Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

MANDENI MUNICIPALITY
BID NOTICE
Bid No.: 25/25/26
PROVISION AND MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO FOR A PERIOD OF 36 MONTHS

Bidders are hereby invited from suitable service providers for the provision and management of short-term insurance portfolio for a period of 36 months

The physical address for collection of bid documents is Mandeni Municipality's Civic Centre, 2 Kingfisher Road, Mandeni Cashers Office upon payment of a non-refundable fee of R600.00 (inclusive of VAT) (Debit card, Cash or EFT: Ref no.: Bid No 25/25/26 Bidder's Name). Bid documents will be available from **Wednesday, 3rd of June 2026 to Monday, 15th of June 2026** during working hours **Monday to Friday from 08h00 to 15h30.** Bidders who opt to pay via EFT may request the municipal bank account details from the manager of SCM.

A compulsory clarification meeting with representatives of the Employer will take place at **Municipal Council Chamber, No. 2 Kingfisher Road**, Mandeni on **17th June 2026**, starting at **10h00** thereafter proceeding to the site. Failure to attend the compulsory clarification meeting with the bid document will disqualify the tender. The doors to the venue will be closed at **10h00** and no bidder will be permitted to enter afterwards. Bidders that do not bring the document to the briefing will be disqualified.

Bid are to be completed in accordance with the conditions attached to the Bid document and must be sealed in an envelope and marked: **"BID NO.: 25/25/26 PROVISON AND MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO FOR A PERIOD OF 36 MONTHS"** and must be deposited in the tender box situated at the reception: Civic Centre, 2 Kingfisher Road, Mandeni **no later than 12H00, on Friday, 3rd of July 2026** at which time bids will be opened in public. Closing time will **only** be determined by the Municipal watch displayed on the Municipal wall at the reception. The name and address of the Bidder must be clearly written on the sealed envelope containing the Bid Document. **Late submission, e-mail or fax bids will no circumstances be considered. Only bidders registered on Central Supply Database (CSD) will be considered.**

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal		Maximum Allocated Points
Enterprise Located	Within the iLembe Region	6

	Within the KZN Province	3
	Within the National Region	1
EME or QSE which is at least 100% owned by black people		5
Enterprise 100% owned by Women		3
Enterprise 100% owned by Youth		3
Enterprise 100% owned by people with disability		3

The Mandeni Municipality subscribes to the preferential procurement policy framework Act, Act No. 5 of 2000 and its associated Regulations of 2022. Bids will be evaluated and adjudicated in terms of the Mandeni Municipality's SCM Policy in two stages. First stage of evaluation is functionality and second stage being price (form of offer). Bids shall be valid for a period of 120 days. The Mandeni Municipality does not bind itself to accepting the lowest bid, either wholly or in part or give any reason for such action. All bidders must provide audited annual financial statements (AFS) for the past 3 years for companies required by law to be audited. For companies not required by law to be audited, AFS for the past three years or since the date of establishment if established during the past three years. All prospective bidders will be screened in accordance with the National Treasury's Defaulters Data Base. Canvassing in any form of gift to Council is strictly prohibited and will lead to the disqualification of the bid.

Queries relating to the issuing of these documents may be addressed to Mr. Mukelani Bhodoza from the SCM Department on Tel. No. (032) 456 8291, email: mukelani.bhodoza@mandeni.gov.za. Technical queries may be addressed to Mr. Mbongi Mbatha Tel: (032) 456 8251, Email: mbongi.mbatha@mandeni.gov.za

MUNICIPAL MANAGER
MR. S.G KHUZWAYO

01/06/2026
Date