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Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

12 March 2020

THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INSURANCE SERVICES BID NO: ANDA 14/2019/2020

Alfred Nzo Development Agency (ANDA) is a municipal entity of the Alfred Nzo District Municipality established in terms s84 of the Municipal Finance Management Act (MFMA) 56 of 2003. The Agency (ANDA) is mandated to carry out the promotion and implementation of local economic development initiatives and investment and trade promotion on behalf of the District Municipality.

The Agency is situated in Mt. Ayliff in the Eastern Cape Province

ANDA hereby invite bids from suitably qualified service providers to submit quotations to provide Insurance services for Alfred Nzo Development Agency.

Notes to Prospective Bidders/compulsory submissions

- All bidders have to be registered on Central Supplier Database (CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Valid Tax Clearance Certificate and/or Pin should be attached
- Certified copy of B-BBEE Level Certificate or sworn affidavit
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- All bidders are required to submit MBD 1, 4, 8 & 9 forms (declaration of interest & SCM past Experience) which are available at reception area at ANDA Offices in Mount Ayliff or which can be downloaded from www.anda.org.za. Failure to do so will result to disqualification.

The quotations will be evaluated on the basis of the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2011), as well as the Alfred Nzo Development Agency's Supply Chain Management policy. The 80/20 preference point system will be used as per the ANDA SCM policy.

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

The proposals / quotations will be evaluated in two stages, namely:

Stage 1 – Functionality

Stage 2 – Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	WEIGHT
STAGE 1 OF EVALUATION - FUNCTIONALITY	
Functionality	100
• Previous Experience	50
• Capacity and Expertise	20
• Methodology	30
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	
Price	80
B-BBEE Certificate	20
TOTAL	100

Breakdown of Functionality

PREVIOUS COMPANY EXPERIENCE	Maximum Weighting
Previous Experience	50
<p>Relevant expertise in the field of provision of Agency insurance of proposed project leader</p> <p>(Provide CV of Project leader and Qualifications)</p> <ul style="list-style-type: none"> • Above 10 years – 15 • 5 to 10 years – 12 • 3 to 5 years – 9 • 1 to 2 years – 6 • Less than a year – 3 	15
<p>Details of completed/current services by the service provider, including contactable references</p> <p>(Attach appointment letters of references)</p> <ul style="list-style-type: none"> • Completed or current services for 5 to 10 institutions - 15 • Completed or current services for 3 to 4 institutions – 10 • Completed or current services for 1 to 2 institutions – 5 	15
<p>A detailed breakdown of the tender price and the pricing structure for the three-year period</p>	10

Submission of a Client Portfolio, wherein, the tenderer is required to include at least two (2) lowest client profiles and two (2) highest client profiles	10
CAPACITY AND EXPERTISE TO UNDERTAKE THE PROJECT	Weighting
Capacity and Expertise	20
A Project Team with the following areas of expertise	
Qualifications of key personnel to be involved in the administration and management of the Agency Insurance (Provide CV and Qualifications) <ul style="list-style-type: none"> • Fellow-status/Fellowship (FIISA) - 5 • Associates (AIISA) - 4 • Licentiate (LIISA) - 3 • Membership (MIISA) - 2 • Grade 12 - 1 	15
Tenderer must submit Financial Services Board (FSB) License Certificate	5
METHODOLOGY	Weighting
Methodology	30
Process followed when processing a claim from the reporting of the incident, documents required, period of accessing the claim, total turnaround time of the claim and pay-out etc. (Attach methodology or structure)	30

SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 14/2019/2020 THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INSURANCE SERVICES**. The sealed envelope must be deposited in the Tender Box, located at reception area of Alfred Nzo Development Agency not later than **12h00 am** on the **13 April 2020**. The submissions will be opened in public. Emailed or faxed proposal will be disqualified, Alfred Nzo Development Agency reserves the right to accept or not to appoint service provider.

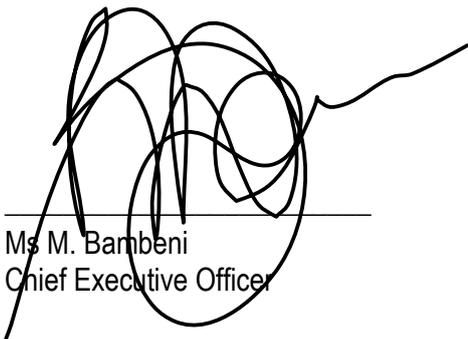
DOCUMENTATION

The Bid Documents shall be available at a non-refundable cost of R 500.00 (VAT inclusive) per Document, to be collected at the Supply Chain Management Office, 1400 Hospital Road, Umzimvubu Goats Complex, Mount Ayliff, 4735. All Bidders are required to attach proof of payment receipts on their document when submitting bids.

To receive copies via email after payment, payment to be made at ANDA Bank Account, FNB Bank Cheque Account: 622 152 90 355 (& please quote your company name as the reference), kindly send an email to makhatham@anda.org.za to obtain the tender document (& please make sure you attach proof of payment, and state the project name of the document you are requesting). Alternatively, tender documents will be available at Alfred Nzo Development Agency.

BID ENQUIRIES

Enquiries should be directed to Project Coordinator: Ms Alungile Yekani 039 492 0011 email: yekania@anda.org.za and SCM related enquiries should be directed to Finance Manager: Ms Zethu Mketsu on 0394920011 / 076 402 9306 or email: mketsuz@anda.org.za / makhatham@anda.org.za



Ms M. Bambeni
Chief Executive Officer