



TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

CLOSING DATE: 25/08/2020

AT: 12:00 PM

NAME OF BIDDER:

ADDRESS OF BIDDER:

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BID AMOUNT

TELEPHONE NUMBER:

DATE:

Tender documents will be available as from 3rd August 2020 payment of non-refundable deposit of **R 1000** per set at Umsobomvu Municipality offices (Cashiers) and the document be collected at SCM office, the tender document can also be downloaded from municipality website or emailed to the prospective bidder on the request upon the submission of proof of payment to the municipal email.

BID DOCUMENTS MAY BE POSTED TO:
Umsobomvu Local Municipality: Main Office
21A Church Street
Colesberg,9795

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BID NUMBER: FM-SI01-7/2020 **Closing Date:25/08/2020**
Description: tenders are hereby invited for management of short-term insurance portfolio and risk management.

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Bidders should ensure that bids are delivered timeously to the correct address. Late Bids will not be accepted

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

THIS BID IS SUBJECT TO 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 (see definition on MBD 4 attached)

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODENUMBER.....

VAT REGISTRATION NUMBER

HAS AN ORIGINAL TAX CLEARANCE CERTIFICATE BEEN ATTACHED (MBD 2)?.....YES/NO

HAS MUNICIPAL CLEARANCE CERTIFICATE (SCM 4) BEEN ATTACHED?
YES/NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED BY YOU?.....
YES/NO

(IF YES ENCLOSE PROOF)
SIGNATURE OF BIDDER

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED*

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED.....

In the case of a company/close corporation/firm, a certified resolution of that company's/close corporation's/firm's board of directors/members or principals authorising the said person to sign bid documents on their behalf must be attached.

*ANY ENQUIRIES REGARDING THE BID MAY BE DIRECTED TO: CFO: Mr. Takalani
Tshikundu:(051)753 0777/066 374 4962*



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Submission of required documentation: service providers are requested to submit the following Documentation (including partners in a joint venture):

1. An original and valid tax clearance certificate
2. Company registration documents, showing equity ownership. [e.g. form cm 29, ck1 etc.];
3. Certified copies of identification documents [of shareholders];
4. CSD register forms
5. Master registration number or tax compliance pin no for verification of tax compliance status
6. Company profile, including management structure;
7. Evidence of expertise and prior experience in providing the required service;
8. B-BBEE status level of contribution certificate
9. Joint venture agreement [if applicable];
10. Proof of registration with the following institution: Financial Services Board (FSB); Financial Intermediaries Association (FIA); the Institute of Risk Management - South Africa (IRMSA) and membership certificate of institute of directors

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PROCUREMENT – TERMS OF REFERENCES – SERVICES

1. PURPOSE

The purpose is to appoint an Intermediary with vast experience in the municipal short term insurance field to provide Short Term Insurance and Risk Management Services to Council for the period 3 years to 2023 with an annual performance review based on deliverables.

2. BACKGROUND

Council must minimize its risks by ensuring the allocation of risk to the party best suited to manage that risk, and that all its assets are insured under the following asset classes:

- Buildings combined
- Office contents
- Business all risks
- Theft
- Money
- Commercial Crime
- Stated Benefits
- Electronic equipment
- Motor Fleet
- Public and employee's liability
- Marine and aircraft
- Contractors All Risk
- Business Interruption
- Glass
- Accidental Damage
- Goods in Transit
- Group Personal Accident
- Machinery Breakdown
- Directors and Officers Liability
- SASRIA for Councillors
- SASRIA



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3. CONTRACT OBJECTIVES, ASSUMPTIONS AND RISKS

Tenders may only be submitted on the official tender format.

1. Bidders may approach all service providers who comply with the relevant statutory solvency and related requirements.
2. Bidders' proposals should be accompanied by a detailed summary of the salient features of their recommended insurance and risk mitigation structures.
3. Support for the bidders' proposals should be evidenced by confirmation of agency agreements with insurers.
4. All fees are to be rounded off to the next full rand, the successful bidder will be given all required underwriting information once service level agreement has been signed with the Municipality .
5. Bidders' proposals should be accompanied by a detailed broker fees to be charged in Year 1, Year 2 and Year 3.
6. The bidder must disclose the Insurers/Reinsurers/Service Providers or consortium on each policy type as well as the type of policy wording as indicated in tender documents.
7. The bidder (whether intermediary or insurer or service provider) must submit their BEE rating done by an external independent rating agency which is accredited by SANAS or relevant affidavit.
8. The bidder (whether intermediary or insurer or service provider) must submit/declare any litigation against any local authority/public sector institution and/or any organ of state for whatever reason in the last 5 years.
9. Is the bidder a South African based Insurer or Broking Organization (attach proof)?
10. Do you have Professional Indemnity Cover?
11. Do you have Fidelity Guarantee Cover?
12. Will the bidder be outsourcing more than 25% of their services to other parties? (If yes, please provide equity ownership and HDI status of the beneficiary partner(s) to whom part of the contract will be outsourced). Also indicate which portion of the service will be outsourced.

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13. Name the local authorities where the bidder are applying risk management, risk control and risk financing solutions to (attach proof)?
14. Has the bidder been appointed in the past (3) three years as an Intermediary for short term insurance on a portfolio in excess of R10 million assets. (if yes, must provide the names of these clients)
15. Has the bidder been appointed as an Intermediary for short term insurance on a municipal portfolio in the past 3 (three) years? (if yes, must provide the names of these clients)
16. Has the bidder dealt with individual claims in excess of R5 000 000 in the past 3 (three) years? (if yes, must provide the names of these clients)
17. Does the bidder have an electronic insurance claims handling system?
18. Has this electronic insurance claims handling system been implemented with the bidders' other clients? (if yes, must provide the names of these clients)
19. Failure to comply with the above requirements may render the Tender invalid at the option of the Council.
20. This contract will be valid from the date of appointment of successful bidder and the duration will be 3 years from date of appointment.

4. SCOPE OF THE WORK

4.1 Terms of appointment

The appointment of an Intermediary shall be for a 3 year period. It will be expected from the Intermediary to enter into a performance agreement for the period of appointment with the municipality to achieve this goal. Should the service provider or intermediary not perform according to the agreement, the municipality reserves its right to terminate the contract.

4.2 Contract Objectives, Assumptions and Risks

- Tenders may only be submitted on the official tender format
- Tenderers may approach all service providers complying with the relevant statutory solvency and other requirements
- Tenderers proposals should be accompanied by a detailed summary of their recommended insurance and risk mitigation structure(s).

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- Support for the tenderers proposals should be evidenced by a signed participation confirmation from the Service Provider(s)/Insurers/Reinsurers who will support their recommended structure and the terms, conditions and exceptions proposed by tenderer.
- The tenderer must disclose the Service Provider(s)/Insurer or consortium of service providers on each policy wording as indicated in tender documents.
- Failure to comply with the above requirements may render the Tender invalid at the option of the council.
- This contract will be valid for the period of three years from the date of appointment.

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4.3 Services required

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Key Performance	Deliverable
1. Post renewal	1.1 Assist in scrutinising the premium invoices for correctness as per underwriters tender
	1.2 Assist with the finalisation and submission of policy documentation and endorsements
	1.3 Preparation and submission of executive insurance summary
	1.5 Preparation and submission of executive insurance summary
	1.6 Workshopping of executive insurance summary with Umsobomvu Municipality insurance and risk management officials to ensure proper understanding of policy wording, limits excesses, categories and sections within portfolio.
2. Claims Management system	<p>2.1 The system should have the following minimum requirements:</p> <ul style="list-style-type: none"> - The system should be web based - The system should be windows formats - The system should be able to store documents in any of the windows formats - The system should function on a real time basis - The system should be fax and email integratable <p>The system should be able to generate reports and management information on an as and when required basis</p>
	2.1 Attendance of ad - hoc claims management meetings as and when required with Umsobomvu Municipality or underwriters
3. Liaison between the insurance claims administration services provider and Umsobomvu Municipality	3.2 Attendance of monthly portfolio and loss control meetings as and when required (to be facilitated by account executive)
	3.3 Provide expert insurance related or underwriting advice to the Umsobomvu Municipality upon request

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	3.4 Report to Umsobomvu Municipality on claims statistics as and when required (weekly or monthly)
	3.5 Submission of claims analysis and age analysis reports
4. Loss control and risk management	4.2 Formulate proposals to remedy loss problem areas in monthly report format
	4.3 Assist in applying / introducing remedial measures
	4.4 Pro - active management of loss control and risk preventative measures
	4.5 Develop, negotiate and implement loss control benchmarks of the management and measurement of loss control measures implemented
	4.6 Reporting on achievement of benchmarks and actual results
5. Risk Evaluation	5.2 Complete uninsurable risk evaluation process
	5.3 Submit report with proposed remedial actions
	5.4 Implementation of remedial actions
	5.5 Review Umsobomvu Municipality's exiting underwriting questionnaires to assist in compiling new ones where required
6. Run - up to next renewal	6.1 Verification / review exposures, limits, sum insureds, risk financing structures and advise on possible / improvements adjustments
	6.2 Participates in advisory capacity during renewal negotiations between Umsobomvu Municipality and underwriters. Formulate opinion and suggestions in report format
	6.3 Benchmark renewal quotes from Umsobomvu Municipality's appointed underwriters by obtaining and comparing quotes in the open market. Supply written report on findings.



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4.3.1 Insured value and claims experience

1. The enclosed attached present the asset values for the period 1 September 2020 up to 31 August 2021(Annexure A). Endorsements if necessary, will be done during the year.

4.4 Contract Objectives, Assumptions and Risks

- Tenders may only be submitted on the official tender format
- Tenderers may approach all service providers complying with the relevant statutory solvency and other requirements
- Tenderers proposals should be accompanied by a detailed summary of their recommended insurance and risk mitigation structure(s)
- Support for the tenderers proposals should be evidenced by a signed participation confirmation from the Service Provider(s)/Insurers/Reinsurers who will support their recommended structure and the terms, conditions and exceptions proposed by renderer.
- The tenderer must disclose the Service Provider(s)/Insurer or consortium of service providers on each policy wording as indicated in tender documents.
- Failure to comply with the above requirements may render the Tender invalid at the option of the council.
- This contract will be valid for the period of three years from the date of appointment.

4.5 Risk Services

Bidders must supply proposed solutions pertaining to the advice, recommendations in terms of service delivery, regulations and insurability, amongst others should at least include:

- Pricing model
- Risk Management framework
- List of Deliverables

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5. MINIMUM REQUIREMENTS

The following are minimum requirements:

1. South African based Insurer and Intermediary (Attach Proof)
2. Professional Indemnity Cover (Attach Proof)
3. Fidelity Cover (Attach Proof)
4. Valid Tax Clearance Certificate
5. All renderers must be registered with the following institution:
6. Financial Services Board (FSB) (Attach Proof)
7. Financial Intermediaries Association (FIA) (Attach Proof)
8. The Institute of Risk Management - South Africa (IRMSA) (Attach Proof)
9. BBBEE accreditation. (Attach Proof)
10. Institute of independent directors' certification

Non adherence to these minimum requirements will result in disqualification of the renderer.

11. REPORTING, MONITORING, EVALUATION

The successful bidder needs to report on a monthly basis on the progress on all claims, risk services matters and other general matters raised. A monthly meeting needs to be scheduled with the relevant officials directly dealing with the insurance portfolio of the municipality (insurance clerk) as well as the risk officer to discuss matters of emphasis.

12. EXPECTED OUTPUTS AND OUTCOMES

The successful bidder must provide the council with full coverage on all asset classes as per risk management strategy, deductibles, policy wording and insurers as mentioned in the schedules provided for a period of 36 months.

13. QUALIFICATIONS AND EXPERTISE REQUIRED

All tenderers need to be registered with the following institutions:

14. Financial Services Board (FSB)
15. Financial Intermediaries association (FIA)
16. The Institute of Risk Management - South Africa (IRMSA)
17. Membership Certificate of Institute of Directors
18. Professional indemnity of R 100 000 000

Not adhering to this will disqualify the tenderer.



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Staff assisting with underwriting must have:

Minimum qualification in Short Term Insurance NQF 5- and 15-years' experience in Commercial Underwriting.

Staff assisting with claims must have:

Minimum full qualification in Short Term Insurance NQF 4, and 5 years' experience in Commercial claims.

19. INTELLECTUAL PROPERTY

The information of the tenderer will be treated as confidential and remain the property of the bidder.

20. REPRESENTATIVE

Proof of registered South African representative must be provided.

21. EVALUATION CRITERIA

Acceptable bids will be evaluated by using a two-phased bidding system that awards points on the basis of 80 points for bid price/ functionality and 20 points for B-BBEE status.

The 100 points will be divided into 80 for functionality and 20 for pricing, while the functionality will be evaluated as follows:

CRITERIA	DESCRIPTION	SUB-SCORE	SCORE
1. Experience of the key team members (Curriculum Vitae of at least three key members to be attached)	<u>Years in the Field:</u> 0-4=3 6 = 6 7 = 7 8 = 8 9 = 9 10 = 15		15
2. Claims administration system (Claims procedures to be clearly documented)	Effective and efficient administration of online claims: Please provide:		15

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<p>and relevant forms to be attached)</p>	<p>Name of the software/system and attachment of the screen short processing the claim =15</p> <p>None submission = 0</p>		
<p>3. Risk Management (Bidders should submit a proof on relevant experience)</p>	<p><u>Understanding of Risk</u> Management Strategy and provide letters of recommendation.</p> <p>0-1=5</p> <p>2-3=10</p> <p>3-5=15</p>		<p>15</p>
<p>4. Local Government Experience (Bidders should submit proposals appointment letter)</p>	<p>Bidders should submit appointment letter based on similar services:</p> <p>0-10=3</p> <p>11-20=5</p> <p>21-30=8</p> <p>31-40=15</p>		<p>15</p>
<p>5. The key representative must be a member of institute of independent directors</p>	<p>The bidder must provide certificate of IODSA.</p>		<p>15</p>
<p>6. The bidding entity and key person(s) must be accredited with Institute of risk management</p>	<p>Bidders should submit certificates of membership from Institute of risk management</p>		<p>15</p>
<p>7. Social Responsibility</p>	<p>Bidders should submit proof of social responsibility projects into</p>		<p>10</p>



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<p>(Reference letters to be attached)</p>	<p>relevant organisation, a minimum of five letters.</p> <p>0-4 = 5</p> <p>5 and above = 10</p>		
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Bidders must gain a minimum of 75% for functionality before they will be further evaluated. It is important to note that due to the critical nature of the functionality aspect of this tender, award of points under functionality will not be done proportionate to the degree of compliance or non-compliance with the required specification or requirement. Points will be allocated for full compliance and no points will be allocated for partial or non-compliance.

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CONTRACT NEGOTIATIONS

Negotiations to reach agreement on the contract will be held at the following address:

Negotiations may include discussion on the proposed approach, work plan, staffing, consortium compositions, deliverables and pricing and any other matters of concern to the Institution. The outcome of these negotiations will form part of the contract.

In the event the negotiations fail, the Institution will invite the bidder with the second highest score to contract negotiations.

INFORMATION TO BIDDERS

Please note that the proposal will be adjudicated in terms of the Preferential Procurement Policy Framework Act of 2000 and the Preferential Procurement Regulations, 2011.

80/20 preferential point system will apply

Price and Functionality	80
B – BBEE	20
Total	100

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Approach and Methodology

(1,2,3): The criteria assess aspects such as method in managing portfolio, approach to performing tasks set out in Terms of Reference (TOR) proposed improvements, project implementation plan and project organizational structure.

Proven Track record (1,2,3,4,5,6): The criterion assesses aspects such as history of bidder's experience in similar projects i.e. Municipal Insurance & Risk Solutions, including reference projects and level of success outcome.

Quality of Bid Proposal (1, 2, 3, 4, 5, 6, 7, 8):

- i) PPPFA and associated regulations: The criteria assess aspects relating to the extent of understanding the TOR/ specifications, completeness of proposal and level of details provided, policy wording and innovation.
- ii) Level of professional supervision

Points will be allocated for B-BBEE status in the following manner

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non – compliant contributor	0

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ANNEXURE: A Tender Document

COMPILED BY: Finance Department

DATE: 1/6/2020

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Umsobomvu Local Municipality

APPROVED BY

DATE: 1/06/2020

Financial Director: Mr Takalani Tshikundu

APPROVED BY

DATE: 06/06/2020

Municipal Manager: Mr. AC Mpela



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REQUEST FOR PROPOSAL -

INTERMEDIARY SERVICES RELATED TO SHORT TERM INSURANCE AND RISK SERVICES

For UMSOBOMVU LOCAL MUNICIPALITY

CLOSING DATE

17 August 2020

BID NUMBER: FM-SI01-7/2020 Closing Date:25/08/2020
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INVITATION TO TENDER

You are hereby invited to submit proposals in respect of our Insurance Portfolio and Risk Services based on the following conditions:

1. Your proposal must be submitted by no later than **17th August 2020** on **12:00 pm**
2. No proposal received after this time will be considered.
3. Particulars of property, sums insured and limits of indemnity are based on the existing sums insured/ limits.
4. If any limitations and/or uncommon conditions and exclusions are to be imposed, this must be stated very clearly in respect of each class of insurance of the policies.
5. Deductibles are to be shown clearly, otherwise the Council will assume that no deductible will apply and this may not be rectified afterwards.
6. Your proposal is to be valid until 16th November 2020 and Insurers will undertake not to amend their terms, but must be assessed annually based on their performance and deliverables.
7. Faxed, e-mailed and telegraphic tenders/copies will not be accepted.

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GENERAL CONDITIONS

1. DEFINITIONS

Unless indicated by the context or explicitly stated otherwise, the following expressions will have the following meanings:

- **Local Authority- Umsobomvu Local Municipality**

- **Proposal**

A proposal for the arrangement of short-term insurance and risk management services for the Council at an agreed premium.

- **Tenderer**

Any person or persons or anybody, incorporated or otherwise, making an offer to arrange short-term insurance and risk management services for the Council.

- **Contract Period**

This contract will be valid from 1st September 2020 to 31 August 2023, subject to an annual assessment on price and performance deliverables. An extended term of two (2) years is to be negotiated.

2. FAILURE TO PERFORM

2.1 If

a) The tenderer should fail to arrange the short-term insurance cover with Insurers/Reinsurers/Service Providers stated in the contract;

Or

b) The council should suffer damage as a result of the tenderer's failure to perform,

3. CEDING OF CONTRACT

The tenderer undertakes not to sub-contract or cede this contract, including any portion thereof or interest therein, unless written permission is granted by the council and on such conditions as the council may approve.

4. ACCEPTANCE

4.1 Written acceptance of this tender will make the contract binding on both parties.

5. USE OF OTHER BROKERS/INTERMEDIARIES

Will you be making use of other service providers or parties? If so, whom, and what is your relationship?

6. PARTICULARS OF PROFESSIONAL INDEMNITY INSURANCE

Provide full details of your Professional Indemnity insurance arrangements. State limits of any one occurrence and deductible.

7. COMMERCIAL CRIME INSURANCE

Provide full details of your Commercial Crime insurance arrangements.

8. AUDITED FINANCIAL STATEMENTS

Please attach a copy of your latest audited financial statements.

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9. SIMILAR PORTFOLIOS (LOCAL AUTHORITIES ONLY)

9.1 If you are currently dealing with any similar portfolios, please provide full details, including names of contactable references

Council	Contact Person	Tel No.	Fax

9.2 Please provide information of municipal claims in excess of R250 000 handled by you during the past 3 years.

10. INSURANCE MARKETS

- Which markets do you have access?
- Does your proposed market have experience with Local Authorities?

11. OPERATING COMPANY INFORMATION

Indicate which company, division or branch will be responsible for the handling of our portfolio, if appointed.

11.1 NAME

.....

.....

11.2 PHYSICAL ADDRESS

.....

.....

.....

11.3 POSTAL ADDRESS

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11.4 TELEPHONE/FACSIMILE NUMBER

.....

.....

11.5 COMPANY/ENTERPRISE INCOME TAX REFERENCE NUMBER

.....

.....

11.6 VAT REGISTRATION NUMBER

.....

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11.7 COMPANY REGISTRATION NUMBER

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11.8 CHIEF EXECUTIVE

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11.9 STRUCTURE OF DIVISION

.....

.....

11.10 ACCOUNT EXECUTIVES

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12. PORTFOLIO MANAGEMENT

12.1 Do you have a Loss Control Resource?

Is it In-house or external?

12.2 Do you have a Risk Finance Resource?

Is it in-house or external?

Describe fully the services you are able to offer on the field of Risk Management, Risk Control and Risk Financing

12.3 How would you apply your Resources to our benefit?

13. CLAIMS HANDLING

13.1 Describe fully the services you are able to offer under this heading.

13.2 If you consider it applicable, comment upon the role to be undertaken by the Council in connection with the review and settlement of claims.

13.3 Describe fully the service you are able to offer and your recommended method for self-insurance.

14. PROPOSED STRATEGY

14.1 Describe your proposed strategy and plan of action based on the information provided, should you be appointed.

15. SERVICE AND REMUNERATION

15.1 Service Provide full details of the services you propose providing and the extent of such services

15.2 Provide a full service plan

15.3 List your personnel resource level of experience and position that you would use in managing this account if appointed.

16. SOCIAL RESPONSIBILITY

16.1 List your social responsibility investment currently implemented by yourself.

16.2 What social investments would you propose for the _____ COLESBERG_Region if successful?

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IT IS A CONDITION OF BIDDING THAT -



UMSOBOMVU LOCAL MUNICIPALITY

Continuously Rising

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. The attached form “Application for Tax Clearance Certificate (in respect of bidders)”, must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the original and valid Tax Clearance Certificate may invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at any Receiver’s Office.

MBD2/ Application for tax Certificate



SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO (ALL APPLICABLE TAXES INCLUDED)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
--	-----------------	--------------------	----------------------------------

- Required by:
- At:
- **Brand and model**
- **Country of origin**
- **Does the offer comply with the specification(s)?** *YES/NO
- **If not to specification, indicate deviation(s)**
.....
- **Period required for delivery**



***Delivery: Firm/not firm**

- **Delivery basis**
.....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination

SBD 3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....Bid number.....
Closing Time: Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA
CURRENCY			
NO.** (ALL APPLICABLE TAXES INCLUDED)			

- Required by:
- At:
- **Brand and model**.....
-
- **Country of origin**.....
- **Does the offer comply with the specification(s)?** ***YES/NO**
- **If not to specification, indicate deviation(s)**.....
- **Period required for delivery**.....
- **Delivery:** ***Firm/not firm**



**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION

1. **IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES**
2. **IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:**

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V)Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index.....
Dated.....

Index..... Dated..... Index..... Dated..... Index.....
Dated.....

TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT



3. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labor, transport etc.)	PERCENTAGE OF BID PRICE

SBD 3.2

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. **Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.**

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURREN CY	RATE	PORTION OF PRICE	AMOUNT IN
---	---------	-------	--------------	------	---------------------	--------------

BID NUMBER: FM-SI01-7/2020 Closing Date:25/08/2020
Description: tenders are hereby invited for management of short-term insurance portfolio and risk management.

TAKALANI



					SUBJECT TO ROE	FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. **Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)**

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

MBD 4

DECLARATION OF INTEREST

- No bid will be accepted from persons in the service of the state*.
- Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state it is required that the bidder or their authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
- In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**



3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

3.6 Are you presently in the service of the state* **YES / NO**

3.6.1 If so, furnish particulars.

.....

.....

3.7 Have you been in the service of the state for the past Twelve months? **YES / NO**

3.7.1 If so, furnish particulars.

.....

.....

3.8 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.8.1 If so, furnish particulars.

.....

.....

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.9.1 If so, furnish particulars.

.....



.....

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.10.1 If so, furnish particulars.

.....

.....

3.11 Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.11.1 If so, furnish particulars.

.....

TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

CERTIFICATION

I, the undersigned (name).....

certify that the information furnished on this declaration form is correct.



I accept that the municipality may act against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

SCM 5

MUNICIPAL RATES & CHARGES CLEARANCE CERTIFICATE

IT IS A CONDITION OF BIDDING I.R.O. GOODS, WORKS AND SERVICES ABOVE A TRANSACTION VALUE OF R15 000 (VAT INC) THAT –

BID NUMBER: FM-SI01-7/2020 Closing Date:25/08/2020
Description: tenders are hereby invited for management of short-term insurance portfolio and risk management.

TAKALANI



1. The rates and taxes as well as other charges (e.g. water and electricity accounts) of the successful bidder must be in order, or that satisfactory arrangements have been made with the municipality concerned to meet his/her obligations in this regard.
2. The attached form “Application for a municipal tax rates & charges Clearance Certificate” in respect of bidders must be completed in all respects and submitted to the municipality where the bidder or his/her business is located.

The relevant municipality will then furnish the bidder with a “Clearance Certificate” that will be valid for a period of twelve (12) months from date of issue.

3. This Clearance Certificate must be obtained by the bidder at his/her own cost and submitted in the original together with the rest of the bid documents.
4. Failure to submit the original valid Clearance Certificate may invalidate your bid.
5. In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate Clearance Certificate.



TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

MBD

6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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, 2017.

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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the Preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and 80
- (b) B-BBEE Status Level of Contributor. 20

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of



contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- 1.6 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.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1



6.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of Company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:
.....

Registered Account Number:

Stand Number:.....

8.8 Total number of years the company/firm has been in business:.....

8.9 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

SBD 7.1

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 (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES	
1.
	.
2.
	.



TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

SBD 8

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>audialterampartem</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

TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

BID NUMBER: FM-SI01-7/2020 Closing Date:25/08/2020
 Description: tenders are hereby invited for management of short-term insurance portfolio and risk management.

TAKALANI

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) 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 *per se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) must be completed and submitted with the bid:

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

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 competed



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 Institution)

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

I certify, on behalf of: _____ 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;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) 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.

SBD 9

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

.....
Name of Bidder

TENDER NO:FM-SI01-7/2020

TENDERS ARE HEREBY INVITED FOR THE MANAGEMENT OF SHORT-TERM INSURANCE PORTFOLIO AND RISK MANAGEMENT

AUTHORITY FOR SIGNATORY

By resolution of the Board of Directors taken on2020

BID NUMBER: FM-SI01-7/2020 Closing Date:25/08/2020
Description: tenders are hereby invited for management of short-term insurance portfolio and risk management.

TAKALANI



Mr. /Ms

Has been duly authorized to sign all documents in connection with Bid No

And any contract which may arise there from on behalf of (Block capital letters)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

NAME OF MEMBERS/SHARE HOLDERS

SIGNATURE

- | | |
|---------|-------|
| 1)..... | |
| 2)..... | |
| 3)..... | |
| 4)..... | |
| 5)..... | |

NB: THIS APPLIES ONLY TO COMPANIES WITH MORE THAN ONE SHAREHOLDERS