

**2. TENDER NOTICE & INVITATION TO TENDER**
**TENDER NO. BV 1136/ 2025**
**SHORT TERM INSURANCE SERVICES FOR THE PERIOD ENDING 30 JUNE 2028**

The Breede Valley Municipalities invites tenders for the provision of short-term insurance services for the for the period ending 30 June 2028.

Only service providers, who meet the eligibility criteria as well as the requirements as set out in the conditions of the tender are encouraged to participate in this tender. Interested service providers can request or collect bid documents from the Supply Chain Management Offices, 51B Baring Street, Worcester. Documents are to be requested or collected as from Tuesday, 25 March 2025, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 – 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, payable by cash deposits and EFT's. **Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.**

**ELIGIBILITY CRITERIA**

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

- i. Who are compliant with the Financial Advisory and Intermediary Services Act and registered with the Financial Sector Conduct Authority (FSCA) (proof of registration and compliance must be submitted with the tender);

Failure to provide the substantive evidence in terms of documentary proof will result in disqualification

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mr. Brown, at telephone number 023 348 2956, or e-mail address: [tbrown@bvm.gov.za](mailto:tbrown@bvm.gov.za) . Alternatively, Mr. Bells can be contacted at telephone number 023 348 2954, or e-mail address: [wbells@bvm.gov.za](mailto:wbells@bvm.gov.za) . Any enquiries regarding technical information shall be directed to the Manager: Budgets and Costing, Mr. Crotz at telephone number 023 348 4996/ 076 189 0341 or e-mail address: [acrotz@bvm.gov.za](mailto:acrotz@bvm.gov.za) . Alternatively, the Senior Manager: Financial Planning, Mrs. Volschenk can be contacted at telephone number 023 348 4992/ 082 787 5841 or e-mail address: [bvolschenk@bvm.gov.za](mailto:bvolschenk@bvm.gov.za) .

A non-compulsory virtual clarification meeting with representatives of the Employer will take place on Tuesday, 8 April 2025, starting time 11h00 via Microsoft Teams. It is the bidder's prerogative to elect to attend the clarification meeting. Prospective tenderers shall register with Breede Valley Municipality, Supply Chain Management Unit by e-mail to [procurement@bvm.gov.za](mailto:procurement@bvm.gov.za) not later than end of business on Monday, 7 April 2025 after which an invite to the virtual clarification meeting will be sent out. Please note: The Municipality prefer that Senior Company Staff members or staff members with technical contextual knowledge to attend the clarification meeting as the Tender Specifications and the Scope of service will be discussed in detail along with the expectations and possible amendments. It remains the tenderer's responsibility to comprehensively familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender.

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipal Credit Control offices, 53 Baring Street, Worcester, by not **later than 11h00 on Wednesday, 30 April 2025**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy, the Preferential Procurement Framework Act, the Preferential Procurement Regulation of 2022 and Council's Preferential Procurement Policy. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality  
 Private Bag X3046  
 WORCESTER

D. MCTHOMAS  
 MUNICIPAL MANAGER  
 SC 09/2025