

## **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: -

<b>No.</b>	<b>Requirement</b>	<b>Comply – Yes/No</b>	<b>Reference in Proposal (Index, Section, Page no.)</b>	<b>Comment</b>
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			
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FULL NAMES: \_\_\_\_\_

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

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

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

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