bidders are to submit Certificate of Good Standing from their local municipality/ Municipal Billing Clearance Certificate.

- ↪ Awarded bidders and its directors must not be in arrears.
- ↪ Failure to complete all tender forms, data sheets and submit all supplementary information will lead to the tender being considered non-responsive.
- ↪ Bids which are late, incomplete, not completed in black ink, unsigned or submitted by facsimile or electronically will not be accepted;
- ↪ Bids submitted are to hold good for a period of 90 days.
- ↪ The Blue Crane Route Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- ↪ **Bidders to note, that a Pre-Qualification Evaluation will be undertaken. A minimum of 70% must be scored in order to proceed to the Financial Evaluation.**
- ↪ **Successful bidders will be required to register as a supplier/services provider on the BCRM's Supplier/Services Provider Database, if not already registered.**
- ↪ **Proof of Registration with Financial Services Board (FSB)**
- ↪ **Compliance with FAIS, Act 2002**
- ↪ **It is expected of all bidders to fill in Section 4.4 Authority of Signatory**

**Enquiries only in writing** should be directed to: **Mr C Everson**

Email: [ceverson@bcm.gov.za](mailto:ceverson@bcm.gov.za), and copy to: **Ms A Mbebe** Email: [procurement@bcm.gov.za](mailto:procurement@bcm.gov.za)  
(technical enquiries)

**Ms N Makhalima** Tel: 042 243 6463 Email: [nozukom@bcm.gov.za](mailto:nozukom@bcm.gov.za) (SCM Enquiries)

**Mr THABISO KLAAS**  
**MUNICIPAL MANAGER**  
**Blue Crane Route Municipality**  
**P O Box 21**  
**Somerset East**  
**5850**  
**03 June 2021**