

TENDER NOTICE AND INVITATION TO TENDER



BID NO: AW 2021/22/07

PROVISION OF THE SHORT-TERM INSURANCE FOR THE PERIOD OF FIVE (5) YEARS

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Amatola Water Board is a state-owned, South African water utility established in November 1997 and is mandated to render water services to water sector institutions, to local government and other customers in the Eastern Cape.

INVITATION AND SCOPE OF WORK

Suitably experienced and qualified Contractors are invited to respond to this bid invitation for the PROVISION OF THE SHORT-TERM INSURANCE FOR THE PERIOD OF FIVE (5) YEARS

Bid Number	Bid Description	Bid Closing Date and Time
AW2021/22/07	PROVISION OF THE SHORT-TERM INSURANCE FOR THE PERIOD OF FIVE (5) YEARS	22 October 2021 at 11:00 am

1. BID CLARIFICATION MEETING

A compulsory clarification meeting with representatives of the Employer will take place at NAHOON DAM BOAT HOUSE, EAST LONDON, Eastern Cape (Refer to below co-ordinates) on the 06th October 2021 at 11:00 am. Due to COVID19 pandemic regulations, attendance will be limited to one representative per entity.

Latitude: 32°54'18.90"S

Longitude: 27°48'51.67"E

2. EVALUATION CRITERIAS-DISQUALIFYING FACTORS

Bidders must submit all required documents indicated hereunder with the bid documents at the closing date and time of the bid. During this evaluation phase, bidder's responses will be evaluated based on the documents submitted under mandatory requirements. Any bid that does not meet these requirements will be disqualified, and will be considered as non-responsive

The received bid proposals will be evaluated in different phases to arrive to the final phase of bid award, and the phases will be as follows:

STAGE 1 – PRE-QUALIFICATION

Only bidders who meet the conditions below will be considered and failure to comply will render your bid non-responsive:

The following standards will be required to be met:

- Bidder must provide, Proof of Registration and valid license with the Financial Service Board.
- Bidder must provide, Proof of registration and member of South African Insurance Association (SAIA).
- Bidder must provide, Proof of Financial Intelligence Centre Act (“FICA”) and Short-term insurance act compliance.

STAGE 2 – COMPLIANCE SCREENING/ADMINSTRATIVE COMPLIANCE

In this phase All bids received will be verified for compliance and completeness of the submitted proposal per the below set of requirements. Bidders who fail to comply with the below requirements WILL be eliminated and bidders who comply with the below progresses to the next phase.

- Bid documents must be properly received on the bid closing date and time specified on the invitation. (Bid closing date, 22 October 2021 @11am)
- Bid documents must be properly fully completed, dated, signed in non-erasable ink.
- Submission of the bid document must be in a sealed envelope clearly marked: “AW2021/22/07 - PROVISION OF THE SHORT-TERM INSURANCE FOR THE PERIOD OF FIVE (5) YEARS.”
- The bid document must be completed in all respects in non-erasable ink.
- Bids must be submitted on original bid documents.
- Bid documents must remain intact and no portion may be detached

The following declaration forms must be completed and signed in full:

SBD 1: Invitation to Bid

SBD 4: Declaration of Interest

SBD6.1: Preference points claim form in terms of Preferential Procurement Regulations 2017

SBD 8: Declaration of Bidder’s Past SCM Practices

SBD 9: Certificate of Independent Bid Determination

FORM A: AUTHORITY TO SIGN

In the case of a Bid being submitted on behalf of a company, close corporation, or partnership, evidence must be submitted to the Amatola Water at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the articles of the entity

The Bidders are encouraged to submit the following documents:

- B-BBEE VERIFICATION CERTIFICATE/SWORN AFFIDAVIT for EMEs and QSEs where applicable
- JOINT VENTURE AGREEMENT (IF APPLICABLE)

STAGE 3 – FUNCTIONALITY/TECHNICAL EVALUATION

The Function/Technical Evaluation is divided into two stages:

Bidders will be evaluated in terms of the prevailing supply chain policy applicable to Amatola Water and it should be noted that:

- A minimum of 60 points out of 100points on technical capability will be the cut-off to qualify for further evaluation of price and B-BBEE.
- Amatola Water will analyse and assess technical capability and therefore the bidder should demonstrate the following:

STAGE 4 – PRICE AND PREFERENCE 80/20

Bidders are required to complete the preference claim form (SBD 6.1) and must submit their valid BBBEE status level verification certificate or certified copy of sworn affidavit at the closing date and time of the bid in order to claim the BBBEE status level points.

Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a BBBEE status level certificate from an accredited verification agency or affidavit will be considered for preference points, failure on the part of the bidder to comply with the above will be deemed that preference points for BBBEE status level are not claimed and therefore be allocated zero (0)

PRICE AND PREFERENCE (BBEE)	
Price	80%
BBBEE	20%
Total Points for price and BBBEE	100

All forms and declarations must be signed and completed and returned with the Bid Document as a whole.

Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

The lowest or any bid will not necessarily be accepted, and your bid may be accepted in part or as a whole.

3. BID PUBLICATION

Bid documents are downloadable free of charge from the Amatola Water website @ www.amatolawater.co.za available from 10:00am on Monday, 29 September 2021

4. BID SUBMISSION

The original completed bid documents must be submitted in a sealed envelope or parcel endorsed with the Bid Number and Bid Description as detailed in the Tender Data. **The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London, prior to the time and date indicated in the bid notice and the Tender Data.** The bid submissions will be opened by Amatola Water SCM officials shortly after the closing time. .No public opening of tenders will be allowed due to the resurgence of Covid 19 pandemic, however Tender offer results will be published onto Amatola Water Website within 30 days from the closing date.

5. BID ENQUIRIES

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Mr. S. Biyela at sbiyela@amatolawater.co.za (for SCM enquiries) and Mr L. Majiza at lmajiza@amatolawater.co.za (for technical enquiries).

Mr Sazile Qweleka

Acting Chief Executive