



# **DR JS MOROKA LOCAL MUNICIPALITY**

**JSM-FIN-STI-24/27**

**SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS**

## **TENDER DOCUMENT**

---

**ISSUED BY:** DR JS MOROKA LOCAL MUNICIPALITY  
2601/3 Bongimfundo Street  
Siyabuswa  
0472

**NAME OF TENDERER:** .....

**CSD NUMBER:** .....

**BID AMOUNT OFFERED (Excl. Vat)** .....

# DR JS MOROKA LOCAL MUNICIPALITY



PROJECT NO: JSM-FIN-STI-24/27

## SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS

CONTENTS
----------

### **Part T1: Tendering Procedures**

- T1.1 Tender notice and invitation to tender.
- T1.2 Tender Data

### **Part T2 : Returnable Documents**

- T2.1 List of returnable documents

### **THE CONTRACT**

#### **Part C1: Agreements and Contract Data**

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

#### **Part C2: Pricing Data**

- C2.1 Pricing Instructions
- C2.2 Bill of quantities

#### **Part C3: Scope of Work**

- C3 Scope of Work

#### **Part C4 : Additional Relevant Documents**

- C4.1 Supply Chain Management Policy



*APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS. PROJECT NO: JSM-FIN-STI-24/27*

## **DR JS MOROKA LOCAL MUNICIPALITY**



**PROJECT NO: JSM-FIN-STI-24/27**

### **SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS**

## **TENDERING PROCEDURES**

### **THE TENDER**

#### **Part T1: Tendering Procedures**

- T1.1 Tender notice and invitation to tender
- T1.2 Tender Data



## DR JS MOROKA LOCAL MUNICIPALITY



PROJECT NO: JSM-FIN-STI-24/27

### SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS

#### T1.1 TENDER NOTICE AND INVITATION TO TENDER

Dr JS Moroka Local Municipality invites Tenders from suitably qualifying service providers for short term insurance and risk management services to cover Municipal Assets, Liabilities employees etc, for the period 2024- 2027.

Tender Documents will be obtainable from (04 June 2024) on payment of cash non-refundable document fee of **(R3 220.00)** per document from the offices of the Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, 0472. Document can also be downloaded on the eTender portal.

**A Compulsory Site meeting will be held on 04 June 2024 at Erf no142 Ga-Phaahla Community Hall Siyabuswa, commencing at 11h00** (According to Municipality's time). Only tenders from Tenderers who attend the above tender meeting and have signed attendance register shall be considered.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed **SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS** and be deposited in the Tender Box, Headquarters, Dr JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa, Mpumalanga not later than **11h00** on **(03 July 2024)**. The tenders will immediately be opened in public. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Tenders will be evaluated on an **80/20**-point system in terms of Dr JS Moroka Municipality's Supply Chain Management Policy in line with the Preferential Procurement Framework of 2022. Tenders shall be deemed to have acquainted themselves with tender rules included in tender documents. Tender offers shall be valid for a period of 90 days from the closing dates.

Technical enquiries may be directed to the Technical Services Department for the attention of **Mr B MOSUNGWA** at **013 973 1101 EXT 348** and administrative enquiries may be directed to the Supply Chain Management Unit from the Dr JS Moroka Local Municipality at **013 973 1101**.

**M M MATHEBELA**  
**MUNICIPAL MANAGER**  
**DR JS MOROKA LOCAL MUNICIPALITY**



## TENDER DATA

	The Employer is: Dr JS Moroka Local Municipality Private Bag X4012 Siyabuswa 0472			
2.	<p><b>Tender Documents</b></p> <p><b>Tendering Procedures</b> Tender notice and invitation to tender Tender data</p> <p><b>Returnable Documents</b> List of Returnable Documents</p> <p><b>The Contract</b> <b>Agreements and Contract data</b> Forms of Offer and Acceptance Contract Data</p> <p><b>Pricing Data</b> Pricing Instruction Bill of Quantities</p> <p><b>Terms of Reference</b> Terms of Reference</p> <p><b>Additional Relevant Documents</b> Supply Chain Management Policy</p>			
3.	<p><b>Interpretation</b></p> <p>The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these tender conditions.</p>			
4	<p><b>Communication.</b></p> <p>The Employer's Representative is;</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 33%; padding: 5px;"> <p><b><u>Accounting Officer;</u></b> <b>MM Mathebela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p> </td> <td style="width: 33%; padding: 5px;"> <p><b><u>Procurement Eng.</u></b> <b>AV Masilela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p> </td> <td style="width: 33%; padding: 5px;"> <p><b><u>Technical Enquiries.</u></b> <b>B Mosungwa</b> Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p> </td> </tr> </table>	<p><b><u>Accounting Officer;</u></b> <b>MM Mathebela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><b><u>Procurement Eng.</u></b> <b>AV Masilela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><b><u>Technical Enquiries.</u></b> <b>B Mosungwa</b> Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p>
<p><b><u>Accounting Officer;</u></b> <b>MM Mathebela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><b><u>Procurement Eng.</u></b> <b>AV Masilela</b> Private Bag X4012 Siyabuswa 0472 Tel : 013 973 1101</p>	<p><b><u>Technical Enquiries.</u></b> <b>B Mosungwa</b> Private Bag X 4012 Siyabuswa 0472 Tel : 013 973 1101</p>		



4.1	Attention is drawn to the fact that verbal communication given by the Employer's representative prior to the close of tenders will not be regarded as binding on the employer. Only information issued formally by the employer in writing to the tenders, under the signature of the Accounting Officer will be regarded as amending the tender documents.
5	<p><b>Eligibility</b></p> <p>Tenderers must meet or employ staff that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Employing qualified staff with experience, appropriate certificates for work force used, i.e. academic qualifications, previous experience, etc.</li> <li>• Meet the requirements of the evaluation criteria as set on 21.2 below.</li> </ul>
6	<p style="text-align: center;"><b>The Employer's right to accept or reject any tender offer.</b></p> <p>The employer has the right not to accept the lowest tender and to accept the whole or part of any tender or not to consider any tender not suitably endorsed is fully reserved by the Dr JS Moroka Local Municipality.</p>
7	<p style="text-align: center;"><b>Tenderer Obligations</b></p> <p>7.1 The Council retains the right to call for any additional information that it may deem necessary.</p> <p>7.2 If tendering as a Joint Venture, Joint venture must be constituted by means of a comprehensive and fair, written agreement between the members, which sets out their obligations, rights, risks and rewards.</p> <p>Joint venture members should share at least the following aspects of the joint venture activities in a meaningful and equitable manner:</p> <ol style="list-style-type: none"> <li>1. Control</li> <li>2. Management</li> <li>3. Operations</li> <li>4. Risk</li> <li>5. Profit and Loss</li> </ol> <p>7.3 If a Tenderer , or any person employed by him is found to have either directly or indirectly, promised or given to any person in the employment of Council, any commission, gratuity, gift or other consideration, The Council shall have the right to summarily and without recourse to law and without prejudice to any other legal remedy which it may have in regard to any loss and/ or additional costs or expenses, to disqualify the Tender or cancel the Contract without paying any compensation to the aforesaid Tender or Contract.</p> <p>7.4 At the request of the Municipal Manager or her/his authorized representative from furnishing her/his with additional information, or with a sample or specimen for testing purposes or otherwise, or from giving a demonstration to enable the recommendation to the Council's responsible Committee on the award of the contract be formulated,</p>



8	<p style="text-align: center;"><b>Insurance</b></p> <p>Tenderer shall submit proof of Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R450,000,000.00 and Public Liability Insurance held by Tenderer for a minimum value of R450,000,000.00.</p>
9	<p style="text-align: center;"><b>Compensation of tendering</b></p> <p>The employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the cost of any testing necessary to demonstrate that aspects of the offer satisfy requirements.</p>
10	<p style="text-align: center;"><b>Check documents.</b></p> <p>The Tenderer should check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.</p>
11	<p style="text-align: center;"><b>Confidentiality and Copyright of Documents.</b></p> <p>Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation</p>
12	<p style="text-align: center;"><b>Clarification Meeting</b></p> <p><b>A Compulsory Site meeting will be held on 04 June 2024 at Erf no 142 Ga-Phaahla Community Hall Siyabuswa, commencing at 11h00</b> (According to Municipality's time). Only tenders from Tenderers who attend the above tender meeting and have signed attendance register shall be considered</p>
13 13.1 13.2 13.3 13.4 13.5	<p style="text-align: center;"><b>Submitting tender offer:</b></p> <p>No Tender document will be considered unless submitted on Council's Official Tender Document</p> <p>Return all the returnable documents to the employer after completing them.</p> <p>Tenders must be deposited in the tender box clearly marked: <b>CONTRACT NO: JSM-FIN-STI-24/27 SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS</b></p> <p><b>Location of tender Box:</b> Main Entrance Reception  <b>Physical Address:</b> DR JS Moroka Local Municipality, 2601/3 Bongimfundo Street, Siyabuswa 0472.</p> <p>Telephonic, telegraphic, telex, facsimile or emailed tenders will not be considered</p> <p>All tender received by the DR JS Moroka Local Municipality will remain in the Municipality's possession until after the stipulated closing date and time.</p> <p>Accept that a tender submitted to the employer cannot be withdrawn or substituted. No substitute</p>



	tenders will be considered
14	<b>Closing Time:</b>
14.1	The time and location for opening of the Tender offers are: Closing Time: 11:00 Closing Date: <b>03 July 2024</b> Location: Dr JS Moroka Local Municipality 2601/3 Bongimfundo Street Siyabuswa 0472
14.2	After the opening of the tender proposals, no information relating to the clarification, determination of responsiveness, evaluation and comparison of tender proposals and recommendations concerning the award of the tender shall be disclosed to any other tenderer or persons not concerned with such process until the award of the Tender has been announced by the DRJSMLM.
15	<b>Pricing the tender</b> State the rates and prices in South African (Rand) currency.
16	<b>Alterations to the Tender Documents.</b> <b>No</b> alterations may be made to the tender document issued by the employer. Proposals and any other supporting documents must be attached to the back of this tender document.
17	<b>Alternative tender offer.</b> No alternative tender offers will be considered or accepted. Alternative offers may be submitted only if a main tender offer, strictly in accordance with all the requirements of the tender document is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender document with the alternative requirements the tenderer proposes.
18	<b>Tender Offer Validity</b> The Tender offer validity period is 90 days from the closing date.
19	<b>Tender clarification after submission</b>



	<p>A tender may be regarded as non-responsive if the tenderer fails to provide clarification requested by the employer within the time for submission stated in the employer's written request.</p>								
<p>20</p>	<p><b>Tender evaluation points</b></p> <p>The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.</p> <p>Preference points for this bid shall be awarded for:</p> <ul style="list-style-type: none"> <li>(a) Price; and</li> <li>(b) Specific Goal</li> </ul> <p>The maximum points for this bid are allocated as follows:</p> <table border="1" data-bbox="193 801 1106 1070"> <thead> <tr> <th></th> <th><b>POINTS</b></th> </tr> </thead> <tbody> <tr> <td><b>PRICE</b></td> <td><b>80</b></td> </tr> <tr> <td><b>SPECIFIC GOALS</b></td> <td><b>20</b></td> </tr> <tr> <td><b>Total points for Price and Specific goals must not exceed</b></td> <td><b>100</b></td> </tr> </tbody> </table> <p>The specific goals based on the IDP for Dr JS Moroka local municipality are as per following.</p> <ul style="list-style-type: none"> <li>a) Empowerment of women</li> <li>b) Empowerment of youth</li> <li>c) Empowerment of previously disadvantaged through Race</li> <li>d) BBBEE status level of contribution</li> <li>e) Empowerment of business established in the municipal jurisdiction.</li> </ul> <p>For this Projects, specific goals shall be awarded as follows:</p> <ul style="list-style-type: none"> <li>f) Empowerment of previously disadvantage through Race (5 points)</li> <li>g) Empowerment of women (5 points)</li> <li>h) BBBEE status level of contribution (10 points)</li> </ul>		<b>POINTS</b>	<b>PRICE</b>	<b>80</b>	<b>SPECIFIC GOALS</b>	<b>20</b>	<b>Total points for Price and Specific goals must not exceed</b>	<b>100</b>
	<b>POINTS</b>								
<b>PRICE</b>	<b>80</b>								
<b>SPECIFIC GOALS</b>	<b>20</b>								
<b>Total points for Price and Specific goals must not exceed</b>	<b>100</b>								
<p>21</p>	<p><b>The additional conditions of Tender are:</b></p> <ol style="list-style-type: none"> <li>1. Dr JS Moroka Local Municipality may also request that the Tenderer to provide written evidence that his financial, labour and resources are adequate for carrying out the project.</li> <li>2. The Dr JS Moroka Local Municipality reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any</li> </ol>								



	<p>Tenderer. The Tenderer shall provide all reasonable assistance in such investigations.</p> <p>3. DR JS Moroka Local Municipality reserves the right to appoint service provider for Short term Insurance and Risk management services for a period of (3) years</p>
22	<p><b>Technical adjudication and General Criteria</b></p> <p>Tenders will be adjudicated in terms of inter alia:</p> <ul style="list-style-type: none"> <li>▪ Compliance with Tender conditions</li> <li>▪ Technical specifications</li> </ul> <p>If the Tenderer does not comply with the Tender Conditions, the Tenderer may be rejected. If technical specifications are not met, the Tender may also be rejected.</p> <p>With regard to the above, certain actions or errors are unacceptable and shall be an automatic REJECTION OF THE TENDER, for example</p> <ul style="list-style-type: none"> <li>▪ Failure to attach a copy of a Valid Tax Clearance Certificates. (Copy of a letter from SARS indicating Tenderer’s SARS reference or login number and pin must be attached to the Tender document).</li> <li>▪ CK Document.</li> <li>▪ CSD Full Report.</li> <li>▪ Pages not duly completed, removed from the Tender document, and have therefore not been submitted.</li> <li>▪ If tender document is not fully completed as required and as stipulated in the tender data.</li> <li>▪ Scratching out without initialing next to the amended rates or information.</li> <li>▪ Writing over / painting out rates / the use of tippex or any erasable ink, e.g. pencil.</li> <li>▪ The Tender has not been properly signed by a party having the authority to do so, according to the Form D – “Authority for Signatory.”</li> <li>▪ Particulars required in respect of the Tender have not been provided – non-compliance of Tender requirements and/or specifications.</li> <li>▪ Failure to attach required and specified documents.</li> <li>▪ The Tender has been submitted after the relevant closing date and time.</li> <li>▪ Failure to complete and sign Form C1.1 Form of Offer and Acceptance</li> <li>▪ If any municipal rates and taxes or municipal service charges owed by the company or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than one month (30 days).</li> </ul>



	<ul style="list-style-type: none"> <li>• If any Tenderer who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that Tenderer.</li> <li>• If any Tenderer who did not include three audited Annual Financial Statements for the past three financial years stating that the business is going concern.</li> </ul>
	<p>Staffing profile</p> <p>Evaluation of the Tenderer's position in terms of:</p> <ul style="list-style-type: none"> <li>• Staff will be applicable for this tender.</li> </ul>
	<p>Previous experience.</p> <ul style="list-style-type: none"> <li>• The procedure for the evaluation of responsive Bids will be on the minimum number of projects specified in this document, in terms of functionality.</li> </ul>
	The tenderer shall provide documentation of company experience of each member of the related projects.
	Detailed Approach and Methodology
	Detailed broker fee structure to be charged in year 1
	BEE rating done by external independent rating agency accredited by SANAS Or sworn affidavit
	Provide proof of placing assets above 10 billion in value, (Provide the names and confirmation letters from these clients as proof)
	Provide proof of access to Lloyds's and International market
	Provide proof that the bidder has Professional Indemnity and Fidelity Cover R450 million
	Bidder must have a minimum of 10 years' experience in placing municipal and public sector clients and should have been appointed as an intermediary for short term insurance in the past 3 (three)years? (Provide list of contactable references and appointment letters)
	Name five local authorities where the bidder is applying risk management, risk control and finance solutions.
	Has the bidder dealt with individual claims more than R 250 000 in the past 3 (three) years? if yes, provide names of these clients and proof of the registered and settled claims.
	Does the bidder have an electronic insurance claims handling system? Provide proof.
	Has this claims system been implemented with the bidder's other clients? If yes provide the names of the clients and confirmation letter from the client.
	ISO 9001 :2015 Provision of Insurance Brokerage Services Certificate
	Does the bidder have Information Regulator Certificate?
	Registration with the FSCA/FSB (Attach Proof)
	Registration with The Institute of Risk Management - South Africa (IRMSA) (Attach Proof)
	Insurance Institute of South Africa- IISA (Attach proof)
	Provide BCom degree or equivalent in Insurance and Risk Management for the Director
	Provided confirmation letters of three of the highest value claims more than R 20 million.
	Audited Annual Financial Statements for the last three financial years stating that the business is a going concern
	Attach joint venture agreement where applicable



*APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS. PROJECT NO: JSM-FIN-STI-24/27*

## **DR JS MOROKA LOCAL MUNICIPALITY**



**PROJECT NO: JSM-FIN-STI-24/27**

**SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF  
(3) YEARS**

**RETURNABLE DOCUMENTS**

### **Returnable Documents**

List of returnable documents



## DR JS MOROKA LOCAL MUNICIPALITY



### T2.1 LIST OF RETURNABLE DOCUMENTS

1. Failure to fully complete the **compulsory** returnable documents shall render such a tender offer unresponsive.
2. Tenderers shall note that their signatures appended to each returnable form **represents a declaration that they vouch for the accuracy and correctness of the information provided**, including the information provided by candidates proposed for the specified key positions.
3. Notwithstanding any check or audit conducted by or on behalf of the Employer, the information provided in the returnable documents is accepted in good faith and as justification for entering into a contract with a tenderer. **If subsequently any information is found to be incorrect such discovery shall be taken as willful misrepresentation by that tenderer to induce the contract.** In such event the Employer has the discretionary right to terminate the contract.

The Tenderer must complete the following returnable Schedules:

#### Returnable Schedules required for Tender evaluation purposes

COMPULSORY BID DOCUMENTS	
FORM A PART A & B	INVITATION TO BID
FORM B	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
FORM C	DECLARATION OF INTEREST
FORM D	AUTHORITY OF SIGNATORY
FORM E	DECLARATION OF GOOD STANDING REGARDING TAX
FORM F	FINANCIAL REFERENCES /TENDERER'S CREDIT RATING AND BANK DETAILS
FORM G	MUNICIPAL UTILITY ACCOUNT
FORM H	PREFERENCE SCHEDULE



FORM I	CERTIFICATE OF INDEPENDENT BID DETERMINATION
FORM J	DECLARATION TENDERER'S LITIGATION HISTORY
FORM K	PROFESSIONAL INDEMNITY INSURANCE
FORM L	PROOF OF GOOD STANDING WITH COMPENSATION COMMISSIONER
FORM M	PROOF OF MEMBERSHIP WITH PROFESSIONAL BODIES
FORM N	PROPOSED KEY PERSONNEL
FORM O	SCHEDULE OF PREVIOUS EXPERIENCE
FORM P	SCHEDULE OF CURRENT PROJECTS
FORM Q	SCHEDULE OF INFRASTRUCTURE AND RESOURCES
FORM R	SCHEDULE OF PROPOSED SUBCONTRACTOR IF ANY
FORM S	RECORD OF ADDENDA TO TENDER DOCUMENTS
FORM T	FUNCTIONALITY

# **COMPULSORY BID DOCUMENTS**



## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (Dr JS MOROKA LOCAL MUNICIPALITY)</b>					
BID NUMBER:	JSM - FIN - STI-24/27	CLOSING DATE:	03 July 2024	CLOSING TIME:	11H00
DESCRIPTION	SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES TO COVER MUNICIPAL ASSETS, LIABILITIES EMPLOYEE ETC, FOR A PERIOD OF (3) YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS*


<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		<b>OR</b>	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



<p>ARE YOU THE ACCREDITED REPRESENTATIVE <b>IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]</p>
<p><b>TOTAL NUMBER OF ITEMS OFFERED</b></p>		<p><b>TOTAL BID PRICE</b></p>	<p><b>R</b></p>
<p><b>SIGNATURE OF BIDDER</b></p>	<p>.....</p>	<p><b>DATE</b></p>	
<p><b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b></p>			
<p><b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b></p>		<p><b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b></p>	
<p>DEPARTMENT</p>		<p>CONTACT PERSON</p>	
<p>CONTACT PERSON</p>		<p>TELEPHONE NUMBER</p>	
<p>TELEPHONE NUMBER</p>		<p>FACSIMILE NUMBER</p>	
<p>FACSIMILE NUMBER</p>		<p>E-MAIL ADDRESS</p>	
<p>E-MAIL ADDRESS</p>			



## **PART B TERMS AND CONDITIONS FOR BIDDING**

### **1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. 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.

### **2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN 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.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

### **3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?   
YES  NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?   
YES  NO
- 3.3. DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA?   
YES  NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?   
YES  NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?   
YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**



**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**FORM A2: COMPULSORY ENTERPRISE QUESTIONNAIRE  
FOR CONSORTIA OR JOINT VENTURES**

**In the case of a Joint Venture – Form "A2" needs to be completed**

**SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_



6. \_\_\_\_\_  
\_\_\_\_\_

7. \_\_\_\_\_  
\_\_\_\_\_

Held at \_\_\_\_\_ (place)

On \_\_\_\_\_ (date)

**RESOLVED that:**

The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Dr JS Moroka Local Municipality in respect of the following project:

Bid / Project Number: \_\_\_\_\_ **{insert number}**

A. Mr./Mrs./Ms.:

\_\_\_\_\_

in \*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows:

\_\_\_\_\_

be, and is hereby, authorized to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

C. The Enterprises to the Consortium/Joint Venture accept joint and several liabilities for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the municipality in respect of the project described under item A above.



- D. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days' written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the municipality for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item C above.
- E. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the municipality referred to herein.
- F. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the municipality in respect of the project under item A above:

Physical address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (code)

Telephone number: \_\_\_\_\_ (code)

Fax number : \_\_\_\_\_ (code)

NO	NAME OF ENTITY	NAME OF REPRESENTATIVE	CAPACITY	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				



NO	NAME OF ENTITY	NAME OF REPRESENTATIVE	CAPACITY	SIGNATURE
10				

*Note:*

1. \* Delete which is not applicable
2. **NB.** This resolution must be signed by all the Duly Authorized Representatives of the Legal Entities to the Consortium/Joint Venture submitting this Bid.
3. Should the number of Duly Authorized Representatives of the Legal Entities joining forces in this Bid exceed the space available above, additional names and signatures must be supplied on a separate page
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.



**ATTACH THE FOLLOWING DOCUMENTS HERETO**

1. **For Closed Corporations**

- CK1 or CK2 as applicable (Founding Statement)
- Copies of the ID's of the Directors

2. **For Companies**

- A copy of the Certificate of Incorporation
- Copies of the ID's of the Directors, and
- the shareholders register.

3. **For Joint Venture Agreements**

- Copy of the Joint Venture Agreement between all the parties,
- As well as the documents in (1) or (2) of each Joint Venture member.

4. **For Partnership**

- Copies of the ID's of the partners

5. **One-person Business / Sole trader**

- Copy of ID

6. **Details of Tax Compliance Status from South African Revenue Service**

7. **Duly Signed and dated original or copy of Authority of Signatory on company Letterhead**

8. **B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (original or a copy issued by an approved body / accredited verification agency as prescribed by the National Treasury and the Department of Trade and Industry)**



## FORM B: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 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 (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) 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 (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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 of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.3.1	If so, furnish particulars:		
4.4	<p>Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.4.1	If so, furnish particulars:		
4.5	<p>Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.7.1	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



**FORM C: DECLARATION OF INTEREST (MBD4)**

1. **No bid will be accepted from persons in the service of the state<sup>1</sup>.**
2. 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 authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):

.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If yes, furnish particulars: .....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

a) a member of –



- (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars: .....

.....

3.10 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**

3.10.1 If yes, furnish particulars: .....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other 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**

3.11.1 If yes, furnish particulars: .....

.....

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

3.12.1 If yes, furnish particulars: .....



.....

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars: .....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars: .....

.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER




**DECLARATION**

I, the undersigned (name): ..... certify that the information furnished is correct. I accept that the state may act against me in terms of paragraph 23 of the General Conditions of Contract should this declaration prove to be false.

.....  
Signature

.....  
Date

.....  
Capacity

.....  
Name of Bidder



**FORM D: AUTHORITY OF SIGNATORY**

Details of person responsible for tender process:

Name : \_\_\_\_\_

Contact number : \_\_\_\_\_

Office address : \_\_\_\_\_

Signatories for close corporations and companies shall confirm their authority by filling the top part of this form and attaching to this form a **duly signed and dated original or copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

**PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:**

"By resolution of the board of directors passed on *(date)*.....

Mr .....

has been duly authorized to sign all documents in connection with the Tender for Contract Number

.....and any Contract which may arise there from on

behalf of .....

(BLOCK CAPTIALS)

SIGNED ON BEHALF OF THE COMPANY .....

IN HIS CAPACITY AS .....

DATE .....

FULL NAMES OF SIGNATORY .....

AS WITNESSES: 1. ....

2. ....



**PRO-FORMA FOR JOINT VENTURES:**

**Certificate of Authority for Joint Ventures**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms ....., authorised signatory of the company ....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

<b>NAME OF FIRM</b>	<b>ADDRESS</b>	<b>DULY AUTHORISED SIGNATORY</b>
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....



**ATTACH HERETO THE DULY SIGNED AND DATED ORIGINAL OR A COPY OF AN AUTHORITY OF SIGNATORY SPECIFIC TO THIS TENDER AS PER TENDER NUMBER GIVEN ON A COMPANY LETTERHEAD**



**FORM E: DECLARATION OF GOOD STANDING REGARDING TAX (MBD 2)**

**DETAILS OF TAX COMPLIANCE STATUS:**

TAXPAYER NAME	
TRADING NAME	
TAX REFERENCE NUMBER (S)	
VAT	
PIN	
EXPIRY DATE	

**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 these requirement bidders are required to complete in full the attached form TCC 001"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. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
4. 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](http://www.sars.gov.za).
5. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za) .



**FORM F: FINANCIAL REFERENCES**

**DETAILS OF TENDERERS BANKING INFORMATION**

***Notes to tenderer:***

1. The tenderer shall attach to this form an original letter from the bank not older than three (3) months confirming the bank account and details. Failure to provide the required letter with the tender submission shall render the tenderer's offer unresponsive.
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

<b>BANK NAME:</b>									
<b>ACCOUNT NAME:</b> <i>(e.g. ABC Civil Construction cc)</i>									
<b>ACCOUNT TYPE:</b> <i>(e.g. Savings, Cheque etc)</i>									
<b>ACCOUNT NO:</b>									
<b>ADDRESS OF BANK:</b>									
<b>CONTACT PERSON:</b>									
<b>TEL. NO. OF BANK / CONTACT:</b>									
How long has this account been in existence:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">0-6 months</td> <td style="width: 20px; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">7-12 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">13-24 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">More than 24 months</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <span style="margin-left: 20px;">(Tick which is appropriate)</span>	0-6 months	<input type="checkbox"/>	7-12 months	<input type="checkbox"/>	13-24 months	<input type="checkbox"/>	More than 24 months	<input type="checkbox"/>
0-6 months	<input type="checkbox"/>								
7-12 months	<input type="checkbox"/>								
13-24 months	<input type="checkbox"/>								
More than 24 months	<input type="checkbox"/>								

Name of Tenderer: .....

Date: .....

Signature: .....



Full name of signatory: .....

**ATTACH HERETO A STAMPED ORIGINAL OR COPY OF A LETTER FROM THE BANK TO THIS PAGE NOT OLDER THAN THREE (3) MONTHS**



**FORM G: MUNICIPAL UTILITY ACCOUNT**

**DECLARATION BY THE TENDERER**

I the undersigned \_\_\_\_\_, has been duly authorized to sign all documents with the Tender for Contract Number \_\_\_\_\_ on behalf of \_\_\_\_\_ hereby make a declaration as follows:  
(referred to herein as "the Bidder")

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF THE COMPANY

\_\_\_\_\_

IN HIS CAPACITY AS

\_\_\_\_\_

DATE

\_\_\_\_\_

FULL NAMES OF SIGNATORY

\_\_\_\_\_

UTILITY ACCOUNT NUMBER	NAME OF MUNICIPALITY	NAME OF OWNER



--	--	--

**ATTACH AN ORIGINAL OR A COPY OF A MUNICIPAL UTILITY ACCOUNT (NOT OLDER THAN ONE (1) MONTHS)**

**Important: Note the following**

- List and attach account(s) registered all in the name(s) of the Director(s) **AND** the Company on the declaration form attached hereto; or
- Attach a copy lease agreement along with the utility account of the Landlord, whereby the company or director is leasing the property.



**FORM H: PREFERENCE SCHEDULE (MBD 6.1)**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**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
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (c) Price; and Specific Goals
  - (d) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>Specific goals</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

- 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

**80/20**                      **or**                      **90/10**

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>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
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. 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 10 or 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:**

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

**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-BBEE 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 BIDDER(S)

DATE:

ADRESS:

**ATTACH AN ORIGINAL OR A COPY OF B-BBEE STATUS VERIFICATION CERTIFICATE**

**NOTE THE FOLLOWING IN RESPECT OF B-BBEE CERTIFICATES:**

- 1. Certificates attached hereto should be those issued by approved verification agencies as directed by the National Treasury and the DTI (Department of Trade and Industry)
- 2. Verification agencies should be approved by SANAS and Accounting Officers and Auditors should be approved in terms of the IRBA (Independent Regulatory Body for Auditors), and as prescribed by the Close Corporations Act for designation as an Accounting Officer
- 3. Copies of the B-BBEE certificate or sworn affidavit should be within the financial year of the issued bid or quotation.

Further information in respect of the above is obtainable from the National treasury and DTI websites and the Preferential Procurement Regulations, 2017



**MBD 7.2**

CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) .....

WITNESSES	
1	.....
...	.....
2	.....
....	.....



CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....



**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

<b>DESCRIPTION OF SERVICE</b>	<b>PRIE (ALL APPLICABLE TAXES INCLUDED)</b>	<b>COMPLETION DATE</b>	<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>

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

SIGNED AT ..... ON .....

NAME (PRINT).....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....  
....

2 .....  
....



MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 5 This Municipal Bidding Document must form part of all bids invited.
- 6 It serves as a declaration to be used by municipalities and municipal entities 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.
- 7 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

**8 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? (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><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
4.1.1	If so, furnish particulars:		



4.2	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)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		



**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)**

.....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
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**



**FORM I: CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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). <sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply 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 abused 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 execution 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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 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 consortium<sup>3</sup> 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.
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



**FORM J: DECLARATION OF TENDERER'S LITIGATION HISTORY**

Does the tenderer have any litigation with which tenderer (including its directors, shareholders or other senior members in previous companies) have been involved with any organ of state or state department within the last ten years?

YES	NO
-----	----

**If yes, furnish your details in table below.**

**NB: It is compulsory for all bidders to sign this form**

**The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.**

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED



.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**FORM K: PROOF OF PROFESSIONAL INDEMNITY**

***Affix Proof of Professional Indemnity Insurance on this page.***



**FORM L: PROOF OF VALID CERTIFICATE OF GOOD STANDING WITH  
COMPENSATION COMMISSIONER**

***Affix Proof of Good Standing with Compensation Commissioner on this page***





Provide two paged CV of Each Key Personnel to be used in this project.  
Each CV should give at least the following:

- Position in the firm and within the organisation of this assignment
- Proof of Educational qualifications if any
- Proof of Professional Registrations if any
- Relevant experience (actual duties performed, involvement and responsibility), including locations, dates and durations of assignments, starting with the latest.
- Language proficiency and
- References (company name, individual name, position held, contact details)

***(Affix the CV's and Attachments in a form of a booklet to the following Page.)***

**ATTACH CV'S OF KEY PERSONNEL TO THIS PAGE**



**FORM O: SCHEDULE OF PREVIOUS EXPERIENCE**

The procedure for the evaluation of responsive Bids will be on the minimum of five (5) previous **projects** where the firm was involved. Reference of clients **MUST** be provided.



**FORM P: SCHEDULE OF CURRENT PROJECTS**

Evaluation of the Tenderer’s position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in short term insurance and risk management
- Experience of contracts of similar size

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work.

**This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Period work executed		Reference		
		Appointment Date	Completion Date	Name	Organisation	Tel no

Provide the following information on current projects

**This information is material to the award of the Contract.**

Description	Value (R) VAT excluded	Appointment Date	Expected Completion Date	Reference		
				Name	Organisation	Tel no





**4. Size of enterprise and current workload**

What was your turnover in the previous financial year? -----

What is the estimated turnover for your current financial year? -----







**FORM T: FUNCTIONALITY**

The bidders has to comply with the following requirements before been considered for further 80/20 preferential point system evaluation.

**This tender shall be evaluated using the following criteria:**

- Tenderers Knowledge and experience
- Personnel Experience
- Resources relevant to operations

**A firm must obtain a minimum of 60 points out of the 100 points or above to be considered for price and Specific goals**

**Evaluation criteria**

Bidders must gain a minimum of 60 points out of 100 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

CRITERIA	DESCRIPTION	SUB-SCORE	SCORE
1. Experience of the bidding entity in the insurance of local authorities. Provide proof of completed contracts of minimum 3 years.	<p style="text-align: center;"><u>Reference Letters:</u></p> <p style="text-align: center;">2 = 0</p> <p style="text-align: center;">3 = 2</p> <p style="text-align: center;">5 = 10</p>		10
2. Claims administration web-based system	<ul style="list-style-type: none"> <li>• Effective and efficient claims administration web system (Proof of minimum 2 claims from the web system) 2 = 2</li> <li>• Bidder to provide reference/recommendation letters from the client (one point per letter). 2 = 2</li> <li>• Bidder to provide claims procedure and documented relevant forms = 1</li> </ul>		5



<p>3. Risk Management <b>(Bidders should submit a proof on relevant experience)</b></p>	<p>Understanding of Risk Management Strategy and provide letters of recommendation. 0-1=0 2-3= 3 3-5 = 5</p>		<p>5</p>
---------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------	--	----------

<p>4. ISO 9001 :2015 Provision of Insurance Brokerage Services</p>	<p>Bidders should submit the actual certificate no confirmation letter will be accepted.</p>		<p>5</p>
<p>5. Public Sector Experience <b>(Bidders should submit appointment letter)</b></p>	<p>Bidders should submit appointment letter based on similar services: 0-3=3 3-6=5 6 and above = 10</p>		<p>10</p>
<p>6. Director(s): <b>minimum two with a minimum of 19 years' experience</b></p>	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• CV's <b>(with years of experience and contactable references)</b></li> <li>• BCom degree <b>(Insurance &amp; Risk Management and/or Accounting)</b></li> <li>• FAIS accreditation <b>(RE 1 &amp; 5)</b></li> <li>• IoDSA Certificate</li> <li>• IRMSA Certificate</li> <li>• FIA Member Certificate or</li> </ul>		<p>10</p>



	<p>confirmation letter</p> <ul style="list-style-type: none"> <li>National senior certificate or equivalent</li> </ul>		
<p>7. Account Manager: <b>(minimum two account managers, with a minimum of 20 years' experience)</b></p>	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>CV (with years of experience and contactable references)</li> <li>B. Admn</li> <li>Risk Management NQF level 6</li> <li>Advanced Insurance Practice NQF level 6</li> <li>Short-Term Insurance NQF level 5 IISA Certificate <b>(Fellow &amp; Associate)</b></li> <li>FAIS Accredited <b>(RE 1 &amp; RE 5)</b></li> <li>National senior certificate or equivalent</li> </ul>		<p>10</p>



<p>8. Supply Value Chain Manager <b>(with a minimum of 7 years' experience)</b></p>	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• <b>CV (with years of experience and contactable references)</b></li> <li>• BCom degree</li> <li>• Management Advancement Programme certificate</li> <li>• Middle Management Development Certificate</li> <li>• Matric</li> </ul>		5
<p>9. Claims Manager <b>(with a minimum of 18 years' experience)</b></p>	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• <b>CV (with years of experience and contactable references)</b></li> <li>• Postgraduate Diploma in business administration</li> <li>• Diploma in Insurance</li> <li>• FAIS Accredited (RE 5)</li> <li>• Programme in Risk Management NQF Level 6</li> <li>• IISA Programme Advanced Insurance Practice NQF level 6</li> <li>• IISA Certificates (<b>Fellow</b>)</li> <li>• National senior certificate or equivalent</li> </ul>		10
<p>10. Underwriting Manager <b>(with a minimum of 10 years' experience)</b></p>	<p>The bidder must provide the following:</p> <ul style="list-style-type: none"> <li>• <b>CV (with years of experience and contactable references)</b></li> <li>• BCom degree &amp; honours (<b>Risk Management and Insurance</b>)</li> <li>• FAIS Accredited (RE 5)</li> <li>• National senior certificate or equivalent</li> </ul>		5



11. Contactable references from companies whose insured are over R10bn ( <b>minimum of 5 letters</b> )	Bidders should submit confirmation from the client (two points per letters).		10
--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------	--	----



12. Professional Indemnity & Fidelity Guarantee <b>(minimum 450 million)</b>	Bidder must provide confirmation letter / Schedule from the insurer		15
---------------------------------------------------------------------------------	---------------------------------------------------------------------	--	----



## DR JS MOROKA LOCAL MUNICIPALITY



## PROJECT NO: JSM-FIN-STI-24/27

# SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS

THE CONTRACT

### **THE CONTRACT**

#### **Part C1: Agreements and Contract Data**

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data

#### **Part C2: Pricing Data**

- C2.1 Pricing Instructions
- C2.2 Bill of quantities

#### **Part C3: Scope of Work**

- C3 Scope of Work

#### **Part C4: Site Information**

- C4 Site Information

#### **Part C5 : Additional Relevant Documents**

- C5.1 Supply Chain Management Policy



## **DR JS MOROKA LOCAL MUNICIPALITY**



**PROJECT NO: JSM-FIN-STI-24/27**

**SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS**

# **AGREEMENTS AND CONTRACT DATA**

## **Part C1: Agreements and Contract Data**

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data



**FORM C.1.1 FORM OF OFFER AND ACCEPTANCE**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**PROJECT NO: JSM-FIN-STI-24/27**

**SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS**

The Tenderer, identified in the Offer signature block below, has examined 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 authorised, 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 SUB-TOTAL OF THE PRICES EXCLUSIVE OF VALUE ADDED TAX IS**

.....

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

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

.....

..... Rand (in words); R ..... (In 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 Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_



Capacity \_\_\_\_\_

For the tenderer  
\_\_\_\_\_  
(Name and address of organisation)

Name & Signature Of Witness \_\_\_\_\_  
Name Date

**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. 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 Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in:

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data
- Part 3 Scope of Work
- Part 4 Additional Documentation

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 Tender Data and any addenda thereto listed in the Tender 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 authorised representative(s) of both parties.

The Tenderer 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 fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any).



Unless the Tenderer (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.

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

For the tenderer \_\_\_\_\_  
(Name and address of organisation)

Name & Signature  
Of Witness \_\_\_\_\_  
Name Date

## SCHEDULE OF DEVIATIONS

### Notes:

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract, shall also be recorded here.
4. 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**

**CONTRACT DATA**

Details \_\_\_\_\_

**5 Subject**

Details \_\_\_\_\_

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer 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 Tender Schedules, as well as any confirmation, clarification or change to the terms of the Offer agreed by the Tenderer 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 Tenderer 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 TENDERER:**

Signatures (s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Name and address of Organisation)

Name & Signature  
Of Witness \_\_\_\_\_ Date \_\_\_\_\_

**FOR THE EMPLOYER**

Signatures (s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

\_\_\_\_\_  
(Name and address of Organisation)

Name & Signature  
Of Witness \_\_\_\_\_ Date \_\_\_\_\_



**DATA PROVIDED BY THE EMPLOYER**

	<b>Data</b>
1	<p>The Name of the Employer is <b>Dr JS Moroka Local Municipality</b></p> <p>The address of the Employer is:            2601/3 Bongimfundo Street            SIYABUSWA            0472</p> <p>P/ Bag 4012            Siyabuswa            0472</p> <p>Telephone: 013 973 1101</p>
2	<p>The Project is for the appointment of  <b>PROJECT NO: JSM-FIN-STI-24/27</b></p> <p><b>SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS</b></p>
3	<p>The Period of Performance is as per letter of appointment</p>
4	<p>The Service Provider may not release public or media statements or publish material related to the Services or Project without the written approval of the Employer.</p>
5	<p>The Service provision shall be completed as per letter of appointment</p>
6	<p>The programme shall be submitted within seven (7) days of the acceptance of appointment.</p>
7	<p>The Service Provider shall provide the Professional Indemnity Insurance a minimum of R 450 000 000 per claim for a cover to be negotiated with the Client (If applicable)</p>
8	<p>The client shall not be responsible for any overtime worked or overtime payments made to the personnel of the Service Provider.</p>
9	<p>Copyright of document prepared for the project shall be vested with the Dr JS Moroka Local Municipality</p>
10	<p>Settlement of dispute is to be in terms of the Supply Chain Management Policy of the Dr JS Moroka Local Municipality, not excluding the provisions provided for in terms of rules / laws governing dispute resolution and employing services of the courts to remedy any dispute that may arise.</p>
11	<p>Service Provider will be paid in accordance with the Dr JS Moroka Local Supply Chain Management Policy.</p>



**PART 1: DATA PROVIDED BY THE SERVICE PROVIDER**

1.	<p>The Service Provider is . . . . .</p> <p>Address: . . . . .</p> <p>Telephone: . . . . .</p> <p>Facsimile: . . . . .</p>																		
2	<p>The authorised and designated representative of the Service Provider is:</p> <p>Name: . . . . .</p> <p>The address for receipt of communications is:</p> <p>Telephone: . . . . .</p> <p>Facsimile: . . . . .</p> <p>Address: . . . . .</p>																		
3	<p>The Key Persons and their jobs / functions in relation to the services are:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%; text-align: center;">No</th> <th style="width: 50%; text-align: center;">Name</th> <th style="width: 40%; text-align: center;">Specific Duties</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	No	Name	Specific Duties															
No	Name	Specific Duties																	

**C.2.1 PRICING INSTRUCTIONS**

1. All activities must be invoiced on a monthly basis, based on the completion of the activity but not exceeding the allocated budget that has been priced for that activity.



2. Payment will be based on the completion of activities provided that reasonable progress towards the completion of the activity within the estimated budget is demonstrated.
3. The total price for the activities shall not be exceeded without the prior written approval and agreement of the Client.
4. The Schedule of Activities and the Bills of Quantities comprises items covering the service provider's profit and costs of general liabilities and includes costs of all services.
- 5. All rates and amounts must be completed by hand in black Ink.**
6. The schedule items covering the service provider's profit or general liabilities and the construction of temporary and permanent risk.
7. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the engineer is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.
8. The prices and rates to be inserted in the schedule of quantities are to be the full inclusive prices to be the employer for the work described under several items. The prices shall be exclusive of Value Added Tax (VAT). Such prices shall cover all costs and expenses that may be required in and for the work described, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the document on which the tender is based.
9. In the event of the tenderer failing to price any item it will be construed that the tenderer has made adequate allowance under other items for all labour, material and costs required, for the exclusion, not only for the quantum of work covered by the unpriced item, but also for any increase in the said quantum which may have to be undertaken during the course of the contract.
10. For the purposes of this Schedule of Activities and Bills of Quantities, the following words shall have the meanings hereby assigned to them:
  - Unit: The unit of measurement for each item of Service provided as defined in the Standardized, Project or Particular Specifications.
  - Quantity (Qty): The number of units of work/service provision for each item.
  - Rate: The payment per unit of work/provision of services at which the Tenderer Tenders to do the work.
  - Amount: The quantity of an item multiplied by the Tendered rate of the (same) item.
  - Sum: An amount Tendered for an item, the extent of which is described in the schedule of activities, the scope of works or elsewhere, but of which the quantity of work is not measured in units.



**C 2.2. BILL OF QUANTITIES**

**CONTRACT NO: JSM-FIN-STI-24/27**

**SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS**

FORM L: 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

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING

DATE OF BILL OF QUANTITIES

PRICE SCHEDULE - **BROKER FEES**

**FOR EVALUATION PURPOSE (MUST BE COMPLETED)**

**NAME OF BIDDING ENTITY** .....

**CONTRACT NUMBER:**

**THE APPOINTMENT OF A SHORT-TERM INSURANCE AND RISK SERVICES FOR THE PERIOD FROM DATE OF AWARD UNTIL 30 JUNE 2027**

**SCHEDULE OF PRICES**

**PLEASE NOTE:**

**BROKING SERVICE FEES**

- Prospective bidders' attention is drawn to the fact that this is a technical capabilities evaluation based on the Broking Service Fee.



- Cognizance should be taken that the appointed Short Term Insurance Broker will not be allowed to increase their fee in year 2 (two) and 3 (three) with more than the CPIX.

### **INSURANCE PREMIUM**

- It will be required from the appointed Short Term Insurance Brokers to obtain insurance premium based on the Insurance Portfolio of the Municipality in the local and/or international insurance market.
- Proposals made to the Municipality should be based on the most cost-effective placement of the insurance portfolio in the insurance market, taking into consideration the of



financial risk exposure.

- Quotations received by the Insurance Broker from the insurance market must be made available to Municipality for scrutiny and approval by the Chief Risk Officer (CRO) or Head of Department (HOD).

### **PERIOD 1**

**FROM 01 JULY 2024 UNTIL 30 JUNE 2025 (PRICING MUST BE FIXED FOR THIS PERIOD)**

<b>DESCRIPTION</b>	<b>FEES (VAT EXCLUDED)</b>
PLACEMENT-BROKING RISK PLACEMENT ANNUALLY	
CONTRACT MANAGEMENT SERVICE (REPORTING) ANNUALLY	
FORMULATING RISK FINANCE AND PORTFOLIO STRUCTURING ANNUALLY	
CLAIM MANAGEMENT SYSTEM AND MAINTENANCE ANNUALLY	
CLAIMS VALUE CHAIN MANAGEMENT ANNUALLY	
ADMINISTRATIVE AND OPERATIONS SERVICES ANNUALLY	



**PERIOD 2**

**FROM 01 JULY 2025 UNTIL 30 JUNE 2026**

<b>DESCRIPTION</b>	<b>FEES (VAT EXCLUDED)</b>
PLACEMENT- BROKING RISK PLACEMENT ANNUALLY	
CONTRACT MANAGEMENT SERVICE (REPORTING) ANNUALLY	
FORMULATING RISK FINANCE AND PORTFOLIO STRUCTURING ANNUALLY	
CLAIM MANAGEMENT SYSTEM AND MAINTENANCE ANNUALLY	
CLAIMS VALUE CHAIN MANAGEMENT ANNUALLY	
ADMINISTRATIVE AND OPERATIONS SERVICES ANNUALLY	

**PERIOD 3**

**FROM 01 JULY 2026 UNTIL 30 JUNE 2027**

<b>DESCRIPTION</b>	<b>FEES (VAT EXCLUDED)</b>
PLACEMENT- BROKING RISK PLACEMENT ANNUALLY	
CONTRACT MANAGEMENT SERVICE (REPORTING) ANNUALLY	
FORMULATING RISK FINANCE AND PORTFOLIO STRUCTURING ANNUALLY	
CLAIM MANAGEMENT SYSTEM AND MAINTENANCE ANNUALLY	
CLAIMS VALUE CHAIN MANAGEMENT ANNUALLY	
ADMINISTRATIVE AND OPERATIONS SERVICES ANNUALLY	

The price used for evaluation of tenders is the price inclusive of all applicable taxes. All applicable taxes certainly will include Value Added Tax (VAT), where applicable, and any other taxes as may be imposed through legislation. Whatever the nature of the tax, it should be included in the price submitted.



Signature of person authorised to sign bid documents

\_\_\_\_\_  
Name in block letters

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**NB THE APPOINTED BIDDER WILL THEN BE FURNISHED WITH ALL UNDERWRITING INFORMATION**

**TOTAL AMOUNT TO BE FORWARDED TO FORM C 1.1 (FORM OF OFFER)**

.....  
Signature

.....  
Date

.....  
Capacity



## DR JS MOROKA LOCAL MUNICIPALITY



JSM-FIN-STI-24/27

SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS

### SCOPE OF WORK

#### Part C3: Scope of Work

C3 Scope of Work

## 1. SCOPE OF THE WORK

### 1.1. 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.

### 1.2. BACKGROUND

Council must minimize its risks by ensuring the allocation of risk to the party best suited to manage risk, and all its assets that 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 employees 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 Councilors
- SASRIA

### **1.3. 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.



#### 1.4. Services required

Key Performance	Deliverable
1. Post renewal	1.1 Assist in scrutinizing the premium invoices for correctness as per underwriter's tender
	1.2 Assist with the finalization and submission of policy documentation and endorsements
	1.3 Preparation and submission of executive insurance summary
	1.4 Workshopping of executive insurance summary with <b>Municipality</b> insurance and risk management officials to ensure proper understanding of policy wording, limits excesses, categories and sections within portfolio.
2. Claims Management system	2.1 The system should have the following minimum requirements: <ul style="list-style-type: none"> <li>- The system should be web based</li> <li>- The system should be windows formats</li> <li>- The system should be able to store documents in any of the windows formats</li> <li>- The system should function on a real time basis</li> <li>- The system should fax and email integratable</li> </ul> The system should be able to generate reports and management information on an as and when required basis
	2.2 Attendance of ad - hoc claims management meetings as and when required with <b>Municipality</b> or Underwriters



3. Liaison between the insurance claims administration services provider and <b>Municipality</b>	3.1 Attendance of monthly portfolio and loss control meetings as and when required (to be facilitated by account executive)
	3.2 Provide expert insurance related or underwriting advice to the <b>Municipality</b> upon request
	3.3 Report to <b>Municipality</b> on claims statistics as and when required (weekly or monthly)
	3.4 Submission of claims analysis and age analysis reports
4. Loss control and risk management	4.1 Formulate proposals to remedy loss problem areas in monthly report format
	4.2 Assist in applying / introducing remedial measures
	4.3 Pro - active management of loss control and risk preventative measures
	4.4 Develop, negotiate and implement loss control benchmarks of the management and measurement of loss control measures implemented
	4.5 Reporting on achievement of benchmarks and actual results
5. Risk Evaluation	5.1 Complete uninsurable risk evaluation process
	5.2 Submit report with proposed remedial actions
	5.3 Implementation of remedial actions
	5.4 Review <b>Municipality's</b> exiting underwriting questionnaires to assist in compiling new ones where required
6. Supply, Installation and monitoring of vehicle tracking management system	6.1 The service provider is expected to provide a vehicle tracking management system that will assist the municipality to effective and efficient management of its vehicles



	<p>6.2 System should have the following features but not limited to :</p> <p>6.2.1. Live tracking web-based system including online support</p> <p>6.2.2. To be available 24 hours and 7 days a week</p> <p>6.2.3. Theft retrieval movement alert</p> <p>6.2.4. Determines location of vehicles at all times</p> <p>6.2.5. Summary and detailed trip log</p> <p>6.2.6. Cell phone or email notifications for specific events</p> <p>6.2.7. Over speed reports</p> <p>6.2.8. Vehicle incident report</p> <p>6.2.9. Vehicle activity report</p> <p>6.2.10. Vehicle stop report</p> <p>6.2.11. Weekly analysis report</p> <p>6.2.12. Driver identification</p> <p>6.2.13. Fleet staff training</p>
<p>7. Run - up to next renewal</p>	<p>7.1 Verification / review exposures, limits, sum insureds, risk financing structures and advise on possible / improvements adjustments</p>
	<p>7.2 Participates in advisory capacity during renewal negotiations between <b>Municipality</b> and underwriters.</p> <p>Formulate opinion and suggestions in report format</p>
	<p>7.3 Benchmark renewal quotes from <b>Municipality's</b> appointed underwriters</p> <p>by obtaining and comparing quotes in the open market. Supply written report on findings.</p>



## **1.5. 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

## **1.6. 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.**

## **1.7. 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.**



## **GENERAL CONDITIONS**

- **DEFINITIONS**

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

- **Local Council/ District/ Local Authority**

.....

- **Proposal**

A proposal for the arrangement of short-term insurance and risk 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 services for the Council.

## • Contract Period

This contract will be valid from \_\_\_\_\_ to \_\_\_\_\_, subject to an annual assessment on price and performance deliverables. An extended term of two (2) years is to be negotiated.

## • FAILURE TO PERFORM

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,

## • 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.

## • ACCEPTANCE

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

## • USE OF OTHER BROKERS/INTERMEDIARIES

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



## • **PARTICULARS OF PROFESSIONAL INDEMNITY INSURANCE**

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

## • **AUDITED FINANCIAL STATEMENTS**

Please attach a copy of your latest audited financial statements.



## • SIMILAR PORTFOLIOS (LOCAL AUTHORITIES ONLY)

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

<i>Council</i>	<i>Contact Person</i>	<i>Tel No.</i>	<i>Fax</i>

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

## • INSURANCE MARKETS

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

## • OPERATING COMPANY INFORMATION

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

### .1 NAME

.....

.....

### .2 PHYSICAL ADDRESS

.....



.....

.....

### **.3 POSTAL ADDRESS**



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

**.4 TELEPHONE/FACSIMILE NUMBER**

.....  
.....

**.5 COMPANY/ENTERPRISE INCOME TAX REFERENCE NUMBER**

.....  
.....

**.6 VAT REGISTRATION NUMBER**

.....  
.....

**.7 COMPANY REGISTRATION NUMBER**

.....  
.....



## **.8 DIRECTOR**

.....



.....

## **.9 STRUCTURE OF DIVISION**

.....

.....

## **.10 ACCOUNT MANAGER**

.....

.....

## **• PORTFOLIO MANAGEMENT**

*.1 Do you have a Loss Control Resource?*

*Is it In-house or external?*

*.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*

*.3 How would you apply your Resources to our benefit*

## **• CLAIMS HANDLING**



- .1 Describe fully the services you are able to offer under this heading.
- .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.
- .3 Describe fully the service you are able to offer and your recommended method for self-insurance.

## **. PROPOSED STRATEGY**

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



## **• SERVICE AND REMUNERATION**

### *.1 Service*

*16.1.1 Provide full details of the services you propose providing and the extent of such services.*

*16.1.2 Provide a full-service plan*

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



*APPOINTMENT OF A SERVICE PROVIDER FOR INSURANCE BROKER SERVICES FOR SHORT TERM INSURANCE AND RISK MANAGEMENT SERVICES FOR A PERIOD OF (3) YEARS. PROJECT NO: JSM-FIN-STI-24/27*