



TENDER NOTICE: ULM96/2021

SUPPLY OF SHORT-TERM INSURANCE SERVICE FROM THE DATE SIGNING THE SERVICE AGREEMENT FOR A PERIOD OF THREE (3) YEARS

.....
NAME OF SERVICE PROVIDER

Address:.....

.....
.....

Telephone: .
.....

Email Address:
.....

MR.BJ KAPP
ACTING Municipal Manager
UMSOBOMVU MUNICIPALITY
PRIVATE BAG.6
COLESBERG, 9795
Tel: 051-753 0777
Fax:

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PART T1: TENDER PROCEDURE

T1.1 TENDER NOTICE AND INVITATION TO TENDER

TENDER NOTICE **ULM96/2021**

Tenders are hereby invited for the **SUPPLY OF A SHORT TERM INSURANCE SERVICE** from the date of signing the service level agreement for a period of three (3) years, as detailed in the tender document.

Tender documents (with all required specifications) are available during business hours as of **30 June 2021** from the Supply Chain office, UMSOBOMVU Municipal Offices, 21 A CHURCH STREET COLESBERG 9795, PRIVATE BAG X6

The tender, sealed and clearly marked: **Tender ULM96/2021 - SUPPLY OF A SHORT TERM INSURANCE SERVICE** – must be placed in the tender box at the UMSOBOMVU Municipal Offices, 21 A CHURCH STREET COLESBERG 9795 Tenders must be received by no later than **26 July 2021 at 12:00. A formal opening session will be held soon after the closing time of the tender.**

THE FOLLOWING CONDITIONS WILL APPLY:

- Price(s) tendered must be valid for at least ninety (90) days from the tender closing date.
- Price(s) tendered must be firm and must be inclusive of VAT.
- This tender will be evaluated in terms of the **80/20** preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the original MBD 4, MBD 6.1, MBD 7.1 & 7.2, MBD 8 & MBD 9 forms must be completed and submitted together with your price quotation if it is in excess of R 30 000.
- A certified B-BBEE certificate must be submitted with your tender offer.
- The lowest or only tender will not necessarily be accepted.
- A valid original tax clearance certificate issued by SARS must accompany all tenders in excess of R 30 000 (if we have a VALID one, you do not have to submit it again, just indicate as such).
- Potential service providers who were found guilty of fraud or corruption or who willfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- Potential service providers (or any of the directors) whose municipal rates and taxes or municipal services charges are in arrears for three months, at the municipality or any other municipality or entity, will be excluded from this process. **Please submit a municipal account (not older than 3 (three) months) as proof of payment with your tender.**
- Only service providers who are registered with the South African Insurance Association (SAIA) or Insurance Institute of South Africa (IISA) are eligible to submit a tender.
- No late, faxed or e-mailed tenders will be accepted.

NB: No tenders will be considered from persons in the service of the state.

Failure to comply with these conditions may invalidate your offer. Yours faithfully

MR. BJ KAPP
ACTING MUNICIPAL MANAGER

T1.2 TENDER DATA

The purpose of this bid is to ensure that the municipality maintains risk management by procuring the services of a broker to ensure cost effective and efficient insurance for the assets of the municipality from **1 August 2021 until 30 September 2024**.

Table 1.2 Tender Data

Sub Clause	Description
F.1.1	The employer is UMSOBOMVU Municipality
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p>TENDER PROCEDURES Part T1: Tender Procedures T1.1 Tender Notice and Invitation to Bid T1.2 Tender Data Part T2: Returnable Documents T2.1 List of Returnable Documents T2.2 Returnable Schedules CONTRACT Part C1: Agreement and Contract Data C1.1 Form of Offer and Acceptance C1.2 Contract Data Part C2: Scope of Works C2.1 Description of works Annexure A</p>
F 1.4	<p>THE EMPLOYER'S AGENT IS: Name: Umsobomvu MUNICIPALITY (Finance Division) Address: 21A Church Street, Colesberg,9795 Tel: (051) 753 0777 Fax: E-mail:selina@Umsobomvumun.co.za</p>
F.2.1	<p>Only those service providers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> • Directors of the service provider must not be in service of the state. • Service provider must not have been found guilty of fraud or corruption during the past 5 years. • Service provider must not have willfully neglected, reneged on or failed to comply with any government contract during the past 5 years. • Must be registered on the UMSOBOMVU Municipality database or must be eligible for registration. • The service provider's VAT must be in order with SARS. • The service provider's municipal bill must be up to date or payment arrangement must be in place with the Local Municipality. • Are registered at the South African Insurance Association (SAIA) or the Insurance Institute of South Africa (IISA)
F.2.13.5	<p>The employer's address for delivery of tenders is:</p> <p>Location of tender box: UMSOBOMVU MUNICIPALITY</p> <p>Physical address21A CHURCH STREET , COLESBERG 9795</p> <p>Identification details:TENDER NOTICE ULM-96/2021 : SUPPLY OF SHORT TERM INSURANCE</p>

	SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS
F.2.15	The closing time for submission of tenders are: 12H00 hours on 26 JULY 2021.
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed tenders will not be accepted.
F.2.16	The tender validity period is 90 days .
F.2.23	<p>The following certificates are to be provided:</p> <ul style="list-style-type: none"> • A VALID ORIGINAL TAX CLEARANCE CERTIFICATE (OR INDICATE IF WE DO HAVE A VALID ONE) • PROOF OF SAIA OR IISA REGISTRATION • B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TO BE ELIGIBLE FOR PREFERENCE POINTS)
F.3.11.	<p>The Procedure for evaluation of responsive tenders is:</p> <ul style="list-style-type: none"> • All responsive tenderers will first be evaluated on quality where they must score 70 out of 100 to advance to the financial evaluation stage. • Evaluation criteria: 80 where the financial value inclusive of VAT of one or more responsive quotations equals or is less than R 50 000 000-00. Up to 20 evaluation points, based on the B-BBEE status level of a service provider, will be awarded to the service provider who submit a valid B-BBEE status level verification certificate.

PART T2: RETURNABLE DOCUMENTS

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable are required for the purpose of evaluating the tender, some will form part of the subsequent contract, as they form the basis of the offer. For this reason, it is very important that service providers return all information requested.

T2.1 LIST OF RETURNABLE DOCUMENTS

1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES (Included hereafter for completion)

MBD 4: Declaration of Interest

MBD 6.1: Preference Points Claim Form - in terms of the Preferential Procurement Regulations 2011

MBD 7.1 & 7.2- Contract Form – Rendering of Services

MBD 8: Declaration of Bidders past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

T2.2 LIST OF RETURNABLE SCHEDULES

2. RETURNABLE SCHEDULES FOR TENDER EVALUATION PURPOSES (to be attached with submission)

Schedule 1A: Original Tax Clearance Certificate

Schedule 1B: Proof of SAIA or IISA Registration

Schedule 1C: Municipal Bill (copy) (not older than 3 months)

Schedule 1D: Certified B–BBEE status level verification certificate

MBD 1

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE **SUPPLY OF A SHORT TERM INSURANCE SERVICE**

BID NUMBER: **ULM96/2021**

CLOSING DATE: **26 JULY 2021 at 12:00 Pm.**

DESCRIPTION: **SUPPLY OF A SHORT-TERM INSURANCE SERVICES**

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

DEPOSITED IN THE BID BOX SITUATED AT: UMSOBOMVU MUNICIPAL OFFICES COLESBERG

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

MBD 2

MBD 2: TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. In order to meet this requirement bidders are required to complete in full a TCC 001 form "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF BIDDERS)

1. Name of taxpayer / bidder.....
2. Trade name:.....

3	Identification number:																		
4	Company / Close Corporation registration number:																		
5	Income tax reference number:																		
6	VAT registration number (if applicable):																		
7	PAYE employer's registration number (if applicable):																		

Signature of contact person requiring Tax Clearance Certificate:.....

Name:.....

Telephone number: Code:.....Number:.....

Address:.....

DATE: 20____/____/____

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND / OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder², member):

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5 Tax Reference Number:

2.6

2.7 VAT Registration Number:

2.7.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

MBD 4

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.7.3 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.7.4 If so, furnish particulars:

.....
.....
.....

2.7.5 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

MBD 4

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Peral Number

MBD 4

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL REGULATIONS 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE80.....
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION20.....
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

MBD 6.1

2. DEFINITIONS

- 2.1.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

MBD 6.1

- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under

consideration P_t = Comparative price of bid under

consideration

P_{\min} = Comparative price of lowest acceptable bid

MBD 6.1

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

MBD 6.1

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph

5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number
:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

MBD 6.1

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....

**SIGNATURE(S) OF
BIDDER(S)**

3.

.....

DATE.....

ADDRESS:.....

.....

.....

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO	PRICE (A) ALL APPLICABLE TAXES INCLUDED	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT

.....ON..... NAME

(PRINT)

SIGNATURE

.... OFFICIAL STAMP

.....

WITNESSES

1.

2.

DATE

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

CONTRACT FORM - RENDERING OF SERVICES PART 2

(TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDE)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND
CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. The Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)². Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Chain Regulation 38 (1) prescribes that a Supply Chain Management Policy must provide measures for the combating of abuse of the supply chain management system and must enable the Accounting Officer, among others, to:
 - a) take all reasonable steps to prevent such abuse;
 - b) reject the bid of any bidder if that bidder or any of its directors has abuse the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the executive of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate Of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and/ or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf off: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;

MBD 9

- (b) geographical area where product or service will be rendered (market allocation)
- (b) methods, factors or formulas used to calculate prices;
- (c) the intention or decision to submit or not to submit, a bid;

- (d) the submission of a bid which does not meet the specifications and conditions of the bid; or

- (f) bidding with the intention not to win the bid.

- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

SCHEDULE 1A

ORIGINAL TAX CLEARANCE CERTIFICATE

SCHEDULE 1B

PROOF OF SAIA OR IISA REGISTRATION

SCHEDULE 1C

MUNICIPAL BILL

SCHEDULE 1D

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE

PART C1: AGREEMENT AND CONTRACT DATA

C1.1: FORM OF OFFER AND ACCEPTANCE

1.1 OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **SUPPLY OF SHORT TERM INSURANCE SERVICE FROM THE DATE SIGNING THE SERVICE AGREEMENT FOR A PERIOD OF THREE (3) YEARS**

The Service Provider, identified in the Offer signature block below, has examine the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor underthe Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

.....
.....
.....Rand (in words); R..... (figures).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Service Provider before the end of the period of validity stated in the quotation data, whereupon the Service Provider becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

For the Service Provider:

.....
Signature

.....
Name

.....
Capacity

Name and address of organisation:

.....
.....
.....

Signature and name of witness:.....
Signature

.....
Name

Date:

1.3 SCHEDULE OF DEVIATIONS

The extent of deviations from the quotation documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of quotation.

A Service Provider’s covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, be the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the quotation documents, and which it is agreed by the parties becomes an obligation of the contract, shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the contract.

- 1. Subject
Details
- 2. Subject
Details
- 3. Subject
Details
- 4. Subject
Details
- 5. Subject
Details
- 6. Subject
Details

By the duly authorized representatives signing this schedule of deviations, the employer and the Service Provider agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the Service Provider schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Service Provider and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Service Provider of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

For the Service Provider:

Signature(s)

Name(s)

Capacity

.....
..... (Name and address of organisationn)

Name and signature
of witness Date

For the employer:

Signature(s)

Name(s)

Capacity

.....
.. (Name and address of organisation)

Name and signature
of witness Date

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Ref Clause	DESCRIPTION
Clause (1)	The name of the Service Provider is
Clause (1)	The address of the Service Provider is: Name: Address: Tel: Fax: E-mail:
Clause 1	The period of performance is:
Clause 5.3	The authorized and designated representative of the service provider is: Name:.....

C1.2 CONTRACT DATA

CONTRACT DATA FOR: SUPPLY OF SHORT TERM INSURANCE SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS

PART 1: DATA PROVIDED BY THE EMPLOYER

CONDITIONS OF CONTRACT

The General Conditions of Contract shall apply. Copies are available on the National Treasury website at www.treasury.gov.za and are also available from the office of the Employer.

CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

Compulsory Data

Ref Clause	DESCRIPTION
Clause 1	The name of the Employer is UMSOBOMVU MUNICIPALITY
Clause 1	The address of the Employer is: Name: UMSOBOMVU MUNICIPALITY Address: 21 A CHURCH STREET COLESBERG 9795 PRIVATE BAG X6 COLESBERG 9795 Tel: 051-753 0777 Fax: 051-753 0574 E-mail: selina@umsobomvumun.co.za
Clause 1	The Project is: SUPPLY OF SHORT TERM INSURANCE SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS
Clause 1	The period of Performance is 3 years.
Clause 3.4 & 4.3.2	The authorized & designated representative of the employer is..... The Chief Financial Officer : HODs finance: U m s o b o m v u Municipality
Clause 3.5	The location of Performance of the project is in Umsobomvu Municipal Area
Clause 3.6	The service provider may not release public or media statements or publish material relating to the services or project under any circumstances
Clause 8.2.1	The Contract is concluded when both parties have signed the agreement.
Clause 9.1	Copyright of documents prepared for the project shall be vested with the employer.
Clause 12.1	Interim settlement of disputes to be by mediation
Clause 12.2/12.3	Final settlement is by litigation
Clause 12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by employer.

C2: SCOPE OF WORK

UMSOBOMVU MUNICIPALITY TENDER ULM-96/2021

SUPPLY OF SHORT TERM INSURANCE SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS

C3.1 INTRODUCTION

The Financial Division of the Umsobomvu Municipality requires the services of a suitable, experienced Service Provider to **supply a short term insurance service from the date of signing the service level agreement for a period of three (3) years**

C3.3 APPLICABLE STANDARDS

The Service Provider shall take cognizance of, and adhere to, all applicable National and International Standards in the execution of his work.

C3.4 EVALUATION

Tenders will be pre-evaluated in terms of the under mentioned. Bidders that do not score the minimum of 28 points or more for the functionality criteria will be deemed not responsive and only those bidders who score 28 out of 40 points will be evaluated further on the **80/20 preference points system**.

Functionality will be scored as follows:

UMSOBOMVU Municipality criteria for functionality		POINTS 40
Profile must at least include: - a detailed exposition of relevant experience (3) - full information on the services that will be provided (3) - names of references at local authorities which are clients of the bidder (3) - proof of registration as an authorized financial service provider (3)	12	
Ability of the bidder's infrastructure to handle and settle claims e.g. computer systems, personnel, network offices etc.	10	
Legal support - Details of support that will be given to Municipality in respect of claims rejected.	5	
Processes that were followed to do risk assessment of the insurance companies approached for quotations	10	
Liquidity of insurer underwriting claim settlements	3	
Total Points		40

UMSOBOMVU MUNICIPALITY
PREMIUMS FOR THE PERIOD: 2021 - 2022

<u>ANNEXURE A</u>		
<u>PRICE SCHEDULES</u>		
<u>GENERAL INFORMATION</u>		
<u>UMSOBOMVU MUNICIPALITY</u>		
<u>SUPPLY OF SHORT TERM INSURANCE SERVICES FROM THE DATE OF SIGNING THE SERVICE</u>		
<u>LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS</u>		
<u>TARIFFS MUST BE FIXED</u>		
<u>POLICY TYPE</u>	<u>PREMIUM (VAT INCLUDED)</u>	
1. COMBINED SECTION	R	
2. HOUSE OWNERS	R	
3. LOSS OF SURPLUSES	R	
4. OFFICE CONTENT	R	
5. DEBTORS RECORDS	R	
6. ALL RISKS	R	
7. GOODS IN TRANSIT	R	
8. BURGLARY	R	
9. GLASS	R	
10. MONEY	R	
11. FIDELITY GUARANTEE	R	
12. PUBLIC LIABILITY	R	
13. DIRECTORS AND OFFICIALS	R	
14. PERSONAL ACCIDENT	R	
15. STATED BENEFITS	R	
16. EMPLOYER LIABILITY	R	
17. ELECTRONIC EQUIPMENT	R	
18. MOTOR FLEET	R	
TOTAL PREMIUM (VAT INCLUDED)	SUB TOTAL	R
	<u>SASRIA</u>	<u>PREMIUM (VAT INCLUDED)</u>
COMBINED	R	
HOUSE OWNERS	R	
COUNCILLOR'S PROPERTY AND ASSETS	R	
ALL RISKS	R	
GOODS IN TRANSIT	R	
MONEY	R	
ELECTRONIC EQUIPMENT	R	
MOTORFLEET	R	
TOTAL PREMIUM (VAT INCLUDED)	SUB TOTAL	R
TOTAL PREMIUM (VAT INCLUDED)	ANNUALLY:	R
ESCALATION:		%

YEAR 2	
YEAR 3	

BUILDINGS COMBINED	
SECTION	
Property Insured	
Detail	Sum Insured Limit of Indemnity/ Compensation R
<p>PREMISES ITEM 1 - All buildings; structures and erections including fixtures and fittings therein; thereto or thereone; boundary Walls; gates; posts and fences belonging thereto and all Contents contained in any building; structure or erection; Including underground fuel tanks and their contents; Traffic signs; traffic lights; parking meters and lamp posts</p> <p>ITEM 2 - All substations; mini substations; transformers; Electricity cables; electrical switchgear and reticulation Including fixtures and fittings relating thereto</p> <p>ITEM 3 - All water purification works and pump stations; Reservoirs; water towers; swimming baths and property Relating thereto</p> <p>ITEM 4 - All sewerage works; pump stations and property Relating thereto</p> <p>ITEM 5 - Property in the Open (other than property which is designed to exist or operate in the open)</p> <p>ITEM 6 - Vehicles whilst parked</p> <p>ITEM 7- Non Standard Construction</p> <p>ITEM 8- All other property as described per item 1 to 6</p> <p>PROPERTY EXCLUDED – See Attached</p>	<p>R375 393 539</p>

2. PROPERTY EXCLUDED

- Transmission and Distribution Lines including their supporting structures unless specified.
- Water-piping as well as Storm water piping including their supporting structures unless specified.
- Sewerage piping including their supporting structures unless specified.
- Driveways, pavements, outdoor parking surfaces.
- Roads, Road and Rail, Bridges, Road and Rail Tunnels, Manhole Covers.
- Aircraft Runways and aprons.
- Jewellery other than Mayor Regalia.
- Land, Topsoil, Backfill, Drainage or Culverts.
- Piers, Jetties, Wharves, Viaducts, Docks.
- Property or structures in course of construction, erection, dismantling or testing or supplies in connection therewith.
- Property damaged as a result of its undergoing any process of manufacture, conversion or treatment.
- Accounts receivable.
- Shares, Saving Certificates and the like.
- Property in possession of customers.
- Trees, Shrubs, Plants.
- Graves and Tombstones.
- Growing Timber, Growing Crops, Livestock.
- Aircraft, Watercraft.
- Property more specifically insured under any other section of this policy except for the excess beyond the amount payable under such specific insurance.
- Property which at the time of any loss or damage is insured by or would but for the existence of this policy be insured by any Marine policy or policies except in respect of any excess beyond the amount which would have been payable under such Marine policy or policies had this insurance not been effected.

3. ADDITIONAL CONTINGENCIES AND COVER

Subsidence and Landslip	-	Not Included
Motor Vehicles whilst parked	-	Included
Day One Average basis	-	Not Included

4. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

4.1 CLAIMS PREPARATION COSTS

R 100 000-00

FIRST AMOUNT PAYABLE

5. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
R131 944	R3 510	R49 943

HOUSEOWNERS

1. PROPERTY INSURED

All *BUILDINGS* of *PRIVATE HOUSES, RESIDENTIAL UNITS, HOSTELS* and *FLATS* including all domestic outbuildings and all fixtures and fittings therein, thereto and thereon, gates, walls and fencing belonging thereto being the property of the Insured or for which they are responsible or in which the Insured has an interest as mortgagee including radio and television antennae, masts or satellite dishes/receivers.

2. TOTAL SUM INSURED

R 29 282 245

3. ADDITIONAL CONTINGENCIES AND COVER

3.1 Subsidence and Landslip Not included

Premises Not included

4. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

4.1 CLAIMS PREPARATION COSTS R 100 000-00

4.2 FIRST AMOUNT PAYABLE

If a building is unoccupied for a period longer than 4 weeks cover for theft and malicious damage Will automatically be cancelled.

CLAIMS

2017 /2018	2018 / 2019	2019/2020
NIL	NIL	NIL

BUSINESS INTERRUPTION

1. DEFINED EVENTS

Loss in revenue and/or increase in cost of working, following interruption of or interference with the business in consequence of damage occurring during the period of insurance at the premises in respect of which payment has been made or liability admitted under:

- (i) the combined section of this policy
- (ii) the houseowners section of this policy
- (iii) the office contents section of this policy
- (iv) the electronic equipment section of this policy
- (v) any other material damage insurance covering the interest of the insured

but only in respect of perils insured under the sections mentioned in (i) (ii) and (iii) above (hereinafter termed Damage).

2. LIMIT OF INDEMNITY

R1 000 000

3. INDEMNITY PERIOD

12 MONTHS

4. EXTENTIONS AND CLAUSES

- (a) Accountants Clause
- (b) Accumelated stock clause
- (c) Departemental clause
- (d) Departemental clause

4.1 FIRST AMOUNT PAYABLE

2017 /2018	2018 / 2019	2019/2020
NIL	NIL	NIL

OFFICE CONTENTS

1. PROPERTY INSURED

ITEM	1. DESCRIPTION OF INSURED PROPERTY	1. SUM INSURED
1.	Contents	R1 100 000
2.	Documents	R 550 000
TOTAL SUM INSURED		R 1 650 000

2. ADDITIONAL CONTINGENCIES AND COVER (specify)

3. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

3.1 CLAIMS PREPARATION COSTS

R 100 000-00

3.2 FIRST AMOUNT PAYABLE

4. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
NIL	NIL	NIL

ACCOUNTS RECEIVABLE

1. INTERESTS INSURED

All outstanding debit balances.

2. DEFINED EVENTS

Loss or damage as a result of accident or misfortune (hereinafter termed damage) to the insured's books of account or other business books or records at the premises or at the residence of any director or partner, employee or the premises of any accountant of the insured in consequence whereof the insured are unable to trace or establish the outstanding debit balances in whole or part due to them.

3. SUM INSURED

R 1 100 000

4. COMPULSORY EXCESS

R

CLAIMS

2017 - 2018	2018 - 2019	2019/2020
NIL	NIL	NIL

ALL RISKS

1. PROPERTY INSURED

ITEM	DESCRIPTION OF INSURED PROPERTY	SUM INSURED
1	GENERAL SPECIFIED ITEMS	R3 257 506
TOTAL SUM INSURED		R 3 257 506

2. ADDITIONAL CONTINGENCIES AND COVER

2.1 INCREASE IN COST OF WORKING

Limit of Indemnity

R 10 000-00

3. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

3.1 CLAIMS PREPARATION COSTS

R 100 000-00

3.2 FIRST AMOUNT PAYABLE

All loss or damage to the insured property being electronic equipment and arising through the power source from lightning strikes will be subject to a first amount payable

3.2.1 However, should such insured property be fully protected against electrical supply variations with safeguards approved by the SABS (or similar authority), then this amount will be waived.

4. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
NIL	R3 916	NIL

THEFT

1. PROPERTY INSURED

The contents being the property of the Insured or for which they are responsible contained in any building used by the Insured including fuel in the above and/or underground tanks.

2. SUM INSURED

R 55 000

3. ADDITIONAL CONTINGENCIES AND COVER INCLUDED

3.1 PROPERTY IN THE OPEN	Included
3.2 FULL THEFT COVER	Not included
3.3 LOCKS AND KEYS	Included
3.4 REASONABLE PRECAUTIONS	Included

4. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

- 4.1 Goods in the open to be within secured fenced area.
- 4.2 Stock to be stored at least 5 metres from fence.
- 4.3 Guard/Watchman to be employed on 24 hour basis in respect of goods in the open.
- 4.4 Claims to be reported to Insurers within 48 hours.
- 4.5 Portable goods that can be stored in a building (tools, wheelbarrows, forks, spades etc.) must be stored therein - failing which no theft cover will apply. All theft must be accompanied by forcible and violent entry to or exit from the premises.
- 4.6 CLAIMS PREPARATION COSTS R 100 000-00
- 4.7 FIRST AMOUNT PAYABLE

7. CLAIMS

2017 / 2018	2018 / 2019	2019 / 2020
NIL	R2 133	NIL

MONEY

1. LIMITS OF INDEMNITY

ITEM	PROPERTY INSURED	
1.	In respect of Money not contained in a locked safe or strongroom a) in the custody of any authorised employee, council member or principal of the Insured while away from the Insured's premises on a business trip anywhere in the world. b) while on the Insured's premises outside the hours during which the business operations of the Insured are conducted.	R 10 000 R 10 000
2.	In respect of loss of or damage to crossed cheques or crossed money or postal orders	R100 000
3.	In respect of any other loss of or damage to Money • In Transit • In Electronic vending machines • at any other time	R 20 000 R 200 000 R100 000
4	In respect of loss of or damage to clothing (as defined) including firearms as a result of theft of money or any attempt thereat.	R 10 000
5.	In respect of Receptacles	R 50 000
6.	Vending Machines	R NIL

Being the property of the Insured or for which they are responsible while anywhere in the world.

2. ADDITIONAL CONTINGENCIES AND COVER

2.1 PERSONAL ACCIDENT (ASSAULT) PER CAPITA	Included/Not Included
Capital Amount	R 25 000
Medical Expenses	R 10 000
Funeral Expenses	R 5 000

3. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

- 3.1 Direct transit between Insured's premises and Insured's bank shall be uninterrupted and direct.
 3.2 Transit in excess of R15 000 to be conveyed by at least two armed guards/personnel
 3.3 Specialized courier transit over R50 000.
 3.4 The vehicle must never be left unguarded. Theft from unattended vehicles excluded.
 3.5 Transit warranty excludes movement of money in the same building.
 3.6 CLAIMS PREPARATION COSTS R 100 000-00
 3.7 FIRST AMOUNT PAYABLE

4. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
NIL	NIL	NIL

GROUP PERSONAL ACCIDENT

INSURED PERSONS

1. 1 X Mayor (24 hours cover)
2. 1 x Municipal Manager (24 hours cover)
3. 3 X Directors (24 hours cover)
4. 10 X Councilors (24 hours cover)

(COVER TO BE FOR 24 HOURS WHILST BUSY WITH COUNCIL ACTIVITIES)

1. CIRCUMSTANCES

COMPENSATION

a) Death

1. R1 400 000
2. R1500 000
3. R 3 200 000
4. R 600 000

Permanent Disability for the particular disability Such percentage of (a) as specified

2. Temporary Total Disability R 2 500 per week for a period not longer than 104 weeks

- | | |
|---------------------|----------|
| 3. Medical Expenses | R 20 000 |
| 4. Bereavement | R 20 000 |
| 5. Repatriation | R 20 000 |
| 6. Mobility | R 10 000 |
| 7. Relocation | R 15 000 |

3. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS ADDITIONAL TERMS AND CONDITIONS INCLUDED

- | | |
|-------------------------------|----------|
| 3.1 BUSINESS HOURS LIMITATION | Included |
| 3.2 CLAIMS PREPARATION COSTS | Included |

7 day franchise in respect of temporary total disability R 500 excess medical costs

4. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
NIL	NIL	NIL

STATED BENIFITS

1. INSURED PERSONS

ALL EMPLOYEES

(COVER TO BE FOR 24 HOURS WHILST BUSY WITH COUNCIL ACTIVITIES)

2. Total earnings

R 57 542 598

CIRCUMSTANCES

COMPENSATION

- b) Death 3 Times annual earnings

- c) Permanent Disability Such percentage of (a) as specified for the particular disability

- d) Temporary Total Disability 100 % per week for a period not longer than 104 weeks
- e) Medical Expenses R 10 000
- f) Funeral Costs R 10 000
- g) Repatriation R 10 000
- h) Mobility R 10 000
- i) Relocation R 10 000

4. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS ADDITIONAL TERMS AND CONDITIONS INCLUDED

- 3.3 BUSINESS HOURS LIMITATION Included
- 3.4 CLAIMS PREPARATION COSTS Included

7 day franchise in respect of temporary total disability

5. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
NIL	NIL	NIL

ELECTRONIC EQUIPMENT

1. MATERIAL DAMAGE

SUM INSURED

Property Insured R 9 0 20 000
Laptops R 550 000

2. CONSEQUENTIAL LOSS

1) Additional increased cost of working R 100 000
2) Reconstruction of Data R 100 000

3. INDEMNITY PERIOD

A maximum of 3 months.

4. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENT, ADDITIONAL TERMS AND CONDITIONS.

4.1 TELKOM ACCESS LINE EXTENSION Included
4.2 UTILITIES EXTENSION (FAILURE OF SUPPLY) Included
4.3 CLAIMS PREPARATION COSTS R100 000

5. FIRST AMOUNT PAYABLE

6. CLAIMS

2017 / 2018	2017 / 2018	2019/2020
R4 640	NIL	NIL

PUBLIC LIABILITY

LIMITS OF INDEMNITY

Any one event or series of events with one original cause or source

1. GENERAL	R25 000 000
2. ADDITIONAL CONTINGENCIES AND COVER	
2.1 Wrongful arrest and defamation	R 500 000
2.2 Errors & Omissions	R 500 000
2.3 Products Liability and Defective Workmanship	R 200 000
2.4 Comprehensive insurance of pedal cycles	INCLUDED
2.5 Vibration, removal or weakening of support.....	NIL
2.6 Legal Defence Costs	INCLUDED
2.7 Professional Liability in respect of Medical Practitioners or other Medical Officials	R 500 000
2.8 Spread of Fire	R 500 000
2.9 First Aid Treatment	R 200 000
2.10 Tenants Liability	R 5 000 000
2.11 Employers Liability	R2 200 000
3. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS	
3.1 CLAIMS PREPARATION COSTS	R 100 000
3.2 FIRST AMOUNT PAYABLE	
3.2.1 General	
3.2.2 Product Liability and Defective Workmanship	
3.2.3 Wrongful arrest and defamation	
3.2.4 Errors and Omissions	
3.2.5 Use of Fire Arms	
3.2.6 Professional Liability in respect of Medical practitioners or other Medical Officers	
3.2.7 Spread of Fire	
3.2.8 Legal Costs	

4. SALARIES AND WAGES **R57 542 598**

5. CLAIMS

2017 / 2018	2018 / 2019	2019/2020
NIL	R1 341 324	NIL

ENDORSEMENT: SPREAD OF FIRE

The insured will maintain a strip of no less than 100 meters free of all vegetation trees or any refuse around any municipal refuse or other dumping area, failing to do so will render the insured responsible for the first

R 50 000 of each and every claim resulting from the spread of fire.

FIDELITY

INSURED PERSONS

All employees of the Insured.

SUM INSURED

R 110 000

ADDITIONAL CONTINGENCIES AND COVER

3.1	Retroactive cover	Included
3.2	Reinstatement of insured amount	Included (once)
3.3	Costs of recovery - R10 000	Included
3.4	Losses discovered more than 24 months after being committed but not more than 36 months thereafter	Included
3.5	Cover extended on receipt of a satisfactory systems audit in respect of losses discovered more than 24 months after being committed	Included
3.6	Computer losses	Included

THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS AND CONDITIONS

CLAIMS PREPARATION COSTS	R100 000
FIRST AMOUNT PAYABLE	

CLAIMS

2017 - 2018	2018 - 2019	2019/2020
NIL	R300 000	NIL

MACHINERY BREAKDOWN

DEFINED EVENTS

Sudden unforeseen and physical damage of loss because of an accident to machinery or equipment as a result of mechanical or electronic breakdown whilst in operation, dormant, whilst moving or during re-installation.

1. PROPERTY INSURED

<u>Item</u>	<u>Description of Property</u>	<u>Sum Insured</u>	<u>First Amount Payable</u>
1.	As per schedule	R 33 982 652	

2. ADDITIONAL CONTINGENCIES AND COVER

Contingencies

Damage to surrounding property	Not Included
Automatic additions	Not Included

3. THIS SECTION IS SUBJECT TO THE FOLLOWING ENDORSEMENTS, ADDITIONAL TERMS, CONDITIONS AND LIMITS

3.1 CLAIMS PREPARATION COSTS	R100 000-00
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4. CLAIMS

2017 - 2018	2018 - 2019	2019 /2020
NIL	NIL	NIL

2. ADDITIONAL CONTINGENCIES AND COVER

<u>Contingencies</u>	<u>Limit</u>
2.1 Loss of Keys	R 7 500
2.2 Theft or attempted theft of telephones	(Nil)

3. DESCRIPTION OF VEHICLE

Any vehicle, the property of the Insured rented out to other Local Authorities, borrowed, used and/or leased.

2017 / 2018	2018 / 2019	2019/2020
R83 236	R175 940	R3 650

PLEASE NOTE ALL VEHICLES MUST INCLUDE:

- 1 Car hire
- 2 Roadside Assistance

ITEM	DESCRIPTION	VALUE
	MOTORFLEET	

High Value vehicles

Volvo Front end loader	BSF241NC	R 584 000.00
2013 Massey Ferguson 290 4x4 with cab	BSF237NC	R 611 588.00
2011, Nissan Diesel A899	BSF223NC	R 611 588.00
2008 Nissan UD85 Tipper	BSF216NC	R 886 105.00
Caterpillar CB34 Asphalt Compactor	BSF224NC	R 1 168 000.00
2013, UD 90 Complete with vacuum	BSF225NC	R 1 542 765.00

HOUSE OWNERS:
SASRIA COUNCILLORS - UMSOBOMVU

NO	INITIALS AND SURNAME	ID NO	STREET ADDRESS	VALUE OF BUILDING	VALUE OF CONTENTS
1	JP MATTHEE	5706055112087	10 Stokkenstroom Street, Coleberg 9795	R 750 000.00	R 250 000.00
2	MS Toto	7403165340083	10 Andries Botha Street Moreson Noupoot	R 420 000.00	R 320 000.00
3	R Humphries	7404010075080	21 Affodilstreet Towervallei, Colesberg 9795	R 220 000.00	R 185 000.00
4	MA Sestile	5805105571084	406 New Brighthon, Noupoot, 5950	R 650 000.00	R 450 000.00
5	VP Harmse	7005295056081	7 Carol Street, Lowryville, Colesberg, 9795	R 185 000.00	R 200 000.00
6	ND Stafa	8502170941089	110A African Str Old Loc Kuyasa Colesberg	R 135 000.00	R 100 000.00
7	W Minnie	5709175124081	23 Claasenstreet, Noupoot, 5950	R 240 000.00	R 100 000.00
8	NJ Batties	7206295175083	66 Edwina Street Lowryville, Colesberg, 9795	R 250 000.00	R 100 000.00
9	Mr. Kafi	8404105832087	1516 Masiphakame Location,, Colesberg, 9795	R 150 000.00	R 50 000.00
10	SK Brown	5501070030087	154A Wilgestreet, Noupoot, 5950	R 150 000.00	R 50 000.00
11	CM Williams	9112200170086	3503 Riemvasmaak, Colesberg, 9795	R 450 000.00	R 50 000.00

SASRIA COUNCILLORS - UMSOBOMVU

NO	INITIALS AND SURNAME	ID NO	YEAR OF VEHICLE	DISRIPTION	REG NO	MARKET VALUE
1	JP Matthee	5706055112087	2008	Tuscan Hyundai-SUV	CST770NC	R 125 000.00
2	MS Toto	7403165340083	2016	BMW 2S Drive SUV	CNR937NC	R 600 000.00
3	R Humphries	7404010075080	2008	VW Polo 1.4	CNR818NC	R 98 000.00
4	MA Sestile	5805105571084	1999	Nissan Premara 2.0 STi	BJK910NC	R 70 000.00
5	MA Sestile	5805105571084	2004	Mercedes C270- CDI	CPW654NC	R 120 000.00
	MA Sestile	5805105571084	2009	TOYOTA YARIS	CPC102NC	R80 0000
6	VP Harmse	7005295056081	2010	VW Polo 1.4	CSN652NC	R 140 000.00
	VP Harmse	7005295056081	2007	CORSA BAKKIE 1.4	CZG339FS	R129 000.00
7	W. Minnie	5709175124081	2004	Double Cap Colt 2.8d	CFL 991NC	R 130 000.00
8	W. Minnie	5709175124081	2001	BMW 320d	BRB810NC	R 80 000.00
9	NJ Batties	7206295175083	2013	Mazda 3 1.6	CHG098NC	R 167 000.00
10	ND Stafa	8502170941089	2017	Mazda 3 1.6	CRN473NC	R270 156.00

3. LOSS OF SURPLUSES	
DETAIL	INSURED AMOUNT
INCOME:	
ELECTRICITY	R 28 007 736
WATER	R 13 435 936
SANITATION	R 11 596 177
	R 53 039 849

5. DEBTORS RECORDS	
DETAIL	INSURED AMOUNT
OUTSTANDING DEBTOR RECORDS	R46 890 075