

**ANNEXURE E**  
**COMPLIANCE CHECKLIST OF EVALUATION REQUIREMENTS –**  
**CONFIRMATION BY BIDDER**

**(Failure to complete and sign this annexure will result in disqualification)**

I hereby confirm that the following information requested in the RFP has been provided in the proposal: -

| No. | Requirement                                                                                                                                                  | Comply – Yes/No | Reference in Proposal (Index, Section, Page no.) | Comment |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------|---------|
| 1   | All SBD forms completed and signed                                                                                                                           |                 |                                                  |         |
| 2   | Proof of registration on National Treasury's CSD                                                                                                             |                 |                                                  |         |
| 3   | Summary of the bidder's company profile which confirms that they have been registered for at least 10 years as a short-term insurance broker.                |                 |                                                  |         |
| 5   | Details of at least 5 contracts (short-term insurance) as per the requirements specified under 17.2 Special Conditions                                       |                 |                                                  |         |
| 6   | Details of electronic system for management of claims with examples of reports/screenshots – claims, status and costs                                        |                 |                                                  |         |
| 7   | Proposed staffing structure and CVs of the personnel who will manage the insurance portfolio of Legal Aid SA                                                 |                 |                                                  |         |
| 8   | Audited financial statements for the past 5 years which reflects income from commission earned of not less than R1 million per annum for each of the 5 years |                 |                                                  |         |
| 9   | Bidders must provide, where possible, at least                                                                                                               |                 |                                                  |         |

|  |                                                                                                                                                                                                      |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | three (3) quotations on insurance cover, based on the information provided on Annexures A, B and C, from reputable underwriters, for <b><u>ALL</u></b> the insurance categories listed in Annexure A |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

FULL NAMES: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_