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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)

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

**22 NOVEMBER 2023**

## **THE APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF INSURANCE SERVICES**

**BID NO: ANDA 08/2023/2024**

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 for a period of 36 months.

### **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
- Company Registration certificate and valid Tax Clearance Certificate and/or Pin should be attached
- Joint Venture agreement (where applicable)
- Company profile with traceable references.
- **Financial Services Board (FSB) License Certificate**
- Municipal clearance certificate certifying that no municipal rates and service charges are owed by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located, are in arrears for more than three months/ Lease agreement/ Proof of Residence.
- All bidders are required to submit MBD 1, 4, 6.1, 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](http://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 (2022), 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 – Capacity to Execute Work

Stage 2 – Price and Preferential Points

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

ITEM	WEIGHT
<b>STAGE 1 OF EVALUATION – CAPACITY TO EXECUTE WORK</b>	
• Previous Experience	30
• Capacity and Expertise	50
• Methodology	20
<b>STAGE 2 OF EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	
Price	80
Specific Goals – Goal 3	20
<b>TOTAL</b>	<b>100</b>

Breakdown of Stage 1

PREVIOUS EXPERIENCE	WEIGHTING
Traceable record for successful completion of a minimum of 10 or more projects of Insurance Services for a Municipal Entity/Municipality/Organisation. <ul style="list-style-type: none"> <li>Above 10 years – 30</li> <li>5 to 10 years – 20</li> <li>1 to 5 years – 10</li> </ul> <b>Attach reference letter for each job completed to claim maximum points. Reference must be on a letterhead of the referring organisation and must be signed.</b>	30
<b>METHODOLOGY</b>	20
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
<b>Maximum Weighting</b>	<b>50</b>
<b>CAPACITY AND EXPERTISE</b>	<b>WEIGHTING</b>
The Service Provider must be credited with: <ul style="list-style-type: none"> <li>Fellow-status/Fellowship (FIISA) - 5</li> <li>Associates Insurance Institute of South Africa (AIISA) - 5</li> <li>Licentiate (LIISA) Certificate of Competence to practise Insurance services - 5</li> </ul>	25

<ul style="list-style-type: none"> <li>• Membership (MISA) - 5</li> <li>• Grade 12 - 5</li> </ul> <p>Qualifications of key personnel to be involved in the administration and management of the Agency Insurance</p> <p>(Attach CV and Qualifications)</p>	
Tenderer must submit Financial Services Board (FSB) License Certificate	25

## SUBMISSION OF PROPOSALS

The completed proposal must be submitted in a sealed envelope endorsed with the Bid No: **ANDA 08/2023/2024 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 **08 JANUARY 2024**. 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](mailto: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](mailto: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](mailto:sompao@anda.org.za)



**MR NR XOLO**  
**ACTING CHIEF EXECUTIVE OFFICER**