

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718

Better District, Better Life and Growth for all.

www.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/000993/30

23 SEPTEMBER 2020

RE-ADVERT: THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INSURANCE SERVICES

BID NO: ANDA 11/2020/2021

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 proposals for provision of Insurance Services.

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
- Copies of ID Documents of company directors must be certified with a certification that is not older than 3 months
- 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.
- **Financial Services Board (FSB) License Certificate**
- 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:

MWB

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 EXPERIENCE	WEIGHTING
Relevant expertise in the field of provision of Agency/Institution insurance of proposed project leader	15
<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 	
(Provide CV of Project leader and Qualifications)	
Traceable record for successful completion of a minimum of the following:	15
<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 	
(Attach reference letters for each project completed)	
A detailed breakdown of the tender price and the pricing structure for the three-year period	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
Maximum Weighting	50

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CAPACITY AND EXPERTISE	WEIGHTING
<p>The Service Provider must be credited with:</p> <ul style="list-style-type: none"> • Fellow-status/Fellowship (FIISA) - 5 • Associates Insurance Institute of South Africa (AIISA) - 4 • Licentiate (LIISA) Certificate of Competence to practise Insurance services - 3 • Membership (MISA) - 2 • Grade 12 - 1 <p>Qualifications of key personnel to be involved in the administration and management of the Agency Insurance</p>	15
Tenderer must submit Financial Services Board (FSB) License Certificate	05
METHODOLOGY	WEIGHTING
Methodology	30
Previous Processes followed when processing claim from the reporting of the incident, documents required, accessing the claim, total turnaround time of the claim and pay-out etc. <i>(no points will be awarded if the requirements as detailed above are not included in the proposal)</i>	30

SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 11/2020/2021 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 **26 October 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 Project Co-ordinator, Ms T. Mtyide at 039 492 0011 email: mtyidet@anda.org.za and SCM related enquiries should be directed to SCM Manager: Ms Olona Sompa on 0394920011 / 066 440 7301 or email: sompao@anda.org.za



Ms M. Bambeni
Chief Executive Officer