

KHAI-MA MUNICIPALITY



TENDER NOTICE :KH19/20

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. O.J. ISAACS
Municipal Manager
Khâi-MA MUNICIPALITY
P.O. BOX 108
POFADDER, 8890
Tel: 054-9331000
Fax: 054-9330252

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PART T1: TENDER PROCEDURE

T1.1 TENDER NOTICE AND INVITATION TO TENDER

TENDER NOTICE KH19/20

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 **Friday 18 September 2020** from the Supply Chain office, Khâi-MA Municipal Offices, Nuwe street, Pofadder.

The tender, sealed and clearly marked: **Tender KH2017/2016 - SUPPLY OF A SHORT TERM INSURANCE SERVICE** – must be placed in the tender box at the Khâi-MA Municipal Offices, Nuwe Street, Pofadder. Tenders must be received by no later than **16 October 2020 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 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. O.J. ISAACS
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 November 2020 until 31 October 2023.

Table 1.2 Tender Data

Sub Clause	Description
F.1.1	The employer is Khâi-MA 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: KHAI-MA MUNICIPALITY (Finance Division) Address: NUWE STREET, P O BOX 108, POFADDER,8890 Tel: (054) 933 1002 Fax: (054)933 0252 E-mail:intern1@khaima.gov.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 Khâi-MA 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: KHAI-MA MUNICIPALITY</p> <p>Physical address: NUWE STREET , POFADDER, 8890</p> <p>Identification details:TENDER NOTICE KH19/20 : 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 16 October 2020.
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 32 out of 40 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 returnables 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 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

INVITATION TO BID

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

BID NUMBER: **NC067/16/10/2020** CLOSING DATE: **16 OCTOBER 2020** at 12:00.

DESCRIPTION: **SUPPLY OF A SHORT TERM INSURANCE SERVICE**

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

DEPOSITED IN THE BID BOX SITUATED AT: MUNICIPAL OFFICES POFADDER

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 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.

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.

3.

.....

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

.....

.....

MBD 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>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 under the 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:

1.2 ACCEPTANCE

By signing this part of Offer and Acceptance, the Employer identified below accepts the offer of the Service Provider. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the offer of the Service Provider shall form an agreement between the Employer and the Service Provider upon the terms and conditions contained in this Agreement and in the Contract that is subject of this Agreement.

The terms of the contract, are contained in

- Part 1 Agreement and Contract Data, (*which includes this Agreement*)
- Part 2 Pricing Data
- Part 3 Scope of Work
- Part 4 Site Information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the quotation data and any addenda thereto listed in the Service Provider Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorized representative(s) of both parties.

The Service Provider shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement come into effect on the date when the Service Provider receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Service Provider (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties,

For the Employer: *Signature*.....

Name Mr. O.J. Isaacs

Capacity Municipal Manager.

Name and address of organization: Khâi-MA Municipality
Nuwe Street
Pofadder
8890

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 organisation)

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 KHAI-MA MUNICIPALITY
Clause 1	The address of the Employer is: Name: KHAI-MA MUNICIPALITY Address: NUWE STREET POFADDER P.O. BOX 108 POFADDER 8890 Tel: 054-9331000 Fax: 054-9330252 E-mail: procuremen@khaima.gov.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 year .
Clause 3.4 & 4.3.2	The authorized & designated representative of the employer is..... The Chief Financial Officer : Finance: Khâi-MA Municipality
Clause 3.5	The location of Performance of the project is in Khâi-MA 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

KHAI-MA MUNICIPALITY TENDER KH19/20

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 Khâi-MA 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 32 points or more for the functionality criteria will be deemed not responsive and only those bidders who score more than 32 out of 40 points will be evaluated further on the **80/20 preference points system**.

Functionality will be scored as follows:

Khâi-MA 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

SUMMARY

<u>ANNEXURE A</u>		
PRICE SCHEDULES		
GENERAL INFORMATION		
<u>Khâi-MA 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 SURPLUSESSES	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:		%

YEARS 2	
YEARS 3	

1.	COMBINED SECTION						
ITEM	DESCRIPTION	BUILDING	CONTENTS	SEWERAGE WORKS AND PUMP STATIONS	SPORTS AND RECREATION FACILITIES	WATER AND PURIFICATION WORKS AND PUMP STATIONS	PROPERTY MORE SPECIFIC
	POFADDER						
1	BUILDING ERVEN 1112	2 100 000	180 000	-	-	-	-
2	ABBATOIR ERVEN 1109	1 200 000	-	-	-	-	-
3	GOLF CLUB HOUSE 1128	550 000	-	-	-	-	-
4	OFFICES ERVEN 1179 (OFFICES AND NURSERY)	550 000	50 000	-	-	-	-
5	OFFICES ERVEN 161	850 000	50 000	-	-	-	-
6	POFADDER O.T PARK : TOILET	120 000	-	-	-	-	-
7	BUILDING ERVEN 1119	1 500 000	-	-	-	-	-
8	BLYVOORUITSIG SPORTGROUNDS:	-	-	-	-	-	-
	TICKET OFFICE, WALL AROUND SPORTSGROUNDS	-	-	-	1 500 000	-	-
	DRESSING ROOM	550 000	-	-	-	-	-
	PAVILION AND SPORT EQUIPMENT	-	-	-	3 600 000	-	-
	SWIMMING POOL AND EQUIPMENT	-	-	-	120 000	-	-
9	COMMUNITY HALL (HALL, CLINIC AND LIBRARY) ERVEN 1090	10 000 000	850 000	-	-	-	-
10	MUNICIPAL OFFICES (ERVEN 171)	12 000 000	1 000 000	-	-	-	-
11	WATER PIPELINE FROM PELLA - POFADDER	-	-	-	-	35 000 000	-
12	PELLAWATERPYPLYN : RESERVOIR 1	3 500 000	-	-	-	-	-
	: RESERVOIR 2	4 440 000	-	-	-	-	-
	: RESERVOIR 3	1 766 618	-	-	-	-	-

				-	-	-	-
	TELEMETRY SYSTEM	-	-	-	-	-	350 000
	ELEVATED PRESSED STEEL TOWER AND 581KL PRESSED STEEL TENK						3 326 491
	BOOSTER PUMPSTATION OF ELEVATED STEEL TANK						1 491 231
13	BUILDING - PELLA PIPELINE AND TWO HIGH PRESSURE PUMPS	120 000	-	-	-	1 500 000	-
14	2 X PURIFICATION DAMS AND PUMPHOUSE	-	-		-	1 200 000	-
15	BUILDING AND HIGH PRESSURE PUMP (Buitekantstreet)	120 000	500 000	-	-	-	-
16	BUILDING (STAND 172)	850 000	150 000	-	-	-	-
17	150VT TV TOWER: STEEL CONSTRUCTION	-	-	-	-	-	-
18	ELECTRICITY DISTRIBUTION NETWORKS (HIGH AND LOW VOLTAGE) AND TRANSFORMERS	-	-	-	-	-	38 758 678
19	SEWAGE NETWORK IN BLYVOORUITSIG WITH SEWAGE AND PUMPING STATIONS 2 X	-	-	29 149 139	-	-	-
20	TAXI RANK	100 000	-	-	-	-	-
	PELLA	-	-	-	-	-	-
	ERF 129:	-	-	-	-	-	-
21	OFFICE BUILDING	2 700 000	150 000	-	-	-	-
22	COMMUNITY HALL	3 500 000	150 000	-	-	-	-
23	PREFAB BUILDING	350 000	-	-	-	-	-
24	WORKSHOP	150 000	-	-	-	-	-
25	LIBRARY	3 500 000	250 000	-	-	-	-
	ERF 122:	-	-	-	-	-	-
26	PREFAB CARTSHED	350 000	-	-	-	-	-
27	CLINIC	2 200 000	-	-	-	-	-

28	MORTUARY	550 000	-	-	-	-	-
	ERF 120:	-	-	-	-	-	-
29	PREFAB STORAGE BUILDING	150 000	-	-	-	-	-
	ERF 132/133:	-	-	-	-	-	-
30	PRE-PRIMARY SCHOOL	2 500 000	150 000	-	-	-	-
	ERF 130:	-	-	-	-	-	-
31	BUILDING - SHOP	1 000 000	-	-	-	-	-
	SMME SENTRUM	1 000 000	-	-	-	-	-
32	WATER DISTRIBUTION NETWORKS	-	-	-	-	14 000 000	-
33	WATER RESERVOIR	1 000 000	-	-	-	-	-
34	WATER PIPELINE FROM PELLA WATER BOARD TO RESERVOIR	-	-	-	-	3 500 000	-
35	TV TOWER: STEEL CONSTRUCTION	-	-	-	-	-	100 000
36	SPORT GROUND: BUILDING	750 000	-	-	-	-	-
	FLOODLIGHTS	-	-	-	1 200 000	-	-
	HOUSE	150 000	-	-	-	-	-
	IRRIGATION SYSTEM AND BOREHOLD PUMP	-	-	-	-	-	-
37	7 X HIGHMAST LIGHTS	-	-	-	-	-	2 232 810
	ONSEEPKANS	-	-	-	-	-	-
38	WATER DISTRIBUTION NETWORKS	-	-	-	-	2 649 918	-
39	2 X WATERPUMPS WITH ELECTRICAL MOTORS	-	-	-	-	580 833	-
40	ELECTRICITY LOW VOLTAGE POWER LINE (Melkbosrand)	-	-	-	-	-	350 000
41	COMMUNITY HALL FARM 88 (GEEL SAAL)	450 000	25 000	-	-	-	-

42	OFFICES ERVEN 521 (R.K.Sending)	150 000	10 000	-	-	-	-
43	CLINIC MELBOSRAND ERVEN 348	1 800 000	-	-	-	-	-
44	2 X WATER PURIFICATION SYSTEMS	600 000	-	-	-	6 000 000	-
45	16 X WATER TANKS	-	-	-	-	200 000	-
46	5 X HIGHMAST LIGHTS	-	-	-	-	-	1 674 607
47	SPORTGROUNDS: BUILDING AND WALL	350 000	-	-	1 500 000	-	-
48	BUILDING OF HALL R.K. SENDING	4 000 000	20 000	-	-	-	-
49	BUILDING OF HALL MELKOSRAND	4 000 000	20 000	-	-	-	-
	WITBANK	-	-	-	-	-	-
50	SUBMERCIBLE PUMPS	-	-	-	-	80 000	-
52	WATER PURIFICATION PLANT	-	-	-	-	1 000 000	-
53	SPORTGROUNDS: BUILDING AND PAVILION	350 000	-	-	-	-	-
54	OFFICE BUILDING AND LIBRARY	450 000	80 000	-	-	-	-
	AGGENEYS	-	-	-	-	-	-
55	OFFICE BUILDING ERVEN 202	750 000	50 000	-	-	-	-
		-	-	-	-	-	-
	SUB TOTALS	73 066 618	R3 685 000	R29 149 139	R7 920 000	R65 710 751	R48 283 818
	TOTAL	227 815 326					

2. HOUSE OWNERS				
ITEM	DESCRIPTION		ERF NO	SUM INSURED AMOUNT
	POFADDER			
1	OFFICIAL HOUSE	1	435	1 000 000
	PELLA			
2	PREFAB HOUSE (OFFICIAL)	1	205	550 000
3	NURSES HOME	1	125	2 500 000
	FARMS:			
	FARM COBOOP 89/7		89/7	
1	HOUSE	1		4 500 000
2	PREFAB HOUSE	1		650 000
	TOTAL SUM INSURED			9 200 000

3. LOSS OF SURPLUSES	
DETAIL	INSURED AMOUNT
INCOME:	
ELECTRICITY	R 10,239,250
WATER	R 7,736,100
SANITATION	R 1,387,280
	R 19,362,630

4. OFFICE CONTENT	
DETAIL	INSURED AMOUNT
CONTENT OF OFFICE LOSS OF DOCUMENTS BURGLARY EXCESS INCREASE IN OPERATING COST CLAIM PREPARATION COSTS	INCLUDED IN COMBINED SECTION
	-

5. DEBTORS RECORDS	
DETAIL	INSURED AMOUNT
OUTSTANDING DEBTOR RECORDS	R 76 000 000

6. ALL RISKS		
ITEM	DETAIL	INSURED AMOUNT
	GENERAL SPECIFIED ITEMS	
1	MAYORAL CHAIN	R 15 000
2	GENERAL UNSPECIFIED	R 100 000
		R 115 000

7. GOODS IN TRANSIT	
DETAIL	INSURED AMOUNT
TRANSIT COVERAGE: ANY VEHICLE UNDER THE CONTROL OF THE INSURED	R 61 000

8. BURGLARY	
DETAIL	INSURED AMOUNT
FORCIBLE AND VIOLENT ENTRY INTO OR EXIT FROM ANY BUILDING OR STRUCTURE INCLUDING GOODS IN THE OPEN	
FIRST LOSS LIMIT	R 30,000
TOTAL CONTENT OF BUILDINGS (ANNEXURE A)	INCLUDED IN COMBINED SECTION
DAMAGE OF BUILDINGS	R 15,000
	R 45,000

9. GLASS	
DETAIL	INSURED AMOUNT
ALL GLASS	

10. MONEY	
DETAIL	INSURED AMOUNT
MAIN LIMIT	R 100,000
PRIVATE POINT OF SALES	R 5 000
CHEQUES	R 132 000
INCREASE LIMIT OUTSIDE SAFE	R 20 000
MONEY OTHER THAN CHEQUES	R 100,000
	R 357,000

11. FIDELITY GUARANTEE	
DETAIL	INSURED AMOUNT
MAIN LIMIT	R 100 000

12. PUBLIC LIABILITY	
DETAIL	INSURED AMOUNT
LIMIT OF LIABILITY	R 10 000 000
SALARIES AND WAGES	R 32 274 100
	R 42 274 100

13. DIRECTORS AND OFFICIALS	
DESCRIPTION	INSURED AMOUNT
LIMIT OF LIABILITY	R 2,000,000

14. PERSONAL ACCIDENT	
DETAIL	INSURED AMOUNT
INSURED:	
COUNCILLORS (7 COUNCILLORS) 24 HOUR COVER DEATH AND PERMANENT DISABILITY	R 1,500,000
MUNICIPAL MANAGER 24 HOUR COVER DEATH AND PERMANENT DISABILITY	R 800,000

16. EMPLOYER LIABILITIES	
DETAIL	INSURED AMOUNT
LIMIT OF LIABILITY	R 500,000

17. ELECTRONIC EQUIPMENT		
ITEM	DESCRIPTION	SUM INSURED
GENERAL SPECIFIED ITEMS		
1	SUN SERVER HARDWARE, SOFTWARE AND IMPLEMENTATION (VENUS)	R1 399 205
2	GEOGRAPHIC INFORMATION SOFTWARE AND COMPUTER SYSTEM (TGIS)	R350 000
3	EPSON DATA PROJECTOR	R5 000
4	NASHUA PHOTOCOPIER IM 350 F	R28 750
5	NASHUA PHOTOCOPIER IM C2000	R80 500
6	NASHUA PRINTER MP201SPF	R20 000
7	NASHUA PRINTER MP201SPF	R20 000
8	NASHUA MPC 305 PHOTOCOPIER AND PRINTER	R32 690
9	VOICE RECORDER CCS900 CONTROL UNIT AND PORTABLE RECORDER MARANTZ 55000142	R122 430
SUB TOTAL		R2 058 575
LAPTOPS AND PERSONAL COMPUTERS:		
1	7 PERSONAL COMPUTERS:	
	COMPUTOR USE FOR TGIS	R19 239
	COMPUTOR USE FOR RECEIPTING POFADDER	R19 239
	COMPUTOR USE RECEIPTING PELLA	R19 239
	COMPUTOR USE FOR DEBTORS	R19 239
	COMPUTOR USE FOR ADMINISTRATION (MR. VRIES)	R19 239
	COMPUTOR USE FOR PAYDAY (PAYROLL)	R19 239
	COMPUTOR USE FOR TELEPHONE SYSTEM	R19 239
2	1 X FIRE WALL	R19 239
3	19 X NOTEBOOKS	R286 900
4	ACER ES1-132 LAPTOP - EP CLOETE (S/N NXGGLEA0017130C9507600)	R8 545
5	ACER ES1-132 LAPTOP - PA VAN HEERDEN (S/N NXGGLEA0017130C7357600)	R8 545
6	ACER ES1-132 LAPTOP - S APRIL (S/N NXGGLEA0017130C7117600)	R8 545
7	ACER ES1-132 LAPTOP - S BRANDT (S/N NXGGLEA0017130C7477600)	R8 545
8	ACER ES1-132 LAPTOP - AA VAN WYK (S/N NXGGLEA0017130C70E7600)	R8 545
9	DELL INSPIRON LAPTOP - MD PHILLIPS (S/N B2KW6F2)	R15 100
10	ACER LAPTOP - S/N NXEFHEA0158230A44113400 - ME. A MALAN	R7 174
11	ACER LAPTOP - S/N NXEFHEA0158230995A3400 - ME. N FIENIES	R7 174
12	ACER LAPTOP - S/N NXEFHEA0158230997B3400 - ME. V TITUS	R7 174
13	ACER LAPTOP - S/N NXEFHEA01582309D0A3400 - ME. S PASELLA	R7 174
14	LENOVO V110-15ISK - S/N R90PYYJ4 - AGATHA GROENEWALDT	R12 163
15	LENOVO V110-15ISK - S/N R90PYXAJ - ISMEAL KOLBERG	R12 163
16	ACER ASPIRE 3- SER#NXHEEEA00193006ACC34	R13 500
17	ACER ASPIRE 3- SER#NXHEEEA00193006AC434	R13 500
18	ACER ASPIRE 3- SER#NXHEEEA0019300662B34	R13 500
SUB TOTAL		R592 158
TOTAL		R2 650 734

nc

18. MOTOR				
ITEM	MODEL	DESCRIPTION	REGISTRATION NO	VALUE
LDV'S UP TO LIMIT < R500,000				
1		FORD PICKUP	BLF 050NC	50 000
2	2020	NISSAN NP200	CVS937NC	165 889
3	2020	NISSAN NP200	CVS938NC	165 889
				381 778
LDV'S ABOVE LIMIT > R500,001				
				-
COMMERCIAL VEHICLES UP TO LIMIT < R500,000				
1	2007	TATA LPT 713 4 TON TIPPER	U/S	120 000
2		NISSAN TRUCK	BKV256NC	75 000
3	2017	HYUNDAI HD72 SKD TRUCK	CSLN460C	41 852
				236 852
COMMERCIAL VEHICLES ABOVE LIMIT > R500,001				
1	2012	NISSAN DIESEL UD85 8000L HONEY SUCKER	CGM810NC	250 000
2	2007	NISSAN DIESEL UD90 3CR 12 HONEY SUCKER	BXB349NC	150 000
3	2014	NISSAN UD TRUCK UD85B (HONEY SUCKER)	CKL948NC	550 000
4	2014	NISSAN UD TRUCK UD85B (HONEY SUCKER)	CKL945NC	550 000
5	2014	NISSAN UD TRUCK UD85B (HONEY SUCKER)	CKL943NC	550 000
6	2014	NISSAN UD TRUCK UD85B (HONEY SUCKER)	CKL947NC	550 000
7	2019	HINO 300714 SWB 5M AX3 WITH DROPSIDE BODY	CVB539NC	523 043
				3 123 043
TRACTORS < R500,000				
1	2005	MASSEY FERGUSON	BSM979NC	20 000
2	2008	JOHN DEERE 5415	BXP284NC	45 000
3	2007	JOHN DEERE 6603	BWD346NC	250 000
				315 000
TRAILERS < R500,000				
1	1986	10 TON	BJH885NC	20 000
2	1990	TWEEWIEL WIPWA	BJS971NC	15 000

				35 000
MOTORBIKES < R50,000				
1	2012	YAMAHA	CGH780NC	12 240
2	2012	YAMAHA	CGH774NC	12 240
3	2012	GOMOTO 150 QUADBIKE	TBA	12 000
				36 480
COMPRESSORS < R500,000				
1	2012	ATLAS COPCO COMPRESSOR		287 000
				287 000
SPECIAL TYPES UP TO LIMIT < R500,000				
1	1984	BOMAC VIBREERDER		5 000
2	2012	CHERRY PICKER		270 000
				275 000

TOTAL	4 375 153
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SASRIA FOR COUNCILLORS PROPERTIES

INSURED:

**PERIOD OF COVER: 3
YEARS**

#	Councillors name	ID number	Houses	Contents	Total Properties SI	Number of Cars (Primary use: Dom/Private)	VALUE OF CAR
1	MEV. S. BRANDT	6302070153089	380 000	100 000	480 000	1	280 000
2	MEJ. A.A VAN WYK	7107020686081	350 000	100 000	450 000	1	98 000
3	MEV. P VAN HEEDEN	7702180149084	600 000	100 000	700 000	1	753 295
4	MNR. S APRIL	5511025070088	900 000	100 000	1 000 000	1	250 000
5	MEV. E.P.CLOETE	8108110144089	-	-	-	1	226 207
			2 230 000	400 000	2 630 000		1607 503