

Provisions of Short-Term Insurance and Risk Management Service as Per Tender Bid: 8/3-34/2019

DATE OF ADVERTISEMENT 24 MAY 2020.CLOSING DATE 05 JUNE 2020

LIST OF BIDDERS RECEIVED AND AMOUNTS INCLUDING VAT

	BID NUMBER	CLOSING DATE	COMPANY NAME	PRICE
1	8/3-34/2019	01/6/2020	Lateral Unison	R4 029 889.00
2			Kunene Makopo Risk Solutions (Pty) Ltd	R3 449 226.72
3.			Indalo Africa Financial Solutions	R4 386 164.00
4			AON	R942 189.00
4.			Lebone Risk Solutions	R5 411 314.00

2.3. Firstly, all the tenders received were checked for compliance with the tender requirements by the Supply Chain Unit for a Supply Chain Compliance Report

2.4. Only **ONE (01)** tender document was found to comply with the tender requirements as outlined below:

Table 2.4.1

Only **ONE (01)** tender document was found to comply with the tender requirements as outlined below:

Tender's Name	Valid original (Current) tax Clearance Certificate / Tax pin	Form of Offer Signed	Letter of Authority Signatory	Municipal Rates & Taxes Invoice (Not older than 3 months)	Declaration of Interest Signed (MBD 4 & 5)	Certified / Original company registration	Certified copy of ID document (Not older than 3 months)	BBB-EE Level / sworn-in affidavit	Proof of CSD Registration	Professional Registration	Sign and initial of all pages of tender document	Tender document Responsiveness
1. Lateral Unison	✓	✓	Not on company's letter head	✓	✓	✓	✓	Level 1	✓	✓	✓	No
2. Kunene Makopo Risk Solutions (Pty) Ltd	✓	✓	✓	✓	✓	✓	✓	Level 1	✓	✓	✓	Yes
3. Indalo Africa Financial Solutions	✓	✓	X	Lease agreement not on company's name	✓	✓	✓	Level 1	✓	✓	✓	No
4. AON	✓	✓	X	Lease agreement not on company's name, MUN Rates more than 90 days	✓	✓	Copy out of copy	Level 2	✓	✓	✓	No
5. Lebone Risk Solutions	Tax pin not certified	✓	✓	x	✓	✓	One Director's copy not certified	Level 1	Old (2018-02-06)	Copy not certified	✓	No

THE FOLLOWING **FOUR (04)** TENDERS WERE ACCORDINGLY NOT CONSIDERED FURTHER IN THE EVALUATION PROCESS:

BIDDERS	REASONS FOR NON-COMPLIANCE
1. Lateral Unison	Signatory of authority not on company's letter head
2. Indalo Africa Financial Solutions	Lease agreement not on company's name
3. AON	Lease agreement not on company's name and copy out of copy of ID
4. Lebone Risk Solutions	Tax pin not certified, no municipal rates attached, ID copy of one Director not certified, CSD report old (2018-02-06), copy of professional registration not certified.

2.6 FUNCTIONAL EVALUATION: Minimum Score is 70%

CRITERIA	DESCRIPTION	MAX SCORE	Kunene Makopo Risk Solutions (Pty) Ltd
Experience of the key team members (Curriculum Vitae of at least three key members to be attached)	<p><u>Years in the Field:</u></p> <p>3 = 3</p> <p>4 = 4</p> <p>5 = 5</p> <p>6 = 6</p> <p>7 = 7</p> <p>8 = 8</p> <p>9 = 9</p> <p>10 = 10</p>	10	10
Claims administration system (Claims procedures to be clearly documented and relevant forms to be attached)	<p>Effective and efficient administration of online claims:</p> <p>Any claim form attached = 10</p> <p>No attachment = 0</p>	10	10

Risk Management (Bidders should submit a proof on relevant experience)	<u>Understanding of Risk Management Strategy and provide letters of recommendation.</u> 0-1=5 2-3=10 3-5=15	15	15
Local Government Experience	Bidders should submit appointment letter based on similar services:		
(Bidders should submit proposals appointment letter)	0-5=3 6-10=5 11-15=8 16-20=10 21-25=15	15	15
The bidder must have presence in different provinces.	The bidder must provide proof of presence in five different locations. lease agreement or municipal rates = 10 No attachment = 0	10	10
Skills Transfer / Training	Bidders should submit proof of relevant industry related skill transfer at similar projects with other municipalities:	10	10
Social Responsibility (Reference letters to be attached)	Bidders should submit proof of social responsibility projects into relevant organisation, a minimum of five letters = 10 less than five letters = 0	10	10
	Total Points	80 Points	80

1. EVALUATION OF TENDERS

Evaluation Criteria

The bidders were evaluated in terms of the Municipality Supply Chain Management and Preferential Procurement Policy, which is line with the Preferential Procurement Framework Act (Act 5 of 2000). Bidders were evaluated using the 80/20 points allocation system as prescribed. The total points out of a possible maximum of 100 are calculated using the following formulae

	Bidder	Corrected Tender Amount (Exclu. Vat)	Price Points (80/20)	B-BBEE Points (80/20)	TOTAL POINTS FOR PRICE
1	Kunene Makopo Risk Solutions (Pty) Ltd	R2 931 842.71	80	20	100

RECOMMENDATIONS OF THE TENDERS EVALUATION PANEL

That, in terms of the provisions of Clause 6 (5) of the PPPFA Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act, read with the Municipality Finance Management Act No. 56 of 2003 (MFMA) , it is therefore recommended that the service provider **Kunene Makopo Risk Solutions (Pty) Ltd** be **APPOINTED on the offer of R2 931 842.71 (VAT Excl)**