



THEMBISILE HANI LOCAL MUNICIPALITY



APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR 36 MONTHS

CONTENTS

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
- T1.2 Tender Data

Part T2 : Returnable Documents

- T2.1 List of returnable documents

THE CONTRACT

Part C1: Agreements and Contract Data

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

Part C2: Pricing Data

- C2.1 Pricing Instructions
- C2.2 Bill of quantities

Part C3: Scope of Work

- C3 Scope of Work

Part C4 : Additional Relevant Documents

- C4.1 Supply Chain Management Policy



THEMBISILE HANI LOCAL MUNICIPALITY

APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR 36 MONTHS



TENDERING PROCEDURES

THE TENDER

Part T1: Tendering Procedures

- T1.1 Tender notice and invitation to tender
- T1.2 Tender Data



THEMBISILE HANI LOCAL MUNICIPALITY

APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR 36 MONTHS

T1.1 TENDER NOTICE AND INVITATION TO TENDER

CONTRACT NO	DESCRIPTION	BRIEFING SESSION	PRICE PER BID DOCUMENT	CLOSING DATE
THLM/SCM 20/2023- 2024/BTO02	APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR 36 MONTHS	NON COMPULSORY BRIEFING SESSION	R1 234.00	14 th December 2023 @12:00pm

Thembisile Hani Local Municipality invites tenders from suitably qualified bidders who meet the prescribed requirements for project number. **THLM/SCM 20/2023-2024/BTO02 APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE COVER FOR THEMBISILE HANI LOCAL MUNICIPALITY FOR 36 MONTHS**

Prospective service providers are encouraged to download the tender documents from the E-Tender Portal from the 8th of November 2023 at www.etenders.gov.za. The only time hard copies will be made available is if there are technical challenges from the E-Tender portal.

Cash and EFT payments will be accepted and must be made payable to Thembisile Hani Local Municipality. Sealed envelopes marked with the tender number as indicated above, must be placed in the bid box at the Municipality office in Kwaggafontein C no later than 12h00pm on 14th December 2023.

Please take note that no bid documents will be given to couriers unless the courier company is in the possession of a letter on an official letterhead, confirming on behalf of the company the full details of the specific bid/bids to be collected and the payment of the full amount payable for bids is required.

The Council reserves the right to either accept the whole or part of any bid, or not to appoint. Facsimiles or e-mailed documents will not be accepted. No awards will be made to a person who;

Is in the service of the state,

If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of state, and/ or

Who is an advisor or consultant contracted with the municipality or municipal entity.



A preferential point system shall apply whereby a contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, and as defined in the Conditions of Tender in the tender document, read in conjunction with the Supply Chain Management Policy of Thembisile Hani Local Municipality and the Preferential Procurement Regulations of 2022, wherein an 80/20 point system will be applied, wherein 80 points are for price and 20 for specific goals.

SCM Enquiries: Ms. L.S. Sehlako Tel: (013) 986 9187 Email: SehlakoL@thembisilehanilm.gov.za and Mr. R, Ms F Ntuli Tel : 013 986 9141 ,Makhubele Tel: (013) 986 9198 Email: richardm@thembisilehanilm.gov.za

Mr. D.J.D. MAHLANGU
Municipal Manager