



**RAYMOND
MHLABA**
MUNICIPALITY
.....
UMANYANO KUPHHLISO

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RAYMOND MHLABA MUNICIPALITY

Tenders are hereby invited for the: PROVISION AND ADMINISTRATION OF SHORT TERM INSURANCE FOR RAYMOND MHLABA MUNICIPALITY FOR THREE YEARS

Completed tenders in a sealed envelope, clearly marked:

Bid documents will be available from the Budget & Treasury Department upon payment of a **non-refundable** fee of R300 (Three Hundred Rand) for each document (either in cash or by means of a bank guaranteed cheque) made payable to Raymond Mhlaba Municipality. The deposit is to be paid at the **Budget and Treasury Office, Corner of Campbell and Market Street, Fort Beaufort, between 09h30 and 15h00** prior to the collection of the bid documents. The documents will be available on **Tuesday, 11 August 2020**.

Enquiries should be addressed to Mr E. Britz at 0466457434/ 079 931 4600 / ebritz@raymondmhlaba.gov.za

Completed bid documents are to be placed in a sealed envelope endorsed "PROVISION AND ADMINISTRATION OF SHORT TERM INSURANCE FOR RAYMOND MHLABA MUNICIPALITY FOR THREE YEARS **BID NO. SCMU01/ADMIN/20/21** and must be deposited in the Bid Box at the **Budget and Treasury Office: Corner of Campbell and Market Street, Fort Beaufort Town Hall, 5720**, not later than **1200pm on Friday, 11 September 2020**.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price	-	80 points
BBBEE status	-	20 points
TOTAL	-	100 points

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Raymond Mhlaba Municipality Supply Chain Management Policy will apply;
- The Raymond Mhlaba 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;
- 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.
- Bids that do not meet a minimum of 70 points out of 100 points will not be considered for financial evaluation.
- Bidders must be registered with CSD.
- Bidders must submit their municipal rates and services account.

Ms. U.T.Malinzi
Municipal Manager