



**BEAUFORT WEST MUNICIPALITY
DEPARTMENT OF FINANCIAL SERVICES**



**NOTICE NO: 96/2024
BID NO: SCM 40/2024**

PROFESSIONAL SERVICES: SHORT TERM INSURANCE PORTFOLIO FOR PERIOD OF 3 YEARS

The Municipal Manager of the BEAUFORT WEST MUNICIPALITY hereby invites suitably qualified bidders to tender for the underwriting of the municipality's Short Term Insurance Portfolio for a 3-year period.

A prerequisite of 70% exist for Functionality, in order to be further evaluated.

A hybrid clarification meeting will be held at the Supply Chain Management Unit: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort West, 20 June 2024 at 10:00. Prospective bidders must book before Wednesday, 19 June 2024 at 13:00.

Enquiries regarding the documents may be directed to Mrs. C. Bowers or Mr. S. Madumbo at Tel. (023) 414 8177 or email: courtneye@beaufortwestmun.co.za or sidwillm@beaufortwestmun.co.za. Enquiries regarding the specifications may be directed to Mr. B. Damon at Telephone number: 023-414 7536 or bradleyd@beaufortwestmun.co.za.

A non-refundable fee of R250 (Two Hundred and Fifty Rand), is payable for a set of documents. The fee must be deposited into the account of the Beaufort West Municipality at **NEDBANK, Branch Code: 198 765, Account Number 107 428 0318**. The reference number for confirmation of payment is: **SCM 40/2024** and Bid Documents will be made available upon provision of proof of payment. **Electronic documents will be free of charge and hard copy of document will be payable.**

Sealed Bids, marked: **"BID SCM: 40/2024: PROFESSIONAL SERVICES: SHORT TERM INSURANCE PORTFOLIO FOR PERIOD OF 3 YEARS"** must be placed in the tender box at the office of the Supply Chain Management Unit: Corporate Services in the Sanlam Building, 112 Donkin Street, Beaufort West, before the closing time and date of **14:00 on Friday, 12 July 2024**. Bids will then be opened in the presence of anyone who wishes to attend, in the Committee Room in the Supply Chain Management office at the Sanlam Building, Donkin Street, Beaufort West.

Telegraphic, telephonic, telex, facsimile, e-mail, bids not completed in ink by hand and late bids will not be accepted. The municipality is not bound to accept the lowest bidder and the Council reserves the right to accept any part of the bid or cancel the bid.

The bid must be valid for a period of 120 (one hundred and twenty) days after the closing date. The bid will be subject to Council's Supply Chain Management Policy, Preferential Procurement Policy, the Amended Preferential Procurement Policy Framework Act, and the Preferential Procurement Regulations, 2023. Points will be allocated for the following specific goals: (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and (b) promotion of enterprises located in the municipal area (WC053). The 80/20 preference points system will be applicable.

It is a prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing the online registration form obtainable on Central Supplier Database website at www.csd.gov.za.

Municipal Offices
112 Donkin Street
BEAUFORT WEST
6970

D.E WELGEMOED
MUNICIPAL MANAGER

07 June 2024