



UTHUKELA DISTRICT MUNICIPALITY

REQUEST FOR ACCREDITED SERVICE PROVIDER TO PROVIDE UTHUKELA DISTRICT MUNICIPALITY WITH INSURANCE BROKER FOR THE PERIOD OF 3 YEARS

TENDER NO. 08/2021-FIL

The uThukela District Municipality seeks professional service provider for insurance broker for the period of 3 (three) years

Tender documents will be available from the offices of the Cashier from Monday 02 August 2021 at the uThukela District Municipality, 36 Lyell Street, Ladysmith at a non-refundable cost of R500.00. Any queries in respect of the documentation can be directed to Miss Nonhlanhla Malinga via email NMalinga@uthukela.gov.za.

A Compulsory Briefing Session will be held on Wednesday, 18 August 2021 at 11h00, at the uThukela District Municipality Offices, 36 Lyell Street, Ladysmith. Failure to purchase the tender document and/or non-attendance at the Compulsory Briefing Session will render any submission invalid.

Tenders submitted on the official tender document that you have purchased are to be submitted in a sealed envelope, clearly marked

"TENDER NO. 08/2021-FIL: REQUEST FO ACCREDITED SERVICE PROVIDER TO PROVIDE UTHUKELA DISTRICT MUNICIPALITY WITH INSURANCE BROKER FOR THE PERIOD OF THREE (3) YEARS" must be deposited in the tender box situated on the ground floor of the uThukela District Municipality, 36 Lyell Street, Ladysmith, on or before the closing time of **12h00 on Friday, 03 September 2021**, where the tenders will be opened in public. **Late quotations or Tenders received by way of Facsimile or E-Mail will under no circumstances be considered.**

All service providers intending to submit a tender are required to register for inclusion on the District's Service Provider Database. Forms are obtainable from the District's Supply Chain Management Office.

Tenderers shall take note of the following Tender Conditions:

- UThukela District Municipality's procurement policy will apply.
- uThukela District Municipality's does not bind itself to accept the lowest tender or any other tender and reserves the right to accept the whole or part of the tender,
- Tenders submitted are to be valid for a period of 90 days from the closing date for submissions of tenders.
- The Single Envelope System shall apply.
- The 80/20 point system shall apply.
- A bidder must score a minimum of 60 points in respect of pre-qualification to be considered for evaluation/ functionality

M Sithole
Municipal Manager
Uthukela District Municipality