



KAAP AGULHAS MUNISIPALITEIT
 CAPE AGULHAS MUNICIPALITY
 U MASIPALA WASECAPE AGULHAS

**TENDER: SHORT-TERM INSURANCE PORTFOLIO FOR
 THE MANAGEMENT OF
 (a) GENERAL INSURANCE / (b) MOTOR FLEET /
 TRANSPORT ASSETS INSURANCE
 FOR THE PERIOD 2022 TILL 2025
 SCM4/2022/23**

| | | |
|--|----------------------------|-------------|
| BIDDERS NAME: | _____ | |
| CONTACT NUMBERS | Phone: | Fax: |
| BBBEE STATUS LEVEL | _____ | |
| CSD REGISTRATION NR | MAAA | |
| BID AMOUNT: GENERAL INSURANCE | R _____ (VAT inclusive) | |
| BID AMOUNT: MOTOR FLEET (PRESCRIBE STRUCTURE) | R _____ (VAT inclusive) | |
| BID AMOUNT: MOTOR FLEET (OWN STRUCTURE) | R _____ (VAT inclusive) | |

| | |
|---|-----------------------|
| For Office Use Official 1: Official 2: | OFFICIAL STAMP |
| | _____ |

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CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder **MUST ENSURE** that the following checklist is completed, that the necessary documentation is attached to this bid document and that all declarations are signed:

| | | | |
|-----|--|-----|----|
| 1. | Completed page containing the details of bidder | Yes | No |
| 2. | Specifications & Pricing Schedules - Is the form duly completed and signed? | Yes | No |
| 3. | (CAMBD 2) Are a Tax Compliance status pin attached? | Yes | No |
| 4. | (Schedule 1 A) Authority of Signatory - Is the form duly completed and signed? | Yes | No |
| 5. | (Schedule 1B) Enterprise Questionnaire -Is the form duly completed and signed? | Yes | No |
| 6. | (Schedule 1C) Documents of Incorporation - Is the form duly completed and signed? | Yes | No |
| 7. | (Schedule 1D) Payment of Municipal Accounts - Is the form duly completed and signed? | Yes | No |
| 8. | (Schedule 1E) B-BBEE certificate - Is the form duly completed and signed? Is a <u>certified or an original certificate attached</u> | Yes | No |
| 9. | (Schedule 1F) Schedule of work experience of tenderer- Is the form duly completed and signed? | Yes | No |
| 10. | (Schedule 1G) Schedule of Social Responsibility Projects - Is the form duly completed and signed? | Yes | No |
| 11. | (Schedule 1H) Proof of Registration with FSB or FIA or any other reputable association recognized by the FSB - Are the certificates attached? | Yes | No |
| 12. | Form of Offer - Is the form duly completed and signed? | Yes | No |
| 13. | Contract data - Is the form duly completed and signed? | Yes | No |
| 14. | (CAMBD 4) declaration of interest- Is the form duly completed and signed? | Yes | No |
| 15. | (CAMBD 6.1) Preference points claimed- Is the form duly completed and signed? | Yes | No |
| 16. | MBD 7.2 (Contract form – Services) - Is the form duly completed and signed? | Yes | No |
| 17. | (CAMBD 8) Signed declaration of bidder's past supply chain management practices | Yes | No |
| 18. | (CAMBD 9) Prohibition of Restrictive Practices be completed and signed. | Yes | No |
| 19. | All bids must be submitted in writing on the official forms (not re-typed). | Yes | No |
| 20. | Bidder must initial every page of this bid document. | Yes | No |

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.**

Signed Date

Name Position

Tenderer

CAPE AGULHAS MUNICIPALITY

TENDER: SHORT-TERM INSURANCE BROKER FOR (a) GENERAL INSURANCE AND (b) MOTOR FLEET THE PERIOD 01 JULY 2022 TO 30 JUNE 2025

Tenders are hereby invited for short-term insurance broking services for a period of 3 years commencing 1 July 2022 or nearest date.

Tender documents are available from **Me G Koopman** at telephone number 028-425 5500 during office hours or email at geraldinek@capeagulhas.gov.za. The document can also be downloaded from the municipal website: www.capeagulhas.gov.za free of charge. **A non-refundable deposit of R200** is payable for each set of documents issued (hard copies).

Technical enquiries may be directed to **Mr Shaun Stanley** at telephone number 028 425 5500 or email at shauns@capeagulhas.gov.za

Sealed tender marked "**Tender Nr: SCM4/2022/23 SHORT-TERM INSURANCE**" must be placed in the tender box at the Municipal Offices, 1 Dirkie Uys Street, Bredasdorp or posted to reach the Municipal Manager, Cape Agulhas Municipality, PO Box 51, Bredasdorp, 7280 not later than 12:00 on **Friday, 20 May 2022** after which it will be opened in public. Tenders may only be submitted on the prescribed official document.

The 80/20 preferential procurement system, as stated in the Cape Agulhas Municipal Procurement Policy, will be used when considering tenders. The **two-stage bidding** process will be followed in evaluating this tender. Firstly, it will be evaluated for functionality and thereafter for price and preference.

A Tax Compliance status pin as issued by the South African Revenue Service, must be submitted together with the tender.

Council reserves the right not to accept the lowest or any tender. No faxes or E-mails will be accepted.

**EO PHILLIPS
MUNICIPAL MANAGER
PO BOX 51
BREDASDORP
7280**

2022-04-14

PART A INVITATION TO BID

| | | | | | |
|---|---|--|--|---|-------|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CAPE AGULHAS MUNICIPALITY | | | | | |
| BID NUMBER: | SCM4/2022/23 | CLOSING DATE: | 20 May 2022 | CLOSING TIME: | 12:00 |
| DESCRIPTION | SHORT-TERM INSURANCE BROKER FOR THE PERIOD 1 JULY 2022 TILL 30 JUNE 2025 | | | | |
| THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7). | | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| CAPE AGULHAS MUNICIPALITY | | | | | |
| 1 DIRKIE UYS STREET | | | | | |
| BREDASDORP | | | | | |
| 7280 | | | | | |
| SUPPLIER INFORMATION | | | | | |
| 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: | | OR | 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 | |
| [A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE] | | | | | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3] | |
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE | | R | |
| SIGNATURE OF BIDDER | | DATE | | | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO: | | | TECHNICAL INFORMATION MAY BE DIRECTED TO: | | |
| DEPARTMENT | FINANCE: SCM | | CONTACT PERSON | Shaun Stanley | |
| CONTACT PERSON | Geraldine Koopman | | TELEPHONE NUMBER | 028 425 5500 | |
| TELEPHONE NUMBER | 028 425 5500 | | FACSIMILE NUMBER | 028 425 1019 | |
| FACSIMILE NUMBER | 028 425 1019 | | E-MAIL ADDRESS | shauns@capeagulhas.gov.za | |
| E-MAIL ADDRESS | geraldinek@capeagulhas.gov.za | | | | |

PART B

TERMS AND CONDITIONS FOR BIDDING

| |
|--|
| 1. BID SUBMISSION: |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE</p> <p>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.</p> |
| 2. TAX COMPLIANCE REQUIREMENTS |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>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.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> |
| 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS |
| <p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p> |

**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:

4. TERMS OF REFERENCE / SCOPE OF WORK

4.1 BASIS FOR TENDERING

The tender will call for technical and performance specifications of a Short-Term Insurance Broker with effect from **1 July 2022 to 30 June 2025**. The submitted tenders will be adjudicated in accordance with the technical and performance specifications as outlined in the tender.

Evaluation of tenders will follow the requirement of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Regulation 8 (5) of No 275 Preferential Procurement Regulations, 2001.

It will also be required from the selected Short Term Insurance Broker to broke the Insurance Portfolio of the Cape Agulhas Municipality in the local and/or international insurance market in accordance with specific criteria. The emphasis will be on technical proposals made to the Cape Agulhas Municipality on the most cost-effective placement of the insurance portfolio in the insurance market, taking into serious consideration the mitigation of business risks and financial risks exposures. It will require from the selected Short Term Insurance Brokers to obtain quotations from the insurance market valid for a minimum period of at least 90 (ninety) days in order for the municipality to accommodate presentations and recommendations from the selected Short Term Insurance Brokers before final approval of premium and appointment of the Short-Term Insurance Brokers for a period of 3 (three) years. Without derogating from the provisions of Section 33 (1) of Act No 56 of 2003, the Municipality rese rves the right upon the expiry of the three-year contract to further extend the contract for two years with the successful bidder.

Cognisance should be taken that the appointed Short Term Insurance Broker will not be allowed to increase their insurance premium in year 2 (two) and 3 (three) with more than the CPIx, unless substantiating proof from the quotations received from the insurers reflected a hardening insurance market or which is based on an adverse/increase on claims incidents/values. In the event of organic growth of the portfolio including but not limited to inflationary increase of the sums insured and inclusion of additional cover and services the afore going rule limiting the premium growth to CPIx shall not apply. Quotations received by Short Term Insurance Broker from the insurers must annually with renewal be made available to the Cape Agulhas Municipality for scrutiny and approval by the Chief Financial Officer.

4.2 MANDATE

- 4.2.1 Tenderers may approach all Insurers complying with the relevant statutory solvency and other requirements.
- 4.2.2 Tenderer's proposals should be accompanied by a detailed summary of the salient features of your recommended insurance structure.
- 4.2.3 Support for the tenderer's proposals should be evidenced by a signed participation confirmation letter from Insurers/Reinsurers who will support your recommended structure at the terms, conditions and exceptions proposed by yourselves.
- 4.2.4 All premiums are to be rounded off to the next full rand. Where extensions are granted free of charge, please state "free" in the premium column. Where a line of cover or an extension is not tendered for, please state "no tender" in the premium column. All premiums quoted are to INCLUDE VAT. Should a deposit premium apply, it must be shown, and a full explanation must be given as to how the deposit premium will operate. Nevertheless, only the 100% or maximum premiums must be shown in the summary page of insurance cost. If your policy is subject to declarations, please advise how it would affect the premium.
- 4.2.5 Tenderer's proposals should be accompanied by a detailed premium calculation for each class of insurance submitted.
- 4.2.6 The tender must disclose the insurer or consortium of insurers on each policy type as well as the type of policy wording as indicated in the tender documents.

4.2.7 Failure to comply with the above requirements may render the Tender invalid at the option of the Council.

4.3 ADDITIONAL CONDITIONS

- 4.3.1 Particulars of property, sums insured, and limits of indemnity are based on the existing sums insured / limits. However, the Council reserves the right to adjust details, if necessary, at the final placement of the insurance, as well as during the period of the contract.
- 4.3.2 The minimum requirement in respect of policy conditions, limitations and exceptions are equal to a Multimark III policy wording. Policy wordings that are tailor made for local authorities with wider cover would be an advantage.
- 4.3.3 If any limitations and/or uncommon conditions and exclusions are to be imposed, this must be stated very clearly in respect of each class of insurance of the policies
- 4.3.4 Deductibles are to be shown clearly, otherwise the Council will assume that no deductible will apply and this may not be rectified afterwards.

4.4 GENERAL

- 4.4.1 **It is emphasized that a contract will not necessarily result from the responses received to this request for proposal. Cape Agulhas Municipality reserves the right to enter into negotiations with any one or more of the respondents, should it be decided to proceed with the contract.**
- 4.4.2 Cape Agulhas Municipality reserves the right not to evaluate and/or consider any proposals that does not comply strictly with the requirements as set out in this request.
- 4.4.3 Cape Agulhas Municipality reserves the right to make a decision /selection based solely on the information received in the proposals to this request.
- 4.4.4 In order to be considered for this tender you have to be registered with the Financial Services Board (FSB) and Financial Intermediaries Association of South Africa (FIA) or any other reputable association recognized by the FSB.
- 4.4.5 Furthermore, to point 4.7 you will have to achieve a technical acceptability threshold of **70 out of 100 points** in terms of the services required as per the DETAILED TENDER SPECIFICATION.
- 4.4.6 Scoring as indicated in 4.4.5. above will be calculated with the completion of the Compulsory Questionnaire. The number of questions responded to in the affirmative with the necessary proof provided, will be expressed as a % of the total number of questions.

4.5 SERVICES TO BE RENDERED

- 4.5.1 The services to be rendered as a Short-Term Insurance Broker over the three-year period should include general services related to the placement, maintenance and administration of the insurance portfolio. A Service Plan should be drawn annually with inception of a new insurance period detailing the actions to be taken in accordance with the Annual Placement Programme as well as an Annual Maintenance Programme for claims administration. The Portfolio Service and Maintenance Plan should reflect at least the following general insurance actions.
- Internal and external discussions to set renewal and maintenance strategy;
 - Internal Strategy meetings;
 - Review existing cover;
 - Established uninsured risks and internal self-insurance capacity;
 - Review cover, limits and sums insured;
 - Review uninsured risks and exposure;

- Re-broking and market exercise to obtain renewal terms;
- Alignment of Insurance and Risk Management Philosophy;
- Pre-renewal meeting to discuss excess structures and alternatives of renewal;
- Renewal follow-up on alternative quotations;
- Presentation of renewal terms and recommended options;
- Confirmation of placement and 100% cover;
- Confirmation of credit rating of insurance and re-insurance markets;
- Premium allocations on recommended aggregates and service fees;
- Compilation of detailed insurance manual as well as full summary on cover, limits, conditions and exclusions;
- Check and provide issued policy as well as legal confirmation of statutory compliance;
- Compilation of claims procedural manual
- Ad hoc adjustments and endorsements on sums insured and declarations to insurers/re-insures;
- Day-to-day correspondence and queries;
- Monitor premium payments and refunds in accordance with accounts and statement;
- Ad hoc training where required in terms of policy and procedural manual.

4.6 SERVICES AT ADDITIONAL COSTS

It is expected of the broker to have capacity to provide the following services at an appropriate time to be determined by the Council and a fee to be agreed with Council.

The insurance broker shall provide details of such services that he can deliver in this tender.

- Service Plan on Risk Financing and Engineering.
- Provision of underwriting surveys and EML/MPL on five key strategic risks including business interruption reports.
- Update of risk control, reports, surveys and EML/MPL.
- Claims administration and maintenance as set out in detailed specification inclusive of motor, non-motor, COID and legal liability claims.
- Six monthly claims audit and recommendations.
- Post loss surveys.

4.7 DETAILED TENDER SPECIFICATIONS

CLAIMS ADMINISTRATION

4.7.1 Administration of claims reported to the Insurance Broker.

- The Insurance Broker will acknowledge receipt of claims forms and confirm all claims in writing to the client in 7 (seven) days after receipt of the notification of the incident.
- If the claim is accepted by the Insurer an Agreement of Loss will be generated and forwarded to the Insurance Section of the client within 7 (seven) days after receipt of all the applicable documentation and claim has been accepted by the Insurer.
- In cases where no Agreement of Loss is applicable, final invoice will be submitted by the client in reasonable time.
- The Insurance Broker will assist the Insurance Section with the administration of claims in order to finalize all outstanding claims i.e., obtaining of reports, invoices, quotations etc.

- The Insurance Broker will provide statistics on all claims/ declarations made per month not later than the 2nd working day of the following month to the Insurance Section.

4.7.2 Scheduling and coordinating of claims meetings.

- The Insurance Broker will schedule and coordinate a quarterly claims meeting and meetings when required (ad-hoc) by the Insurance Section of the Cape Agulhas Municipality.
- The purpose of the meeting will be to discuss all claims as per the applicable Insurance Policies reported by the Insurance Section to the Insurance Broker and to monitor the progress of all insurance claims reported to and authorized by the Insurance Broker.

4.7.3 Electronic claims administration system to administrate occupational injuries and disease claims.

It is expected of the broker to have capacity to provide the following services at an appropriate time to be determined by the Council on a fee to be agreed with Council:

- (i) Administration of all claims arising from occupational activities of the employees of the Council pursuant the Compensation for Occupational Injuries and Diseases Act no 130 of 1993 and the Occupational Health and Safety Act.
- (ii) Formulation and implementation of Risk Management Strategy in line with the provisions of the Municipal Finance Management Act.
- (iii) Management of Occupational Injuries and Disease Act as well as Occupational Health and Safety Act risks related to the implementation of construction contracts by third parties on behalf of the Council.

4.7.4 Applications only from companies who can attest to and provide the following;

- a) South African based Insurance Broking organization registration
- b) Provision of latest financial statements include
 - Income Statement
 - Balance Sheet
- c) Resources – details of full-time employees being account directors, technicians, broking and other staff that may be utilized on this account, based in South Africa.

4.7.5 **COMPULSARY QUESTIONNAIRE:**

4.7.6 Please note that you have to be registered with the Financial Services Board (FSB) and Financial Intermediaries Association of South Africa (FIASA) or any other reputable association recognized by FSB to be considered for this tender. **A valid certified copy of your registration certificates and numbers should be attached to your tender.**

4.7.7 If you comply with these two requirements the following questions must be answered by the tenderer. Where a yes is indicated substantiating valid evidence must be supplied. **If the questions are not answered and applicable certified valid documents not attached where required, the tender will be disqualified.**

| NR | COMPULSARY QUESTIONNAIRE: | YES | NO |
|----|---|-----|----|
| 1 | Are you a South African based Insurance Broking Organization? (If yes attach valid documentary proof) | | |
| 2 | Will you be outsourcing more than 25% of your services to other brokers or parties? (If yes provide BBBEE status level of the broker or partners to whom part of the contract will be outsourced) | | |

| NR | COMPULSARY QUESTIONNAIRE: | YES | NO |
|----|--|-----|----|
| 3 | Is your service team to be utilized on this tender FAIS compliant and registered with the Financial Services Board? (If yes attach a valid certified confirmation from the Financial Services Board reflecting the individuals registered) | | |
| 4 | Do you have a Loss Control Resource? (If yes provide details and particulars of representatives) | | |
| 5 | Do you have a Risk Finance Resource? (If yes provide details and particulars of representatives) | | |
| 6 | Name some local authorities where you are currently applying risk management (risk finance and risk control) | | |
| 7 | Can you provide formal training services in risk management, risk control and risk financing? (If yes, provide full details where you have done so and contact persons) | | |
| 8 | Do you have Professional Indemnity cover to the value of R50m? (If yes must provide a valid certified copy of your Professional Indemnity cover) | | |
| 9 | Do you have Fidelity Guarantee cover to the value of R50 million? (If yes must provide a valid certified copy of your Fidelity Guarantee cover) | | |
| 10 | Do you have any agency with specific insurers? (If yes must attach valid certified correspondence from each insurer) | | |
| 11 | Are you ISO 9000 compliant? (If yes must attach a valid certified compliance certificate) | | |
| 12 | Do you have a dedicated service team who will be allocated to Cape Agulhas Municipality insurance portfolio? (If yes, an organogram of the service team and their relevant curriculum vitae MUST BE ATTACHED. Please note that the curriculum vitae will only be considered if the employee has at least 3 (three) years short term insurance experience). | | |
| 13 | Is your Black Economic Empowerment status in line with the minimum requirement of the Financial Services Charter and has your status been verified and rated by any independent and reputable rating agency? | | |
| 14 | (If yes provide full details of rating and by whom) | | |
| 15 | Have you been appointed in the past 3 (three) years as a short-term insurance broker on an insurance portfolio in excess of R1 billion assets? (If yes must provide the names of these clients, the contact person and telephone number). | | |
| 16 | Have you been appointed as a short-term insurance broker on a municipal portfolio in the past 3 (three) years? (If yes must indicate the name of the municipality, the contact person and telephone number). | | |
| 17 | Have you dealt with individual claims in excess of R250, 000 in the past 3 (three) years? (If yes must list these claims by client, contact person, telephone number, claim description, claim amount and settlement amount). | | |
| 18 | Do you have an electronic insurance claims administration system that will be made available to the municipality? (If yes must indicate the name of the system and claims handling capacity of the system). | | |
| 19 | Has this electronic insurance claims handling system been implemented with your other clients? (If yes must provide the name of the clients and their telephone numbers). | | |
| 20 | Do you have an electronic injury on duty claims administration system that will be made available to the municipality? (If yes must indicate the name of the system and claims handling capacity of the system) | | |
| 21 | Has this electronic injury on duty claims handling system been implemented with your other clients? (If yes must provide the names of the clients and their telephone numbers). | | |
| 22 | Will the insurance provider give a special tariff for municipal officials of KAM for insuring their vehicles used for personal and business purposes | | |

4.7.8 ADDITIONAL CONDITIONS

4.7.8.1 Tenders will be evaluated **independently** in two parts and can be awarded as such:

- 4.7.8.1.1 (a) General insurance
- 4.7.8.1.2 (b) Motor fleet / Transport assets

4.7.8.2 The municipality reserve the right to award the tender in whole to the successful bidder depending on the outcome of the individual results in 16 above or multiple bidders (a) and (b) separately

4.7.8.3 With respect to the municipal fleet insurance premium the municipality requires the bidder to provide pricing based on the municipal risk tolerance profile as well as the pricing of the bidder’s own pricing profile / cost structure. **Please refer to Part B Motor fleet / Transport assets for details.**

4.7.8.4 Your tender is to be valid until 30 June 2025 and Insurers will undertake not to amend their terms.

4.7.8.5 This contract will be valid from 1 July 2022 to 30 June 2025. An extended term may be negotiated. The Council reserves the rights to review the contract annually or at any stage in the event of material breach of the service level agreement.

4.7.8.6 The premium stated will be the inclusive of VAT premium for a period of twelve (12) months as from 1 July 2022.

4.7.8.7 The premium payment for the period from 1 July 2022 must be made on or before inception of cover upon receipt of all tax invoices by Council. In the event of an increase or decrease in assets and insurable interests, the premium will be adjusted accordingly. The Council may deduct any amount owing to the Council by the short-term insurance broker under any of the provisions of this contract from any amount owing in respect of this insurance Portfolio. Cover must remain in force during the period that this requirement applies.

4.7.8.8 However, please indicate whether or not a monthly facility is available.

4.7.8.9 No tender will be considered, unless accompanied by sufficient information so as to indicate that the amount tendered will include the total cost of the insurance premium.

4.7.8.10 Insurance Markets

- 4.7.8.10.1** Does your proposed market have experience with Local Authorities?
- 4.7.8.10.2** Are your insurance policies specially designed for local authorities?
- 4.7.8.10.3** Please provide copies of your insurance policies
- 4.7.8.10.4** Please provide a letter as proof of support by the insurers or underwriters for all classes of insurance that you have tendered for.
- 4.7.8.10.5** Provide the Solvency margin of insurers
- 4.7.8.10.6** Provide the empowerment status of the insurers

Name of Bidder

Date

CLAIM HISTORY

KAAP AGULHAS MUNICIPALITY CLAIMS

| POLICY CLASS | 1/7/2015 - 30/6/2016 | 1/7/2016 - 30/6/2017 | 1/7/2017 - 30/6/2018 | 1/7/2018 - 31/12/2019 |
|---------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| COMBINED | R 143,497 6 | R 264,053 8 | R 43,244 2 | R 40,630 3 |
| MOTOR | R 35,289 6 | R 142,641 18 | 291871 15 | R 137,430 3 |
| BURGLARY | R 2,192 1 | R 4,289 7 | R 25,273 6 | R 10,830 1 |
| ALL RISKS | R 8,392 1 | R 25,453 3 | R 19,104 5 | 0 0 |
| SUB TOTAL | R 189,370 14 | R 436,436 36 | R 379,492 28 | R 188,890 7 |
| LIABILITY | | | | |
| PUBLIC | R 22,768 6 | R 839,092 17 | R 2,689,201 3 | 0 0 |
| MOTOR | 0 0 | 0 0 | R 11,675 1 | 0 0 |
| SUB TOTAL | R 22,768 6 | R 839,092 17 | R 2,700,876 4 | R 0 0 |
| TOTALS | R 212,138 20 | R 1,275,528 35 | R 3,080,368 17 | R 188,890 4 |

PART A GENERAL INSURANCE – COMBINED

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|---|-------------|------------|--|--|---|------------|--|
| | <u>BREDASDORP</u> | | | | | | | |
| 1 | APO HALL / APO SAAL | R1 171 115 | | | | | | |
| 2 | VEHICLE WORKSHOP / WERKSWINKEL-VOERTUIGSTOOR | R1 917 382 | R264 910 | | | | | |
| 3 | WATERPURIFICATION WORKS / WATERSUIWERINGSWERKE | R3 540 000 | R2 360 000 | | R6 490 000 | | | |
| 4 | RESERVOIRS: 2 X 1.8ML | R590 000 | R177 000 | | | | R6 667 000 | |
| 5 | SEWERAGE TREATMENT WORKS/RIOOLSUIWERINGS WERKE | R3 540 000 | R1 180 000 | | | R8 909 000 | | |
| 6 | MUNICIPAL OFFICE (MAIN) / MUNISIPALE KANTORE (ADMIN) | R24 536 698 | R4 484 375 | | | | | |
| 7 | LIBRARY (CHURCH STREET) / HOOFBIBLIOTEEK (KERK STRAAT) | R6 426 173 | R2 887 198 | | | | | |
| 8 | WELVERDIEND LIBRARY / BIBLIOTEEK | R2 550 122 | R1 412 572 | | | | | |
| 9 | COMMUNITY SERVICES / GEMEENSKAPSDIENSTE (HOUSE/HUIS) | R1 865 172 | R381 048 | | | | | |
| 10 | PUBLIC TOILETS / OPENBARE TOILETTE (SEALYSTR) | R356 720 | | | | | | |
| 11 | PUBLIC TOILETS / OPENBARE TOILETTE (WATERKANTSTR) | R281 005 | | | | | | |
| 12 | STOREROOM AND TOILETS (CEMETRY) / STOOR & TOILETTE (BEGRAAFPLAAS) | R233 651 | | | | | | |
| 13 | GENERAL STORE AND OFFICES / ALGEMENE STOOR & KANTORE | R2 277 902 | R1 049 061 | | | | | |
| 14 | UITVALWERKE STOOR | R389 400 | R22 420 | | | | | |
| 15 | UITVALWERKE BUILDING / GEBOU | R371 700 | R61 950 | | | | | |
| 16 | SAAME HALL/SAAL | R585 428 | | | | | | |
| 17 | SUIKERBOSSIE RESORT / OORD: BUNGALOWS (X7) | R312 228 | R520 380 | | | | | |
| 18 | SUIKERBOSSIE RESORT / OORD: ABLUSIEBLOK/ABLUTION FACILITIES | R538 523 | R177 000 | | | | | |
| 19 | <i>TENNISCLUB WITH COURTS - BREDASDORP</i> | R1 274 400 | | | | | | |
| 20 | SPORTS COMPLEX, HALL & TICKET OFFICE / SPORTKOMPLEKS & SAAL, KAARTJIE KANTORE | R10 889 472 | R929 368 | | | | | |
| 21 | SPORTGROUNDS FLOODLIGHTS / SPORTGRONDE SE SPREILIGTE | | R2 478 000 | | | | | R2 601 900 |
| 22 | TRAFFIC DEPARTMENT BUILDING / TOETSSENTRUM | R4 683 420 | R2 344 461 | | | | | |
| 23 | PLACE OF SAFETY / PLEK VAN VEILIGHEID (ONS HUIS) | R1 945 441 | | | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|---|------------|------------|--|--|---|------------|--|
| | BREDASDORP | | | | | | | |
| 24 | SQUASH COURTS / MUURBALBANE | R1 300 950 | | | | | | |
| 25 | COUNCIL CHAMBERS / NUWE RAADSAAL (SUB 2) | R1 847 479 | R424 110 | | | | | |
| 26 | TELEMETRY / TELEMETRIE (5X BOREHOLES/BOORGATE) + RESERVOIRS | | | | | | R177 000 | |
| 27 | BOREHOLE PUMPSBOORGAT PUMPS/POMPE 1,2,3,7,8,9,10,11,12 | | | | | | R472 000 | |
| 28 | ANIMAL SHELTER / HONDESKUT | R455 395 | R59 000 | | | | | |
| 29 | SEWERAGE PUMPSTATION / RIOOLPOMPSTASIE (OU MEULEWEG) | R354 000 | | | | R826 000 | | |
| 30 | WATER PURIFICATION: LIMESTONE TANKS / WATERSUIWERING: KALKSTEEN TENKE | | | | R944 000 | | | |
| 31 | RAW WATER PUMP STATION / ROUWATERPOMPSTASIE: VLEIKLOOFDAM | | | | | R590 000 | | |
| 32 | BUILDING AT LANDFILL SITE / LOKAAL BY STORTINGSTERREIN/OORLAAI | R70 800 | R11 800 | | | | | |
| 33 | LANDFILL SITE LOADING ZONE (REFUSE BINS) / OORLAAISTASIES (VULLISBAKKE) | | | | | | | R590 000 |
| 34 | LANDFILL SITE DUMPING POINT / OORLAAISTASIE AFLAAI PUNT (R1.8 MIL X 3) | | | | | | | R6 372 000 |
| 35 | TELEVISION CONVERT STATION / TV HERLEISTASIE (1) | | | | | | | R35 400 |
| 36 | SUBSTATION BUILDINGS WITH TRANSFORMER / SUBSTASIE GEBOUE MET TRANSFORMATORS (23) | R3 908 160 | R3 953 000 | | | | | |
| 37 | MAIN SUBSTATION / HOOFSUBSTASIE 1 EN 4 | R2 265 600 | R3 162 400 | | | | | |
| 38 | TRANSFORMERS ONLY / TRANSFORMATORS ALLEEN (17 PAAL EN 5) GROND | | | R1 534 000 | | | | |
| 39 | MINI SUBSTATION / MINI SUBSTASIES (18) | R1 180 000 | | R8 260 000 | | | | |
| 40 | ELELCTRICAL STORE AND WORKSHOP / ELEKTRISITEIT STOOR EN WERKSWINKEL | R2 065 000 | R1 770 000 | | | | | |
| 41 | ELECTRICITY OFFICE AND SUBSTATION / ELEKTRISITEIT KANTOOR EN SUBSTASIE | R354 000 | R944 000 | | | | | |
| 42 | P&B LIMWORKS AND SWITCHGEAR / P&B KALKWERKE SUB EN SKAKELTUIG | R169 920 | R495 600 | | | | | |
| 43 | TRANSFORMERS IN CUPBOARDS / TRANSFORMATORS IN KASTE (3) | | | R318 600 | | | | |
| 44 | HIGH ANGLE LIGHTNING / HOËMAS BELIGTING - KLEINBEGIN (4) | | | R755 200 | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|--|------------|------------|--|--|---|------------|--|
| | <u>BREDASDORP</u> | | | | | | | |
| 44 | HIGH ANGLE LIGHTNING / HOËMAS BELIGTING - KLEINBEGIN (4) | | | R755 200 | | | | |
| 45 | NOOITGEDAGT SUBSTATION / SUBSTASIE | R377 600 | | R2 006 000 | | | | |
| 46 | CHECKERS SUBSTATION / SUBSTASIE | R59 000 | | R413 000 | | | | |
| 47 | ELELCTRICAL STORE / ELEKTRISITEIT STOOR | R165 200 | R590 000 | | | | | |
| 48 | RMU'S (17) | | | R1 805 400 | | | | |
| 49 | ABLUTION FACILITIES / ABLUSIEBLOK - WINDMEUL | R780 570 | | | | | | |
| 50 | NUTEC OFFICES / OPSLAANKANTORE. | R1 222 126 | R302 906 | | | | | |
| 51 | SUPPLY CHAIN OFFICES | R1 347 394 | R333 954 | | | | | |
| 52 | MANDELA HALL / MANDELASAAL - KLEINBEGIN | R3 215 428 | R687 422 | | | | | |
| 53 | NOMPUMELELO CRECHE / KLEUTERSKOOL | R650 475 | | | | | | |
| 54 | COUNCIL CHAMBER NEW OFFICES / NUWE KANTORE BY RAADSAAL (9) | R1 475 277 | R640 197 | | | | | |
| 55 | FENCING LANDFILL SITE / OMHEINING STORTINGSTERREIN | | | | | | | R1 180 000 |
| 56 | THUSONG CENTRE / THUSONG SENTRUM | R9 999 025 | R2 360 000 | | | | | |
| 57 | NEDBANK BUILDING (CONTENT ONLY) / NEDBANK GEBOU (SLEGS INHOUD) | | R1 895 670 | | | | | |
| 58 | SAFEHOUSE | R1 431 045 | R130 095 | | | | | |
| 59 | ABLUTION FACILITIES / ABLUSIEBLOK - ZWELITSHA SPORTKOMPLEKS | R811 272 | | | | | | |
| 60 | PARKSTREET SPORTSGROUNDS / PARKSTRAAT SPORTKOMPLEKS | R780 570 | | | | | | |
| 61 | KIOSK (Supply Chain Building) | R944 000 | R271 400 | | | | | |
| 62 | 12 m HIGH CUBE CONTAINERS (Informal Trading Area) x 7 - complete units | | | | | | | R413 000 |
| 63 | LESEDI CONTAINERS - 6 OFFICES AND 1 ABLUTION - complete units | R783 532 | | | | | | |
| 64 | KALKOONDE - KANTOOR, WOONEENHEDE EN STORE | R1 000 000 | R50 000 | | | | | |

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|------|---|------------|----------|--|--|---|------------|--|
| | NAPIER | | | | | | | |
| 65 | OFFICE BUILDING/ KANTOORGEBOU | R1 852 943 | R310 537 | | | | | |
| 66 | LIBRARY / BIBLIOTEEK (NEWMARKSTRAAT) | R1 051 558 | R985 730 | | | | | |
| 67 | GROEBBELAAR HALL / GROBBELAARSAAL | R2 896 565 | R119 687 | | | | | |
| 68 | PRIMARY SCHOOL CRECHE / PRE-PREMERE SKOOL (KABOUTERLAND) | R650 475 | | | | | | |
| 69 | CLINIC AND CHILDWELFARE BUILDING / KLINIEK/KINDER & GESINSORG | R547 960 | R43 582 | | | | | |
| 70 | COMMUNITY HALL / GEMEENSKAPSAAL | R4 408 399 | R295 576 | | | | | |
| 71 | LIBRARY / BIBLIOTEEK (NUWERUS) | R1 156 675 | R888 289 | | | | | |
| 72 | STOREROOM / STAALSTOOR (INDUSTRIAL AREA/NYWERHEIDSGEBIED) | R1 821 330 | R284 970 | | | | | |
| 73 | WATER PURIFICATION WORKS BUILDING / GEBOU BY WATERSUIWERINGSWERKE | R70 800 | R23 600 | | | | | |
| 74 | TELEMETRY, CHLORINATOR, ELECTRICITY BOARD / TELEMETRIE, CHLOORINEERDER, KRAGBORD | | | R531 000 | | | | |
| 75 | 2 X PUMPS AT WATER PURIFICATION WORKS / POMPE BY WATERSUIWERINGSWERKE | | | | R177 000 | | | |
| 76 | SPORTGROUNDS CLUBHOUSE /KLUBHUIS SPORTGRONDE(NUWERUS) | R2 211 615 | | | | | | |
| 77 | SEWERAGE PUMPSTATION / RIOOLPOMPSTASIE | | | | R590 000 | | | |
| 78 | BOREHOLE PUMPS / BOORGAT POMPE 6,8,9,10,15 en 11 | | | | R295 000 | | | |
| 79 | RESERVOIRS(2XHoëdruk,1x750kl,6xBegraafplaas)1x1Ml | | | | | | R5 900 000 | |
| 80 | SPORTS COMPLEX/ KRIEKETVELD/SPORTKOMPLEKS | R780 570 | | | | | | |
| 81 | CHLORINE DEVICE: BUILDING / CHLOOR APPARAAT: GEBOU | | | | | | | R70 800 |
| 82 | water purification plant / WATERSUIWERINGS AANLEG | | | | R2 360 000 | | | |
| 83 | BUILDING AT LANDFILL SITE / LOKAAL BY STORTINGSTERREIN | R59 000 | | | | | | |
| 84 | TELEVISION CONVERT STATION / TV HERLEISTASIE | | | | | | | R35 400 |
| 85 | TRANSFORMERS / TRANSFORMATORS POLEMOUNT (17) | | | R1 805 400 | | | | |
| 86 | MINI SUBSTATION / MINI SUBSTASIE (13) | R1 180 000 | | R7 080 000 | | | | |
| 87 | MAIN SUBSTATION / HOOFSUBSTASIE (6x6 @ R4000) 315 TRX 4 WAY SW | R169 920 | | R495 600 | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|---|------------|----------|--|--|---|------------|--|
| | <u>NAPIER</u> | | | | | | | |
| 88 | HIGH ANGLE LIGHTNING / HOËMAS LIGTE | | | | | | | R188 800 |
| 89 | MUNICIPAL GARAGE AND ELECTRICITY STORE / MUNISIPALE GARAGE EN ELEK.STOOR | R362 850 | R59 000 | | | | | |
| 90 | WENDY HOUSE (offices) WATER PURIFICATION WORKS / WENDYHUIS (kantoor) WATERSUIWERING | | R11 800 | | | | | R23 600 |
| 91 | 15 X 30M BIRD-PROOF STEEL STRUCTURE | R2 277 400 | | | | | | |
| 92 | ABLUTION FACILITIES | R708 000 | | | | | | |
| 93 | BOREHOLE 17 (ALL INCLUSIVE RELATED TO BOREHOLE) | | | | | | | R354 000 |
| 94 | BOREHOLE 18 (ALL INCLUSIVE RELATED TO BOREHOLE) | | | | | | | R354 000 |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|---|------------|----------|--|--|---|------------|--|
| | WAENHUISKRANS | | | | | | | |
| 95 | ABLUTION FACILITIES & laundry / ABLUSIEBLOKKE & WASKAMERS (KAMP A) | R2 267 678 | R236 000 | | | | | |
| 96 | NEW ABLUTION FACILITIES / NUWE ABLUSIEBLOK (KAMP A) | R1 309 529 | R236 000 | | | | | |
| 97 | OFFICE WITH ACCESS CONTROL GATE / KANTOOR (KAMP) MET INGANGSHEK | R616 844 | R111 534 | | | | | |
| 98 | BUNGALOWS NR 1-11 | R5 854 275 | R216 701 | | | | | |
| 99 | BUNGALOWS NR 14-15 | R949 694 | R131 334 | | | | | |
| 100 | BUNGALOWS NR 16-19 | R1 951 425 | R262 668 | | | | | |
| 101 | BUNGALOWS NR 20-24 | R2 601 900 | R328 335 | | | | | |
| 102 | PUMP HOUSE / POMPHUISE (X3) | R114 696 | R127 440 | | | | | |
| 103 | PUMPSTATION TO HIGH LEVEL RESERVOIR / POMPSTASIE NA HOËVLAK RESERVOIR | | | | R339 840 | | | |
| 104 | ABLUTION FACILITIES / ABLUSIEBLOKKE (ROMAN BEACH) | R585 428 | | | | | | |
| 105 | ABLUTION FACILITIES / ABLUSIEBLOK VOOR HOTEL (ARNISTON HOTEL) | R780 570 | | | | | | |
| 106 | STORES / STOOR (KAMP A) | R439 550 | R118 000 | | | | | |
| 107 | RESERVOIRS (1 X 0.9ML EN 1 X 1ML) | R1 180 000 | | | | | R2 950 000 | |
| 108 | CLINIC AND LIBRARY / KLINIEK & BIBLIOTEEK | R3 122 280 | R780 570 | | | | | |
| 109 | ABLUTION FACILITIES / ABLUSIEBLOK KASSIESBAAI | R331 433 | | | | | | |
| 110 | BOREHOLE PUMP AND MOTOR / BOORGATPOMP EN MOTOR | | | | | | | R56 640 |
| 111 | TELEMETRY / TELEMETRIE X5 | | | | | | | R236 000 |
| 112 | COMMUNITY HALL / GEMEENSKAPSAAL - KASSIESBAAI | R2 536 853 | R65 048 | | | | | |
| 113 | BUILDING AT LANDFILL SITE / LOKAAL BY STORTINGSTERREIN | R59 000 | | | | | | |
| 114 | SUBSTATION BUILDING / SUBSTASIE GEBOU TX5 | R169 920 | | R495 600 | | | | |
| 115 | TRANSFORMER CUPBOARDS / TRANSFORMATOR KASTE (11) | | | R1 168 200 | | | | |
| 116 | THREE-WAY SWTICH / DRIEWEG SKAKELAAR | | | R283 200 | | | | |
| 117 | MAIN SUBSTATION / HOOFSUBSTASIE (6x6 @ R4000) | R169 920 | | R495 600 | | | | |
| 118 | SEWERAGE PUMPSTATION / RIOOLPOMPSTASIES X4 | R118 000 | | | | R2 242 000 | | |
| 119 | SEWERAGE PURIFICATION WORKS / RIOOLSUIWERINGSWERKE | R295 000 | R59 000 | | | R4 366 000 | | |
| 120 | SPORTGROUNDS (ABLUTION, OFFICE AND FENCING) / SPORTGRONDE (ablusie, kaartjiekantoor, heining) | R632 262 | | | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|---|------------|------------|--|--|---|------------|--|
| | ELIM | | | | | | | |
| 121 | RESERVOIRS (1 X 250KL EN 1 X 360KL) | | | | | | R1 183 776 | |
| 122 | BOREHOLE PUMP / BOORGATPOMP | | | | R42 480 | | | |
| 123 | SEWERAGE PUMPSTATION / RIOOLPOMPSTASIE | R533 832 | | | | | | |
| 124 | SEWERAGE PURIFICATION WORKS / RIOOLSUIWERINGSWERKE INCLUDING WENDY HOUSE | R59 000 | R35 400 | | | R472 000 | | |
| 125 | LIBRARY | R800 000 | R300 000 | | | | | |
| 126 | LIBRARY - BOOK DETECTION SYSTEM | | | | | | | R300 000 |
| | L'AGULHAS | | | | | | | |
| 127 | OFFICE WITH ACCESS CONTROL GATE / KANTOOR MET INGANGSHEK | R1 888 455 | R138 295 | | | | | |
| 128 | ABLUTION FACILITIES & LAUNDRY / ABLUSIEBLOKKE & WASKAMERS | R1 517 168 | | | | | | |
| 129 | BUNGALOWS (X17) CHALETS | R8 326 080 | R1 040 760 | | | | | |
| 130 | STOREROOM AND HOUSING UNIT / STOOR & WOONKWARTIERE (ELI -HUIS) | R802 686 | R31 873 | | | | | |
| 131 | PUMP HOUSE / POMPHUISE (X3) | R56 640 | | | | R70 800 | | |
| 132 | RESERVOIR (1 X 1ML) | | | | | | R2 360 000 | |
| 133 | RESERVOIRS (4 X 61KL, 3 X 60KL EN 1 X 238KL) | | | | | | R1 393 344 | |
| 134 | TENNISCLUB BUILDING / TENNISKLUBGEBOU | R842 886 | | | | | | |
| 135 | BOWLING CLUB BUILDING / ROLBALKLUBHUIS | R3 159 839 | | | | | | |
| 136 | BOREHOLE PUMPS / BOORGATPOMPE X2 | | | | | | | R118 000 |
| 137 | TELEMETRY / TELEMETRIE X2 | | | | | | | R113 280 |
| 138 | ABLUTION FACILITIES / ABLUSIEBLOK: STINKBAAI (KAMP B) | | | | | | | R715 523 |
| 139 | ABLUTION FACILITIES / ABLUSIEBLOK SOLDATEPOEL | | | | | | | R371 700 |
| 140 | ABLUTION FACILITIES SMALL / KLEIN ABLUSIEBLOK (KAMP A) | | | | | | | R356 851 |
| 141 | ABLUTION FACILITIES SMALL / KLEIN ABLUSIEBLOK (GETYPOELE) | | | | | | | R298 048 |
| 142 | TELEVISION CONVERT STATION / TV HERLEISTASIE | | | | | | | R35 400 |
| 143 | TRANSFORMERS / TRANSFORMATOR IN KASTE (4) | | | R424 800 | | | | |
| 144 | SUBSTATION BUILDING WITH TRANSFORMER (7) / SUBSTASIE GEBOU MET TRANSFORMATORS (7) | R1 189 440 | | R743 400 | | | | |
| 145 | MAIN SUBSTATION / HOOFSUBSTASIE (6x6 @R4000) | R169 920 | | R413 000 | | | | |
| 146 | MINI SUBSTATION IN BUILDING / MINI SUBSTASIES IN GEBOUE (4) | R679 680 | | R21 240 000 | | | | |
| 147 | MINI SUBSTATION / MINI SUBSTASIE (5) | R354 000 | | R2 360 000 | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVOIRS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|--|------------|----------|--|--|---|------------|--|
| | <u>SUIDERSTRAND</u> | | | | | | | |
| 148 | PUMP HOUSE / POMPHUISE X2 | R76 464 | | | | R141 600 | | |
| 149 | BOREHOLE PUMP / BOORGATPOMPE X2 | | | | R118 000 | | | |
| 150 | RESERVOIRS (9 X 65KL) | | | | | | R1 135 632 | |
| 151 | TELEMETRY / TELEMETRIE X2 | | | | | | | R56 640 |
| 152 | DOSING UNIT / DOSERINGSEENHEID | | | | | | | R99 120 |
| 153 | DOSING BUILDING / DOSERINGS GEBOU | R31 152 | | | | | | |
| 154 | WATER SOFTENING BUILDING / WATERVERSAGTER GEBOU | R295 000 | | | | | | |
| 155 | SUBSTATION BUILDING AND TRANSFORMER / SUBSTASIE GEBOUE & TRANSFORMATOR (1) | R169 920 | | R212 400 | | | | |
| 156 | SMALL TRANSFORMER BOREHOLE / KLEIN TRANSFORMATOR BOORGATE (3) | | | R177 000 | | | | |
| 157 | MINI SUBSTATION IN BUILDING / MINI SUBSTASIES IN GEBOU (1) | R169 920 | | R590 000 | | | | |
| 158 | MINI SUBSTATION / MINI SUBSTASIES (1) | | | R590 000 | | | | |
| 159 | SUIDERSTRAND ABLUSIE | R1 180 000 | | | | | | |
| 160 | BOREHOLE 03 (ALL INCLUSIVE RELATED TO BOREHOLE) | | | | | | | R354 000 |
| | <u>KLIPDALE</u> | | | | | | | |
| 161 | CLUBHOUSE / KLUBHUIS | R715 885 | R70 800 | | | | | |
| 162 | CEMENT RESERVOIR / 1 X SEMENT OPGAARDAM (1 X 60KL) | | | | | | R117 528 | |
| 163 | LIBRARY AND CLINIC / BIBLIOTEEK EN KLINIEK | R547 049 | R417 475 | | | | | |
| 164 | COMMUNITY HALL / GEMEENSKAPSAAL | R1 267 255 | R123 590 | | | | | |
| | <u>PROTEM</u> | | | | | | | |
| 165 | COMMUNITY HALL AND LIBRARY / GEMEENSKAPSAAL/NUWE BIBLIOTEEK | R1 001 471 | R347 614 | | | | | |
| 166 | WATER TANK AND SCAFFOLDING / /2 x 10 000L WATERTENKS EN STALLASIES | | | | R236 000 | | | |
| | <u>SPANJAARDSKLOOF</u> | | | | | | | |
| 167 | WATER PURIFICATION WORKS | | | | R885 000 | | | |
| 168 | WENDY HOUSE (OFFICE) / WENDYHUIS(KANTOOR) SPANJAARDSKLOOF | | R59 000 | | | | | R23 600 |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|--|------------|------------|--|--|---|------------|--|
| | STRUISBAAI | | | | | | | |
| 169 | ABLUTION FACILITIES LARGE / GROOT GERIEWEBLOK (NOORD) KAMP | R1 265 174 | | | | | | |
| 170 | DRESSING ROOM FACILITIES / KLEEDKAMERFASILITEITE (SPORTVELD) | R615 870 | | | | | | |
| 171 | COMMUNITY HALL / SPORTSAAL (NOORD) GEMEENSKAPSAAL | R2 146 568 | R65 048 | | | | | |
| 172 | CHALET (NOORD) KAMP | R777 708 | R63 486 | | | | | |
| 173 | OFFICE WITH ACCESS CONTROL GATE / KANTOOR (ERF 226) EN INGANGSHEK | R777 708 | R33 304 | | | | | |
| 174 | ABLUTION FACILITIES / GERIEWEBLOKKE (SEEKANT) | R420 727 | | | | | | |
| 175 | ABLUTION FACILITIES AND STOREROOM / TOILETBLOKKE EN STOORKAMERS (SEEKANT) GALJOEN | R527 405 | | | | | | |
| 176 | LAUNDRY AND STOREROOM / OPWASPLEK EN STOOR (SEEKANT) GALJOEN | R122 680 | | | | | | |
| 177 | ABLUTION FACILITIES / GERIEWEBLOK (BO KAMP) KABELJOU | R1 188 418 | | | | | | |
| 178 | ABLUTION FACILITIES & IRONING ROOM / GERIEWEBLOK, STRYKKAMER (MIDDELKAMP) STEENBRAS EN ROMAN | R1 410 360 | | | | | | |
| 179 | CHALETS (X5) | R2 601 900 | R390 285 | | | | | |
| 180 | CHALETS (X11) | R5 550 594 | R890 630 | | | | | |
| 181 | POLICE STATION AND OFFICE STRUCTURES / (ERF379) POLISIESTASIE/2x OPSLAAN KANTORE | R1 138 022 | | | | | | |
| 182 | STOREROOM AND PUMP HOUSE / STORE EN POMPHUIS (ERF 856) | R211 692 | R113 280 | | | | | |
| 183 | CEMENT RESERVOIR / SEMENTOPGAARDAMME (X2) | | | | | | R1 062 000 | |
| 184 | TENNIS CLUBHOUSE AND COURT + FISHINGCLUB BUILDINGS / TENNISKLUBHUIS EN BANE + HENGELKLUB | R2 265 214 | R71 682 | | | | | |
| 185 | OFFICE / KANTOOR (ERF 379) | R3 730 604 | R777 708 | | | | | |
| 186 | STOREROOM / STOOR (ERF1836) | R1 696 132 | R616 786 | | | | | |
| 187 | DRESSING ROOMS / KLEEDKAMERS (ERF921) | R390 285 | | | | | | |
| 188 | LIBRARY WITH FENCING / BIBLIOTEEK MET OMHEINING | R5 293 875 | R1 226 610 | | | | | R227 150 |
| 189 | CLINIC/ KLINIEK (NOORD) | R1 073 222 | R124 844 | | | | | |
| 190 | BOREHOLE / BOORGATE 1,2,3,4,6,8 | | | | | | | R424 800 |
| 191 | ELECTRICITY GENERATING ROOM / KRAGOPWEKKER KAMER | R45 312 | | R70 800 | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVOIRS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|--|------------|------------|--|--|---|------------|--|
| | <u>STRUISBAAI</u> | | | | | | | |
| 192 | SEWERAGE PUMPSTATION + NEW PUMPSTATION / RIOOLPOMPSTASIE X2 + 1 NUWE POMPSTASIE (10) | R1 770 000 | R590 000 | | | | | |
| 193 | HOP SEWERAGE PUMPSTATION / HOP RIOOLPOMPSTASIE | R118 000 | | | | R472 000 | | |
| 194 | RESERVOIRS (2 X 1.5ML EN 1 X 1.3ML) | | | | | | R7 080 000 | |
| 195 | BUILDING AT LANDFILL SITE / LOKAAL BY STORTINGSTERREIN | R59 000 | | | | | | |
| 196 | TRANSFORMERS IN CUPBOARDS / TRANSFORMATORS IN KASTE (21) | | | R1 416 000 | | | | |
| 197 | SUBSTATION BUILDING WITH TRANSFORMERS / SUBSTASIE GEBOU MET TRANSFORM (4) | R679 680 | | R424 800 | | | | |
| 198 | MAIN SUBSTATION / HOOFSUBSTASIE ARGONAUTASUB | R169 920 | | R967 600 | | | | |
| 199 | MINI SUBSTATION AND BUILDING / MINI SUBSTASIES IN GEBOU (5) | R849 600 | | R2 360 000 | | | | |
| 200 | MINI SUBSTATION/ MINI SUBSTASIES (14) | R2 360 000 | | R5 900 000 | | | | |
| 201 | SMALL TRANSFORMERS BORHOLES / KLEIN TRANSFORMATORS BOORGATE (8) | | | R177 000 | | | | |
| 202 | CABLE STORE / KABELSTOOR | R88 500 | | | | | | |
| 203 | SEWERAGE PURIFICATION WORKS / RIOOLSUIWERINGSWERKE | R3 540 000 | R1 180 000 | | | R11 800 000 | | |
| 204 | TELEMETRY / TELEMETRIE | | | | | R354 000 | | |
| 205 | ABLUTION FACILITIES / ABLUSIEBLOK - NOSTRA | R1 632 692 | | | | | | |
| 206 | ABLUTION FACILITIES / ABLUSIEBLOK - DUIKERSTRAAT | R532 475 | R118 000 | | | | | |
| 207 | ABLUTION FACILITIES / ABLUSIEBLOK - OK (MARKPLEIN) | R1 177 050 | | | | | | |
| 208 | ABLUTION FACILITIES / ABLUTION - SBAAI NORTH (BEACH) | R236 000 | | | | | | |
| 209 | SHIELD HOUSE STRUISBAAI - DOLFYN LAAN | R826 000 | R59 000 | | | | | |

| ITEM | DESCRIPTION | BUILDINGS | CONTENTS | SUBSTATIONS, MINI- SUBSTATIONS, TRANSFORMERS, ELECTRICAL SWITCHGEAR | WATER PURIFICATION WORKS AND PUMPSTATIONS | ALL SEWERAGE WORKS, PUMP STATIONS | RESERVIORS | ANY OTHER PROPERTY (MORE SPECIFICALLY INSURED) |
|------|------------------------------------|--------------|-------------|--|--|---|-------------|---|
| | TOTAL BUILDINGS | R230 704 211 | | | | | | |
| | TOTAL CONTENTS | | R53 392 167 | | | | | |
| | TOTAL SUBSTATIONS | | | R65 513 600 | | | | |
| | TOTAL WATER WORKS, PUMPSTATIONS | | | | R12 477 320 | | | |
| | TOTAL SEWERAGE WORKS | | | | | R30 243 400 | | |
| | TOTAL RESERVIORS | | | | | | R30 498 280 | |
| | PROPERTY SPECIFIC INSURED | | | | | | | R16 005 651 |

PART A GENERAL INSURANCE – HOUSEOWNERS

| ITEM | DESCRIPTION | SUM INSURED |
|------|---|--------------------|
| | <u>BREDASDORP</u> | - |
| 1 | SELF-BUILDING SCHEME /SELFBOUSKEMA (1) | R241 605 |
| 2 | RENTAL SCHEME /VERHUURSKEMA (7) | R1 691 235 |
| | | |
| | <u>NAPIER</u> | |
| 3 | SELF-BUILDING SCHEME /SELFBOU SKEMA (10) | R2 416 050 |
| 4 | RENTAL SCHEME / VERHUURSKEMA (8) | R1 932 840 |
| | | |
| | <u>WAENHUISKRANS</u> | |
| | | |
| 5 | CARETAKER RESIDENCE /OPSIGTERSWONING (KAMP A) (I Abrahams) | R1 226 610 |
| 6 | CARETAKER RESIDENCE /OPSIGTERSWONING (KAMP B) (erf 214) | R495 600 |
| | | |
| | <u>L 'AGULHAS</u> | |
| 7 | CARETAKER RESIDENCE / OPSIGTERSWONING | R1 144 836 |
| | | |
| | <u>STRUISBAAI</u> | |
| 8 | CARETAKER RESIDENCE /OPSIGTERSWONING (NOORD) | R1 040 760 |
| 9 | HOUSE AND GARAGE /WOONHUIS EN MOTORHUIS (ERF 80)- (A Strydom) | R1 691 235 |
| 10 | HOTAGTERKLIP HOUSES / HUISE (X3) kitchen/kombuis/Cloakrooms/Kleedkamers | R2 081 520 |
| | | |
| | TOTAL SUM INSURED | R13 962 291 |

PART A GENERAL INSURANCE – ALL RISK

| Item | Description | R / UNIT | QTY | Sum Insured |
|------|---|----------|----------------------|-------------------|
| 1 | Smart Pole with Redundant power and uplinks | R41 659 | 10 | R416 588 |
| 2 | Ruckus outdoor T310c – AP | R24 150 | 12 | R289 800 |
| 3 | Axis Q6000 camera Dome | R36 225 | 1 | R36 225 |
| 4 | Axis Multisensor 360 8MP camera | R25 875 | 3 | R77 625 |
| 5 | Axis P1448-LE overview camera | R17 854 | 7 | R124 976 |
| 6 | Axis Q6125-LE camera PTZ | R61 496 | 1 | R61 496 |
| 7 | HikVision DS-2CD7A26G0_P-IZS LPR camera | R12 075 | 20 | R241 500 |
| 8 | Sony Alpha A6400 Camera with accessories | R45 902 | 1 | R45 902 |
| | | | Total | R1 294 112 |
| | LAPTOPS / TABLETS | | Serial Number | |
| 1 | Dell Inc. / Vostro 15-3568 | | GKTLKJ2 | R20 700 |
| 2 | Dell Inc. / Vostro 15-3568 | | FKTLKJ2 | R20 700 |
| 3 | Dell Inc. / Vostro 15-3568 | | JPFQ5L2 | R20 700 |
| 4 | Dell Inc. / Vostro 5590 | | B0MMXZ2 | R20 700 |
| 5 | Dell Inc. / Inspiron 3543 | | 33F5F32 | R20 700 |
| 6 | Dell Inc. / Vostro 15-3568 | | BSTLKJ2 | R20 700 |
| 7 | Dell Inc. / Vostro 5590 | | 3ZLMXZ2 | R20 700 |
| 8 | Dell Inc. / Vostro 15-3568 | | 10SLKJ2 | R20 700 |
| 9 | Dell Inc. / Vostro 15-3568 | | 6QJ0XN2 | R20 700 |
| 10 | Dell Inc. / Latitude 5500 | | H600633 | R20 700 |
| 11 | Dell Inc. / Latitude 7410 | | H5ZK3D3 | R20 700 |
| 12 | Dell Inc. / Latitude 5500 | | 1CTZ533 | R20 700 |
| 13 | Dell Inc. / Latitude 5500 | | JGDW8Y2 | R20 700 |
| 14 | Dell Inc. / Vostro 15-3568 | | 7KTLKJ2 | R20 700 |
| 15 | Dell Inc. / Vostro 15-3568 | | BCPLKJ2 | R20 700 |
| 16 | Dell Inc. / Latitude 5500 | | H361633 | R20 700 |
| 17 | Dell Inc. / Vostro 5590 | | 7ZLMXZ2 | R20 700 |
| 18 | Dell Inc. / Precision 3520 | | 7YLJTN2 | R20 700 |
| 19 | Dell Inc. / Latitude 3510 | | BYKRG63 | R20 700 |
| 20 | Dell Inc. / Vostro 15-3568 | | 4DPLKJ2 | R20 700 |
| 21 | Dell Inc. / Vostro 3558 | | 59R0P72 | R20 700 |
| 22 | Dell Inc. / Vostro 15-3568 | | GQFQ5L2 | R20 700 |
| 23 | Dell Inc. / Vostro 5590 | | COMMXX2 | R20 700 |
| 24 | Dell Inc. / Latitude 3570 | | 5580WB2 | R20 700 |
| 25 | Dell Inc. / Latitude 5500 | | 23F0633 | R20 700 |
| 26 | Dell Inc. / Vostro 3550 | | 3RFNWP1 | R20 700 |
| 27 | Dell Inc. / Vostro 15-3568 | | 22SLKJ2 | R20 700 |

| Item | Description | R / UNIT | QTY | Sum Insured |
|------|-------------------------------------|----------|---------|-------------|
| 28 | Dell Inc. / Vostro 5590 | | JXMMXZ2 | R20 700 |
| 29 | Dell Inc. / Vostro 5590 | | BYNMXZ2 | R20 700 |
| 30 | Dell Inc. / Latitude 7410 | | HD4BX33 | R20 700 |
| 31 | Dell Inc. / Vostro 15-3568 | | 6JTLKJ2 | R20 700 |
| 32 | Dell Inc. / Vostro 5590 | | 4ZLMXZ2 | R20 700 |
| 33 | Dell Inc. / Vostro 15-3568 | | 3QFQ5L2 | R20 700 |
| 34 | Dell Inc. / Vostro 15-3568 | | 6YMLKJ2 | R20 700 |
| 35 | Dell Inc. / Dell System Vostro 3360 | | FPOY1Y1 | R20 700 |
| 36 | Dell Inc. / Vostro 15-3568 | | JGTLKJ2 | R20 700 |
| 37 | Dell Inc. / Inspiron 3558 | | 7879D82 | R20 700 |
| 38 | Dell Inc. / Latitude 5500 | | 58F0633 | R20 700 |
| 39 | Dell Inc. / Vostro 15-3568 | | 9KTLKJ2 | R20 700 |
| 40 | Dell Inc. / Vostro 5590 | | 40MMXZ2 | R20 700 |
| 41 | Dell Inc. / Latitude 3500 | | 845PXZ2 | R20 700 |
| 42 | Dell Inc. / Vostro 15-3568 | | FRTLKJ2 | R20 700 |
| 43 | Dell Inc. / Vostro 15-3568 | | FSTLKJ2 | R20 700 |
| 44 | Dell Inc. / Vostro 5568 | | 39LV142 | R20 700 |
| 45 | Dell Inc. / Vostro 3590 | | GY9X943 | R20 700 |
| 46 | Dell Inc. / Latitude 3540 | | FV69802 | R20 700 |
| 47 | Dell Inc. / Vostro 15-3568 | | DFVJ2P2 | R20 700 |
| 48 | Dell Inc. / Vostro 3580 | | 4HW68T2 | R20 700 |
| 49 | Dell Inc. / Latitude 3570 | | G580WB2 | R20 700 |
| 50 | Dell Inc. / Latitude 3500 | | 945PXZ2 | R20 700 |
| 51 | Dell Inc. / Latitude 3570 | | 87TX0F2 | R20 700 |
| 52 | Dell Inc. / OptiPlex 3040 | | 5RFN982 | R20 700 |
| 53 | Dell Inc. / Vostro 3460 | | 6VTOWW1 | R20 700 |
| 54 | Dell Inc. / Vostro 5590 | | 7ZNMXZ2 | R20 700 |
| 55 | Dell Inc. / Latitude 3540 | | F2Q5802 | R20 700 |
| 56 | Dell Inc. / XPS 15 7590 | | DKYC1Z2 | R20 700 |
| 57 | Dell Inc. / Vostro 3460 | | 2VTOWW1 | R20 700 |
| 58 | Dell Inc. / Latitude 5500 | | 7NMZ533 | R20 700 |
| 59 | Dell Inc. / Vostro 15-3568 | | 6TTLKJ2 | R20 700 |
| 60 | Dell Inc. / Vostro 5590 | | 6XMMXZ2 | R20 700 |
| 61 | Dell Inc. / Vostro 15-3568 | | 20SLKJ2 | R20 700 |
| 62 | Dell Inc. / Vostro 15-3568 | | 9GTLKJ2 | R20 700 |
| 63 | Dell Inc. / Vostro 3560 | | CZSV0X1 | R20 700 |
| 64 | Dell Inc. / Vostro 15-3568 | | 7MFQ5L2 | R20 700 |
| 65 | Dell Inc. / Vostro 5590 | | B1MMXZ2 | R20 700 |
| 66 | Dell Inc. / Vostro 5590 | | 20MMXZ2 | R20 700 |

| Item | Description | R / UNIT | QTY | Sum Insured |
|------|----------------------------|----------|------------------------|-------------------|
| 67 | Acer / NB-TMP257-M-563X | | NXVB0EA0075241CC3C7600 | R20 700 |
| 68 | Dell Inc. / Vostro 5590 | | 1PVQXZ2 | R20 700 |
| 69 | Dell Inc. / Vostro 15-3568 | | 8STLKJ2 | R20 700 |
| 70 | Galaxy TabA | | 359839761386570 | R10 350 |
| 71 | Galaxy TabA | | 359839760698389 | R10 350 |
| 72 | Galaxy TabA | | 359839760693042 | R10 350 |
| 73 | Galaxy TabA | | 359839760691491 | R10 350 |
| 74 | Galaxy Tab 5E | | 355049103167902 | R10 350 |
| | | | Total | R1 480 050 |
| | <u>CELLPHONES</u> | | | |
| 1 | Cell phones | R10 350 | 4 | R41 400 |
| | | | Total | R41 400 |
| | | | | |
| | | | TOTAL | R2 815 562 |

PART A GENERAL INSURANCE – ELECTRONICS

| Item | Description | R / UNIT | QTY | Sum Insured |
|--------------|---|------------|-----|--------------------|
| 1 | PC'S | R13 800 | 131 | R1 807 800 |
| 2 | HIGH END PCS | R28 290 | 3 | R84 870 |
| 3 | SCREENS | R2 910 | 145 | R421 878 |
| 4 | SWITCH 48 PORT FIBRE 10/100/1000 | R48 300 | 12 | R579 600 |
| 5 | SWITCH 24 PORT FIBRE 10/100/1000 | R34 500 | 15 | R517 500 |
| 6 | SWITCH 8PORT FIBRE 10/100/1000 | R12 650 | 8 | R101 200 |
| 7 | SERVER VM MAIN R730 | R207 000 | 4 | R828 000 |
| 8 | SERVER VM DR R410 | R69 000 | 1 | R69 000 |
| 9 | SERVER VM DR R720 | R189 750 | 2 | R379 500 |
| 10 | Dell SERVER PHYSICAL | R59 800 | 3 | R179 400 |
| 11 | SUPER MICROS SERVER | R345 000 | 1 | R345 000 |
| 12 | NAS Devices | R97 750 | 4 | R391 000 |
| 13 | Firewall | R172 500 | 1 | R172 500 |
| 14 | UPS 850 VA | R1 093 | 80 | R87 400 |
| 15 | UPS 2 KVA | R2 990 | 12 | R35 880 |
| 16 | UPS 3 KVA (Rack mount) | R13 685 | 6 | R82 110 |
| 17 | UPS 6 KVA | R10 350 | 1 | R10 350 |
| 18 | T/A replacement clocks / devices | R1 926 250 | 1 | R1 926 250 |
| 19 | NETWORK REPLACEMENT COST LABOUR INCLUDED | R977 500 | 3 | R2 932 500 |
| 20 | LINE PRINTERS BIG | R115 000 | 2 | R230 000 |
| 21 | THERMAL PRINTERS RECEIPT | R3 450 | 14 | R48 300 |
| 22 | PRINTERS (PC'S) | R3 910 | 10 | R39 100 |
| 23 | VOIP CORE ROUTERS (leased) | R63 250 | 2 | R126 500 |
| 24 | VOIP PHONES (LEASED) | R2 128 | 280 | R595 700 |
| 25 | NETWORK PRINTERS | R230 000 | 0 | R0 |
| 26 | NETWORK PRINTERS' BIG PRINTERS (LEASED) | R1 177 600 | 1 | R1 177 600 |
| 27 | NETWORK PRINTERS' SMALL PRINTERS (LEASED) | R57 500 | 0 | R0 |
| 28 | SOPHOS WIRELESS DEVICES | R6 440 | 23 | R148 120 |
| 29 | PROJECTORS | R8 625 | 9 | R77 625 |
| 30 | IP CAMs internal | R6 900 | 14 | R96 600 |
| 31 | Server room | R517 500 | 1 | R517 500 |
| 32 | DR Site | R517 500 | 1 | R517 500 |
| 33 | Lenovo ThinkCentre M910Z | R16 676 | 1 | R16 676 |
| 34 | Lenovo Tiny PC | R10 760 | 4 | R43 039 |
| 35 | Additional Lenovo 19" Screens | R2 161 | 4 | R8 643 |
| 36 | Lenovo Tiny Visa Mount | R321 | 4 | R1 284 |
| 37 | Brother MFP L5900DW Printer | R9 314 | 1 | R9 314 |
| 38 | Switch D Link 24 Port | R2 119 | 1 | R2 119 |
| 39 | UPS Proline 2kVA/10A | R4 650 | 1 | R4 650 |
| 40 | Barcode scanner | R1 035 | 1 | R1 035 |
| Total | | | | R14 613 042 |

| Item | Description | R / UNIT | QTY | Sum Insured |
|------|-------------------------------------|----------|----------------------|-------------|
| | LAPTOPS / TABLETS | | Serial Number | |
| 1 | Dell Inc. / Vostro 15-3568 | | GKTLKJ2 | R20 700 |
| 2 | Dell Inc. / Vostro 15-3568 | | FKTLKJ2 | R20 700 |
| 3 | Dell Inc. / Vostro 15-3568 | | JPFQ5L2 | R20 700 |
| 4 | Dell Inc. / Vostro 5590 | | B0MMXZ2 | R20 700 |
| 5 | Dell Inc. / Inspiron 3543 | | 33F5F32 | R20 700 |
| 6 | Dell Inc. / Vostro 15-3568 | | BSTLKJ2 | R20 700 |
| 7 | Dell Inc. / Vostro 5590 | | 3ZLMXZ2 | R20 700 |
| 8 | Dell Inc. / Vostro 15-3568 | | 10SLKJ2 | R20 700 |
| 9 | Dell Inc. / Vostro 15-3568 | | 6QJ0XN2 | R20 700 |
| 10 | Dell Inc. / Latitude 5500 | | H600633 | R20 700 |
| 11 | Dell Inc. / Latitude 7410 | | H5ZK3D3 | R20 700 |
| 12 | Dell Inc. / Latitude 5500 | | 1CTZ533 | R20 700 |
| 13 | Dell Inc. / Latitude 5500 | | JGDW8Y2 | R20 700 |
| 14 | Dell Inc. / Vostro 15-3568 | | 7KTLKJ2 | R20 700 |
| 15 | Dell Inc. / Vostro 15-3568 | | BCPLKJ2 | R20 700 |
| 16 | Dell Inc. / Latitude 5500 | | H361633 | R20 700 |
| 17 | Dell Inc. / Vostro 5590 | | 7ZLMXZ2 | R20 700 |
| 18 | Dell Inc. / Precision 3520 | | 7YLJTN2 | R20 700 |
| 19 | Dell Inc. / Latitude 3510 | | BYKRG63 | R20 700 |
| 20 | Dell Inc. / Vostro 15-3568 | | 4DPLKJ2 | R20 700 |
| 21 | Dell Inc. / Vostro 3558 | | 59R0P72 | R20 700 |
| 22 | Dell Inc. / Vostro 15-3568 | | GQFQ5L2 | R20 700 |
| 23 | Dell Inc. / Vostro 5590 | | COMMXZ2 | R20 700 |
| 24 | Dell Inc. / Latitude 3570 | | 5580WB2 | R20 700 |
| 25 | Dell Inc. / Latitude 5500 | | 23F0633 | R20 700 |
| 26 | Dell Inc. / Vostro 3550 | | 3RFNWP1 | R20 700 |
| 27 | Dell Inc. / Vostro 15-3568 | | 22SLKJ2 | R20 700 |
| 28 | Dell Inc. / Vostro 5590 | | JXMMXZ2 | R20 700 |
| 29 | Dell Inc. / Vostro 5590 | | BYNMXZ2 | R20 700 |
| 30 | Dell Inc. / Latitude 7410 | | HD4BX33 | R20 700 |
| 31 | Dell Inc. / Vostro 15-3568 | | 6JTLKJ2 | R20 700 |
| 32 | Dell Inc. / Vostro 5590 | | 4ZLMXZ2 | R20 700 |
| 33 | Dell Inc. / Vostro 15-3568 | | 3QFQ5L2 | R20 700 |
| 34 | Dell Inc. / Vostro 15-3568 | | 6YMLKJ2 | R20 700 |
| 35 | Dell Inc. / Dell System Vostro 3360 | | FP0Y1Y1 | R20 700 |
| 36 | Dell Inc. / Vostro 15-3568 | | JGTLKJ2 | R20 700 |
| 37 | Dell Inc. / Inspiron 3558 | | 7879D82 | R20 700 |
| 38 | Dell Inc. / Latitude 5500 | | 58F0633 | R20 700 |

| Item | Description | R / UNIT | QTY | Sum Insured |
|--------------|----------------------------|----------|------------------------|--------------------|
| 39 | Dell Inc. / Vostro 15-3568 | | 9KTLKJ2 | R20 700 |
| 40 | Dell Inc. / Vostro 5590 | | 40MMXZ2 | R20 700 |
| 41 | Dell Inc. / Latitude 3500 | | 845PXZ2 | R20 700 |
| 42 | Dell Inc. / Vostro 15-3568 | | FRTLKJ2 | R20 700 |
| 43 | Dell Inc. / Vostro 15-3568 | | FSTLKJ2 | R20 700 |
| 44 | Dell Inc. / Vostro 5568 | | 39LV142 | R20 700 |
| 45 | Dell Inc. / Vostro 3590 | | GY9X943 | R20 700 |
| 46 | Dell Inc. / Latitude 3540 | | FV69802 | R20 700 |
| 47 | Dell Inc. / Vostro 15-3568 | | DFVJ2P2 | R20 700 |
| 48 | Dell Inc. / Vostro 3580 | | 4HW68T2 | R20 700 |
| 49 | Dell Inc. / Latitude 3570 | | G580WB2 | R20 700 |
| 50 | Dell Inc. / Latitude 3500 | | 945PXZ2 | R20 700 |
| 51 | Dell Inc. / Latitude 3570 | | 87TX0F2 | R20 700 |
| 52 | Dell Inc. / OptiPlex 3040 | | 5RFN982 | R20 700 |
| 53 | Dell Inc. / Vostro 3460 | | 6VT0WW1 | R20 700 |
| 54 | Dell Inc. / Vostro 5590 | | 7ZNMXZ2 | R20 700 |
| 55 | Dell Inc. / Latitude 3540 | | F2Q5802 | R20 700 |
| 56 | Dell Inc. / XPS 15 7590 | | DKYC1Z2 | R20 700 |
| 57 | Dell Inc. / Vostro 3460 | | 2VT0WW1 | R20 700 |
| 58 | Dell Inc. / Latitude 5500 | | 7NMZ533 | R20 700 |
| 59 | Dell Inc. / Vostro 15-3568 | | 6TTLKJ2 | R20 700 |
| 60 | Dell Inc. / Vostro 5590 | | 6XMMXZ2 | R20 700 |
| 61 | Dell Inc. / Vostro 15-3568 | | 20SLKJ2 | R20 700 |
| 62 | Dell Inc. / Vostro 15-3568 | | 9GTLKJ2 | R20 700 |
| 63 | Dell Inc. / Vostro 3560 | | CZSV0X1 | R20 700 |
| 64 | Dell Inc. / Vostro 15-3568 | | 7MFQ5L2 | R20 700 |
| 65 | Dell Inc. / Vostro 5590 | | B1MMXZ2 | R20 700 |
| 66 | Dell Inc. / Vostro 5590 | | 20MMXZ2 | R20 700 |
| 67 | Acer / NB-TMP257-M-563X | | NXVB0EA0075241CC3C7600 | R20 700 |
| 68 | Dell Inc. / Vostro 5590 | | 1PVQXZ2 | R20 700 |
| 69 | Dell Inc. / Vostro 15-3568 | | 8STLKJ2 | R20 700 |
| 70 | Galaxy TabA | | 359839761386570 | R10 350 |
| 71 | Galaxy TabA | | 359839760698389 | R10 350 |
| 72 | Galaxy TabA | | 359839760693042 | R10 350 |
| 73 | Galaxy TabA | | 359839760691491 | R10 350 |
| 74 | Galaxy Tab 5E | | 355049103167902 | R10 350 |
| Total | | | | R1 480 050 |
| TOTAL | | | | R16 093 092 |

PART A GENERAL INSURANCE – MACHINERY BREAKDOWN

| ITEM | DISCRIPTION | INSURED AMOUNT |
|------|---|-------------------|
| | <u>BREDASDORP</u> | |
| | <u>UITVALWERKE</u> | |
| 1 | 2 X FLOATING AERATORS | 408 250 |
| 2 | 2 X ORBAL AERATORS | 518 650 |
| 3 | 4 X SETTLING TANK / BESINKTENKS | 655 500 |
| 4 | 2 X SUMERSIBLE PUMP / DOMPEL POMPE - NEW SYSTEM / NUWE SISTEEM | 73 600 |
| 5 | 2 X SUBMERSIBLE PUMP - INLET / DOMPEL POMPE - INLAAT | 73 600 |
| 6 | CHLORINATOR / CHLORINEERDER | 35 650 |
| 7 | ELECTRICAL SWITCHGEAR / ELEKTRIESE SKAKELTUIG | 368 000 |
| | (Combined / Saamgevatte Bredasdorp - Part of / Deel van 10 000 000 of/van No.5) | |
| | | |
| | <u>BOREHOLES</u> | |
| 8 | BREDASDORP - 9 X BOREHOLE PUMPS / BOORGATPOMPE | 345 000 |
| 9 | WAENHUISKRANS - 1 X BOREHOLE PUMP / BOORGATPOMP | 55 200 |
| 10 | L'AGULHAS - 2 X BOREHOLE PUMPS / BOORGATPOMPE | 115 000 |
| 11 | W/KRANS - 1 X CHLORINATOR / CHLORINEERDER | 17 250 |
| 12 | SUIDERSTRAND - 2 X BOREHOLE PUMPS / BOORGATPOMPE | 115 000 |
| | | |
| | <u>WATER PURIFICATION WORKS / WATERSUIWERINGSWERKE</u> | |
| 13 | 3 X LOW PRESSURE PUMPS / LAE DRUKPOMPE | 172 500 |
| 14 | 2 X HIGH PRESSURE PUMPS / HOËDRUKPOMPE | 167 900 |
| 15 | LOW PRESSURE PUMPSTATION ELECTRICAL SWITCHGEAR / LAEDRUKPOMPSTASIE ELEK SKAKELTUIG | 28 750 |
| 16 | HIGH PRESSURE PUMPSTATION ELECTRICAL SWITCHGEAR / HOËDRUKPOMPSTASIE ELEK SKAKELTUIG | 39 100 |
| 17 | PARASTALTIC PUMP / PARASTALTIESE POMP | 82 800 |
| 18 | 1 X AIR COMPRESSOR / LUGKOMPRESSOR | 109 250 |
| 19 | 2 X "FERRY" POMP | 10 350 |
| 20 | 2 X DOSING PUMP / DOSERINGSPOMPE | 18 400 |
| 21 | ELECTRICAL SWITCHGEAR / ELEKTRISITEITS SKAKELTUIG | 138 000 |
| 22 | 1 X CHLORINATOR / CHLORINEERDER | 42 550 |
| 23 | CHLORINE SAFETY DEVICE / CHLOOR VELIGHEIDS APPARAAT - BREDASDORP | 69 000 |
| | (Combined / Saamgevatte Bredasdorp - Part of / Deel van 10 000 000 of/van No.3) | |
| | | |
| | <u>NAPIER</u> | |
| 24 | BOREHOLE PUMPS / BOORGATPOMPE 6,8,9,10,15 | 230 000 |
| 25 | WATER PURIFICATION PUMPS / WATERSUIWERINGSPOMPE | 110 400 |
| 26 | CHLORINATOR / CHLORINEERDER | 184 000 |
| 27 | CHLORINE SAFETY DEVICE / CHLOOR VELIGHEIDS APPARAAT - NAPIER | 69 000 |
| | | |
| | <u>S/BAAI, L'AGUL, SUIDERSTR, ELIM</u> | |
| 28 | BOREHOLE PUMPS / BOORGATPOMPE (6X STRUISBAAI) | 414 000 |
| 29 | (Combined / Saamgevatte L'Agulhas - Contents/Inhoud of/van No.5) | |
| 30 | BOREHOLE PUMP / BOORGATPOMP - ELIM | 41 400 |
| 31 | 2 X SUBMERSIBLE PUMPS / DOMPEL POMPE - ELIM | 73 600 |
| | (Combined/Saamgevatte Spanjaardskloof - Part/Deel of/van 800 000 of/van No.1) | |
| | | |
| | TOTAL | R4 781 700 |

| OFFICE CONTENTS SECTION | | | |
|---|-----------------------|--------------------------------------|----------------------|
| Details | | Sum Insured/Limit of Indemnity (R's) | Annual Premium (R's) |
| Risk Inception date: 01 July 20 | | | |
| Details of Premises: 1 Dirkie Uys Street, Bredasdorp, Bredasdorp / all municipal premises | | | |
| Property Insured | | | |
| Contents not otherwise insured | | 11 000 000 | |
| 1. Theft or any attempt thereat | | 400 000 | |
| 2. All other perils | | | |
| Loss of Rent - 0 % | | | |
| Loss of Documents | | 400 000 | |
| Legal Liability Documents Increase in Cost of Working | | | |
| Extensions | | | |
| Subsidence and Landslip | Included No | | |
| Riot and strike (other than RSA and Namibia) | Yes | | |
| Locks and keys | Yes | | |
| Reasonable Precautions | No | | |
| Malicious damage cause by thieves | Yes | 50 000 | |
| Claims preparation costs Yes | | 100 000 | |
| | | Total Premium | |

| THEFT SECTION | | | |
|--|-----|----------------------------|----------------|
| Details | | Sum Insured/Limit of (R's) | Annual Premium |
| Risk Inception date: 01 July 2022 | | | |
| Details of Premises: 1 Dirkie Uys Street, Bredasdorp, Bredasdorp / All municipal premises | | | |
| Contents of the property of the property of the Insured or for which they are responsible, whilst contained in any building used by the Insured. | | | |
| First Loss Limit | | | |
| Goods in the Open | No | 150 000 | |
| Extensions | | | |
| Property in the open | Yes | | |
| Full Theft Cover | No | | |
| Malicious Damage | Yes | | |
| Reasonable Precautions | Yes | 50 000 | |
| Locks and keys | Yes | 7 500 | |
| Personal All Risks | No | | |
| Claims preparation costs | Yes | 100 000 | |
| | | Total Premium | |

| GLASS SECTION | | |
|---|--------------------------------------|----------------------|
| Details | Sum Insured/Limit of Indemnity (R's) | Annual Premium (R's) |
| <p>Risk Inception date: 01 July 2019</p> <p>Details of Premises: 1 Dirkie Uys Street, Bredasdorp, Bredasdorp / All municipal premises</p> <p>Internal and external glass including mirrors, sign writing and treatment thereon, being the property of the Insured or for which, they are responsible</p> <p>Extensions</p> <p>Riot and strike (other than RSA and Namibia) No</p> <p>External advertising signs, blinds, canopies and any treatment thereon or thereof, being the property of the Insured or for which they are responsible No</p> | 250 000 | |
| Claims preparation costs | Yes | 100 000 |
| Total Premium | | |

| MONEY SECTION | | |
|--|---|-----------------------------|
| Details | Sum Insured/Limit of Indemnity (R's) | Annual Premium (R's) |
| Risk Inception date: 01 July 2019 | | |
| Details of Premises: | | |
| 1 Dirkie Uys Street, Bredasdorp, All premises | | |
| Specific Limitations | | |
| 1. Money not contained in a locked safe or strongroom: | | |
| (i) In the custody of an authorised employee, Council Member or Principal of the Insured while away from the insured premises on a business trip anywhere in the world | 5 000 | |
| (ii) While on the insured premises outside the hours during which the commercial operations of the insured are conducted | 5 000 | |
| 2. In respect of any other loss of or damage to money: | | |
| 2.1 Specific periods as follows: | | |
| 2.2 At any other time | | |
| 3. Major Limit | 120 000 | |
| 4. In respect of any loss of or damage to receptacles and clothing (as defined) including firearms as a result of theft of money or any attempt thereat. | 10 000 | |
| Extensions | Included | |
| Locks and keys | Yes | |
| Credit Cards | No | 7 500 |
| Vending machines | No | |
| Personal Accident (assault) | | |
| Capital sum | Yes | 25 000 |
| Weekly sum | Yes | 500 |
| Medical expenses | Yes | 10 000 |
| Riot and strike (other than RSA and Namibia) | No | |
| Reasonable precautions | No | |
| Claims preparation costs | Yes | 100 000 |
| Total Premium | | |

| FIDELITY SECTION | | |
|---|--------------------------------------|----------------------|
| Details | Sum Insured/Limit of Indemnity (R's) | Annual Premium (R's) |
| <p>Risk Inception date: 01 July 2022</p> <p>Details of Premises: 1 Dirkie Uys Street, Bredasdorp, / All pay points</p> <p>Limit any one Loss</p> <p>Insured Persons: All Councillors and employees of the Insured</p> <p>Number of councillors:</p> <p>Number of employees:</p> <p>Extensions Included</p> <p>Retroactive cover No</p> <p>Retroactive date:</p> <p>Superseded insurance Yes</p> <p>Insurer:</p> <p>Policy Number:</p> <p>Sum Insured:</p> <p>Reduction / Reinstatement of insured amount Yes</p> <p>Cost of recovery (where loss exceeds sum insured) Yes</p> <p>Reinstatement x 1</p> | 300 000 | |
| <p>Claims preparation costs Yes</p> | 100 000 | |
| Total Premium | | |

| GOODS IN TRANSIT SECTION | | |
|--|---|----------------------|
| Details | Sum Insured/Limit of Indemnity (R's) | Annual Premium (R's) |
| <p>Risk Inception date: 01 July 2022</p> <p>Description of Insured Property</p> <p>All goods consigned by or to the Insured (including ropes, tarpaulins and packing materials in connection with the transit), pertaining to the business whether conveyed by means of air, rail or road.</p> <p>Maximum Limit any one loss</p> | 115 000 | |
| <p>Extensions/Limitations</p> <p>Removal of debris</p> <p>Fire, explosion, collision, derailment and overturning limitation</p> <p>Riot and strike (other than RSA and Namibia)</p> <p>Fire extinguishing charges</p> <p>Debris Removal - R 1 000</p> | <p>Included</p> <p>No</p> <p>No</p> <p>No</p> <p>Yes</p> | |
| <p>Claims preparation costs</p> | Yes | 100 000 |
| Total Premium | | |

| GROUP PERSONAL ACCIDENT SECTION | | | Sum Insured/Limit Indemnity (R's) | Annual Premium (R's) |
|---|-----|------------------------------|--------------------------------------|-------------------------|
| Details | | | | |
| Risk Inception date: 01 July 2022 | | | | |
| Details of Premises | | | | |
| 1 Dirkie Uys Street,Bredasdorp, Bredasdorp | | | | |
| Names / occupations of Persons Insured | | | | |
| Description of category | | Number of Persons | | |
| 1 Councilors | | 11 | | |
| Cover Type: 24 Hr Cover | | | | |
| Circumstances | | | | |
| Death benefit | | | 150 000 | |
| Permanent disability – such percentage of the death benefit as is specified for the particular disability | | | 150 000 | |
| Temporary total disability – R 500 per week for a period longer than 7 days but not longer than 104 Weeks | | | | |
| Medical expenses | | | 50 000 | |
| Maximum Limit and one event (accumulation limit) | | | 10 000 000 | |
| Maximum Limit and one Insured Person | | | 2 000 000 | |
| Extensions / Limitations | | Included | | |
| Additional Death Benefit | Yes | | 10 000 | |
| Repatriation Costs | Yes | | 10 000 | |
| Mobility | Yes | | 10 000 | |
| Relocation | Yes | | 10 000 | |
| War Risks | Yes | | | |
| 24 Hours | Yes | | | |
| Business Hours Limitation | No | | | |
| Business Hours plus Commuting Limitation | No | | | |
| Risk Inception date: 01 July 2019 | | | | |
| Details of Premises | | | | |
| 1 Dirkie Uys Street,Bredasdorp, Bredasdorp | | | | |
| Names / occupations of Persons Insured | | | | |
| Description of category | | Number of Persons | | |
| 2 Councilors spouses | | 11 | | |
| Cover Type: Business hours and Commuting | | | | |

| GROUP PERSONAL ACCIDENT SECTION | | | |
|---|-----------------|----------------------|----------------------|
| Details | | Sum Insured/Limit of | Annual Premium (R's) |
| Circumstances | | | |
| Death benefit | | 150 000 | |
| Permanent disability – such percentage of the death benefit as is specified for the particular disability | | 150 000 | |
| Temporary total disability – R 500 per week for a period longer than 7 days but not longer than 104 Weeks | | | |
| Medical expenses | | 50 000 | |
| Maximum Limit and one event (accumulation limit) | | 10 000 000 | |
| Maximum Limit and one Insured Person | | 2 000 000 | |
| Extensions / Limitations | Included | | |
| Additional Death Benefit | Yes | 10 000 | |
| Repatriation Costs | Yes | 10 000 | |
| Mobility | Yes | 10 000 | |
| Relocation | Yes | 10 000 | |
| War Risks | Yes | | |
| 24 Hours | No | | |
| Business Hours Limitation | No | | |
| Business Hours plus Commuting Limitation | Yes | | |
| Claims preparation costs | Yes | 100 000 | |
| | | Total Premium | |

| STATED BENEFITS SECTION | | | | |
|---|--|---------------------------|----------------------|---------|
| Details | | Salary / Wage Roll (R's) | Annual Premium (R's) | |
| Details of Premises | | | | |
| 1 Dirkie Uys Street, Bredasdorp, Bredasdorp | | | | |
| Persons Insured | | | | |
| Description of Persons Insured | | Number Of Persons: | | |
| | | 390 | | |
| Basis of Cover: Blanket | | | | |
| Cover Type: 24 Hr Cover | | | | |
| Total Annual Earnings | | 165 000 000 | | |
| Circumstances | | | | |
| Death – 3 times annual earnings | | | | |
| Permanent disability – such percentage of 3 times annual earnings as is specified for the particular disability | | | | |
| Temporary total disability – 100 % of average weekly earnings for a period longer than 1 weeks but not longer than 52 Weeks | | | | |
| Medical expenses | | 50 000 | | |
| Maximum Limit and one event (accumulation limit) | | 10 000 000 | | |
| Maximum Limit and one Insured Person | | 2 000 000 | | |
| Extensions / Limitations | | Included | | |
| Additional Death Benefit | | Yes | | 10 000 |
| Repatriation Costs | | Yes | | 10 000 |
| Mobility | | Yes | | 10 000 |
| Relocation | | Yes | | 10 000 |
| War Risks | | Yes | | |
| 24 Hours | | Yes | | |
| Business Hours Limitation | | No | | |
| Business Hours plus Commuting Limitation | | No | | |
| Claims preparation costs | | Yes | | 100 000 |
| Total Premium | | | | |

| PUBLIC LIABILITY SECTION | | | | |
|---|---|---|---|--------------------------|
| Details | | Limit of Indemnity (R's) | | Annual Premium (R's) |
| | | Any one event or series of events with one original cause or source | Any one period of insurance | |
| Risk Inception date: 01 July 2022 Details of Premises 1 Dirkie Uys Street, Bredasdorp, / All other municipal premises 1. General and Tenants 2. Spread of Fire Basis of cover: Claims Made Retroactive date: Previous Insurer: Previous Policy number: | | 3 000 000 5 000 000 | Unlimited 10 000 000 | 32476.95 for R2m and R1m |
| Additional Contingencies and Extensions Wrongful arrest and defamation Errors and Omissions Products Liability and Defective Workmanship Comprehensive insurance on pedal cycles Vibration, removal and weakening of support Legal Defense Costs Professional Liability in respect of Medical Practitioners or other Medical Officers Claims preparation costs | Included Yes Yes Yes No No Yes Yes Yes | 250 000 250 000 250 000 Market value NIL 250 000 250 000 100 000 | 250 000 250 000 250 000 Market value NIL 250 000 250 000 100 000 | |
| Total Premium | | | | |

| EMPLOYERS LIABILITY SECTION | | | | |
|--|----|---|-----------------------------|----------------------|
| Details | | Limit of Indemnity (R's) | | Annual Premium (R's) |
| | | Any one event or series of events with one original cause or source | Any one period of insurance | |
| Risk Inception date: 01 July 2022 Limit of Indemnity Basis of cover: Claims Made Retroactive date: 01 July 2022 | | 2 000 000 | Unlimited | |
| Additional Contingencies and Extensions Included Extended Reporting – months | No | 100 000 | | |
| Total Premium | | | | |

| MOTOR FLEET LIABILITIES | | |
|--|-----------------|--------------------------------------|
| Details | | Sum Insured/Limit of Indemnity (R's) |
| Sub Section B: Liability to Third Parties | | |
| (a) Passenger Liability: Fare Paying Passengers | | 2 000 000 |
| (b) Passenger Liability - Other | | 2 000 000 |
| Any other event and the aggregate of a and b | Included | 2 000 000 |
| Extensions applicable | | |
| Contingent Liability | No | |
| Unauthorised Passenger Liability | No | |
| Conveyance of explosives | Yes | 100 000 |

| MUNCIPAL POLICE LIABILITY SECTION | | | |
|--|-----------------|---|-----------------------------|
| Details | | Limit of Indemnity (R's) | Annual Premium (R's) |
| | | Any one event or series of events with one original cause or source | Any one period of insurance |
| Risk Inception date: 01 July 2022 | | | |
| 1. Limit of Indemnity | | 2 000 000 | Unlimited |
| Basis of cover: Claims Made | | | |
| Retroactive date: | | | |
| Additional Contingencies and Extensions | Included | | |
| Extended Reporting – months | No | | |
| | No | 250 000 | 250 000 |
| Wrongful arrest and defamation | Yes | 250 000 | 250 000 |
| | Yes | 100 000 | 100 000 |
| Liability arising out of use of firearms | Yes | | |
| | Yes | | |
| Total Premium | | | |

| EXCESS LAYER LIABILITY SECTION | | | |
|---|--|-----------------------------|----------------------|
| Details | Limit of Indemnity (R's) | | Annual Premium (R's) |
| | Any one event or series of | | |
| | events with one original cause or source | Any one period of insurance | |
| Risk Inception date: 01 July 2022 | | | |
| Property Damage and Personal Injury Retroactive date: | 98 000 000 | Unlimited | |
| Additional Contingencies and Extensions | Included | | |
| Advertising Liability | Yes | | Unlimited |
| Use of firearms | No | | |
| Municipal Police Liability | No | | |
| Wrongful Arrest and Defamation | Yes | 2 000 000 | 2 000 000 |
| Errors and Omissions | Yes | 2 000 000 | 2 000 000 |
| Products Liability and Defective Workmanship | Yes | 2 000 000 | 2 000 000 |
| Medical Malpractice | Yes | 2 000 000 | 2 000 000 |
| Spread of Fire | Yes | 99 000 000 | 99 000 000 |
| Motor Liability | No | | |
| Employers Liability | No | | |
| Claims preparation costs | Yes | 100 000 | 100 000 |
| Total Premium | | | |

PART B – MOTOR FLEET / TRANSPORT ASSETS

| ITEM | MODEL | DESCRIPTION | REGISTRATION NO | VALUE |
|---|-------|--|-----------------|-------------------|
| COUNCIL VEHICLES LIMIT < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | 2017 | TOYOTA ETIOS SEDAN 1.5 Xi | CS 17557 | R155 000 |
| 2 | 2010 | NISSAN TIIDA 1600 | CS 5241 | R90 000 |
| 3 | 2010 | NISSAN TIIDA 1600 | CS 5245 | R90 000 |
| 4 | 2011 | FORD ICON 1.6 AMBIENTE | CS 8623 | R90 000 |
| 5 | 2013 | NISSAN TIIDA 1600 | CS 13901 | R150 000 |
| 6 | 2013 | NISSAN TIIDA 1600 | CS 13908 | R150 000 |
| 7 | 2016 | TOYOTA ETIOS SEDAN | CS 7670 | R144 400 |
| 8 | 2016 | TOYOTA ETIOS SEDAN | CS 12069 | R144 400 |
| 9 | 2017 | VOLKSWAGEN POLO VIVO | CS 13295 | R166 000 |
| 10 | 2019 | NISSAN ALMERA | CS 8771 | R255 000 |
| 11 | 2020 | TOYOTA AVANZA 1,5SX | CS20235 | R248 732 |
| 12 | 2022 | NISSAN ALMERA 1,5 ACENTA | TBA | R257 139 |
| | | | | R1 940 671 |
| LDV'S LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | 1997 | TOYOTA VENTURE 1800 | CS 3262 | R21 200 |
| 2 | 1998 | CORSA 130i LAW | CS 4397 | R42 000 |
| 3 | 1999 | TOYOTA STALLION 2.4 | CS 5192 | R40 000 |
| 4 | 2003 | FORD BANTAM 1300i | CS 8446 | R35 000 |
| 5 | 2009 | FORD RANGER 2.2 petrol | CS 15640 | R120 000 |
| 6 | 2009 | FORD RANGER 2.2 petrol | CS 15642 | R120 000 |
| 7 | 2009 | FORD RANGER 2.2 petrol | CS 15643 | R120 000 |
| 8 | 2009 | FORD RANGER 2.2 petrol | CS 1483 | R100 000 |
| 9 | 2010 | FORD RANGER | CS 4836 | R95 000 |
| 10 | 2010 | TOYOTA HILUX 2.0 VVTi [WITH CANOPY/MET KAPPIE] | CS 4570 | R128 000 |
| 11 | 2010 | TOYOTA HILUX 2.0 VVTi [WITH CANOPY/MET KAPPIE] | CS 4580 | R128 000 |
| 12 | 2010 | TOYOTA HILUX 2.0 VVTi [WITH CANOPY/MET KAPPIE] | CS 4581 | R128 000 |
| 13 | 2010 | TOYOTA HILUX 2.0 VVTi [WITH CANOPY/MET KAPPIE] | CS 4591 | R128 000 |
| 14 | 2010 | TOYOTA HILUX 2.0 VVTi [WITH CANOPY/MET KAPPIE] | CS 4592 | R105 000 |
| 15 | 2010 | FORD BANTAM 1300i | CS 1209 | R75 000 |
| 16 | 2010 | OPEL CORSA 140i UTILITY | CS 4424 | R98 500 |
| 17 | 2011 | FORD BANTAM 1300i [WITH CANOPY/MET KAPPIE] | CS 8618 | R83 000 |
| 18 | 2011 | FORD BANTAM 1300i | CS 8620 | R83 000 |
| 19 | 2012 | FORD BANTAM 1300i [WITH CANOPY/MET KAPPIE] | CS 8922 | R86 000 |
| 20 | 2013 | NISSAN NP300 HARDBODY | CS 13736 | R165 000 |
| 21 | 2013 | NISSAN NP300 HARDBODY | CS 13753 | R165 000 |
| 22 | 2013 | NISSAN NP300 HARDBODY | CS 13759 | R165 000 |
| 23 | 2013 | NISSAN NP300 HARDBODY | CS 13761 | R119 000 |
| 24 | 2015 | NISSAN NP300 HARDBODY [WITH CANOPY/MET KAPPIE] | CS 13450 | R160 000 |
| 25 | 2017 | NISSAN NP200 [WITH CANOPY/MET KAPPIE] | CS 15752 | R135 000 |
| 26 | 2017 | NISSAN NP300 | CS 18497 | R180 000 |
| 27 | 2019 | TOYOTA HILUX [WITH CANOPY/MET KAPPIE] | CS 20150 | R336 000 |
| 28 | 2019 | TOYOTA HILUX [WITH CANOPY/MET KAPPIE] | CS 20149 | R336 000 |
| 29 | 2019 | TOYOTA HILUX [WITH CANOPY/MET KAPPIE] | CS 20148 | R336 000 |
| 30 | 2019 | NISSAN NP200 [WITH CANOPY/MET KAPPIE] | CS 9049 | R244 000 |
| 31 | 2020 | NISSAN NP200 | CS 20378 | R220 267 |
| STRUISBAAI | | | | |
| 32 | 2009 | FORD RANGER 2.2 Petrol | CS 15641 | R100 000 |
| | | | | R4 396 967 |

| ITEM | MODEL | DESCRIPTION | REGISTRATION NO | VALUE |
|--|-------|---|-----------------|-------------------|
| COMMERCIAL VEHICLES LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | | MERCEDES BENZ TRUCK/TROKKIE | CS 9538 | R40 000 |
| 2 | 1988 | ISUZU TRUCK/VRAGMOTOR | CS 16702 | R80 000 |
| 3 | 1993 | TOYOTA DYNA & HYSPLATFORM | CS 10797 | R300 000 |
| 4 | 1997 | NISSAN UD 55 SEWERAGE TRUCK/RIOOLTROK | CS 3180 | R120 000 |
| 5 | 1998 | NISSAN UD 80 TIPPER | CS 19281 | R130 000 |
| 6 | 2000 | NISSAN UD70 WATER TRUCK/WATERTROK | CS 2623 | R100 000 |
| 7 | 2000 | NISSAN CABSTAR 35 | CS 6134 | R80 000 |
| 8 | 2001 | NISSAN UD90 & CRANE/HYSKRAAN | CS 6959 | R400 000 |
| 9 | 2001 | NISSAN CABSTAR UD40 TIPPER | CS 6957 | R90 000 |
| 10 | 2001 | NISSAN UD80 & COMPACTOR/KOMPAKTEERDER | CS 7008 | R150 000 |
| 11 | 2002 | NISSAN UD60 SEWERAGE TRUCK/RIOOLTROK | CS 2352 | R140 000 |
| 12 | 2004 | TOYOTA DYNA 3.5T TIPPER | CS 9018 | R100 000 |
| 13 | 2004 | NISSAN UD40 TIPPER | CS 2336 | R100 000 |
| 14 | 2004 | NISSAN UD40 CHERRY PICKER | CS 10808 | R430 000 |
| 15 | 2009 | NISSAN UD40 CHERRY PICKER | CS 15050 | R430 000 |
| 16 | 2009 | NISSAN UD85A VACUUM TANKER | CS 1577 | R450 000 |
| 17 | 2010 | NISSAN UD85B TIPPER | CS 4687 | R350 000 |
| 18 | 2011 | NISSAN UD40 TIPPER | CS 5705 | R280 000 |
| 19 | 2011 | NISSAN UD40 TIPPER | CS 5811 | R280 000 |
| 20 | 2012 | NISSAN UD40 TIPPER | CS 10206 | R300 000 |
| 21 | 2012 | NISSAN UD40 TIPPER | CS 10208 | R200 000 |
| 22 | 2012 | NISSAN UD40L | CS 10671 | R360 000 |
| 23 | 2012 | NISSAN UD40L | CS 10674 | R360 000 |
| 24 | 2013 | NISSAN UD40A TIPPER chassis/cab | CS 14483 | R402 000 |
| 25 | 2013 | NISSAN UD40A TIPPER | CS 14815 | R438 000 |
| | | | | R6 110 000 |
| COMMERCIAL VEHICLES ABOVE LIMIT > R500,001 | | | | |
| BREDASDORP | | | | |
| 1 | 2017 | TATA REFUSE COMPACTOR | CS 18639 | R2 000 000 |
| 2 | 2015 | NISSAN UD SEWERAGE TRUCK | CS 17182 | R832 000 |
| 3 | 2020 | NISSAN CRONER | CS 5848 | R1 242 271 |
| 4 | 2021 | UD CRONER 12 CUBE REFUSE COMPACTOR | CS15457 | R1 741 378 |
| 5 | 2021 | FSR 800 WITH HB200 E2 CRANE AND DROPSIDES | TBA | R1 921 964 |
| 6 | 2022 | ISUZU NPR 400 CREW CAB CHERRY PICKER | TBA | R1 099 662 |
| | | | | R8 837 274 |
| TRAILERS LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | | TRAILER/SLEEPWA | CS 14325 | R8 000 |
| 2 | | TRAILER/SLEEPWA | CS 2513 | R5 000 |
| 3 | | WAGON/WATERKAR | CS 4662 | R5 000 |
| 4 | | TEERWA | CS 11513 | R20 000 |
| 5 | | WAGON/WATERKAR | CS 13711 | R5 000 |
| 6 | | BOMAG TRAILER/SLEEPWA | CS 3347 | R7 000 |
| 7 | | COMPRESSOR/KOMPRESSOR | CS 12136 | R30 000 |
| 8 | | TRAILER/SLEEPWA (RODS) | CS 16927 | R3 500 |
| 9 | | TRAILER/SLEEPWA (JET CLEANER) | CS 3877 | R30 000 |
| 10 | | NAGVUILWA | CS 18521 | R18 000 |
| 11 | | TRAILER/SLEEPWA - CABLE/KABEL | CS 3736 | R10 000 |
| 12 | | TRAILER/SLEEPWA | CS 11283 | R30 000 |
| 13 | | TRAILER/SLEEPWA | CS 11281 | R40 000 |

| ITEM | MODEL | DESCRIPTION | REGISTRATION NO | VALUE |
|---|-------|---|-------------------|-------------------|
| TRAILERS LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 14 | | LS120D CHIPPER OP SLEEPWA | CS 8690 | R190 000 |
| 15 | | BAALMASJEN | | R120 000 |
| 16 | 2007 | BOMAG TRAILER/SLEEPWA | CS 13164 | R15 000 |
| 17 | 2019 | CHIPPER 12 XP | CS 17948 | R600 000 |
| 18 | 2009 | FLEXIAN JET CLEANER (TRAILER/SLEEPWA) | CS 11975 | R165 000 |
| 19 | 2012 | GENERATOR ON TRAILER/GENARATOR OP SLEEPWA | CS 10487 | R169 000 |
| 20 | 2012 | GENERATOR ON TRAILER / GENERATOR OP SLEEPWA | CS 10479 | R138 000 |
| 21 | 2012 | GENERATOR ON TRAILER/GENARATOR OP SLEEPWA | CS 10495 | R160 000 |
| 22 | 2012 | FBE FLATDECK TRAILER (WATERKAR) | CS 10119 | R14 400 |
| 23 | 2012 | PRICLO FLATDECK TRAILER (WATERKAR) | CS 11369 | R35 000 |
| 24 | 2014 | MBC ENKEL AS SLEEPWA | CS 1721/ CS 13309 | R17 000 |
| 25 | 2014 | MBC ENKEL AS SLEEPWA (LISTER ENGINE) | CS 7900 | R20 000 |
| 26 | 2015 | TURNER MORRIS TRAILER/SLEEPWA | CS 14765 | R52 000 |
| 27 | 2015 | VENTER TRAILER/SLEEPWA | CS 2308 | R13 000 |
| 28 | 2015 | FLEXIAN JET CLEANER (TRAILER/SLEEPWA) | CS 13554 | R209 000 |
| 29 | 2016 | SAFETY KIOSK TRAILER/SLEEPWA (TRAFFIC/VERKEER) BOX BODY | CS 8160 | R52 000 |
| 30 | 2017 | SAFETY KIOSK TRAILER/SLEEPWA (TRAFFIC/VERKEER) BOX BODY | CS 5469 | R60 000 |
| 31 | 2019 | BOMAG | | R210 000 |
| 32 | 2019 | TRAILER / SLEEPWA | CS 19914 | R23 000 |
| 33 | 2019 | TRAILER / SLEEPWA | CS 19913 | R23 000 |
| 34 | 2019 | TRAILER / SLEEPWA | CS 19912 | R23 000 |
| 35 | 2019 | TRAILER / SLEEPWA | CS 19910 | R23 000 |
| 36 | 2019 | TRAILER / SLEEPWA | CS 19909 | R23 000 |
| 37 | 2020 | TOW BEHIND DIESEL BOWSER TRAILER | CS 9895 | R80 000 |
| NAPIER | | | | |
| 38 | | TRAILER/SLEEPWA | CS 1790 | R10 000 |
| STRUISBAAI | | | | |
| 39 | | TRAILER/SLEEPWA | CS 5434 | R29 000 |
| 40 | | TRAILER / SLEEPWA <i>HONDEDIP</i> | CS 5438 | R15 000 |
| 41 | | CABLE CAR / KABELKAR | CS 5415 | R10 000 |
| 42 | | GENERATOR | CS 15876 | R30 000 |
| 43 | | GENERATOR V6 DEUTZ (SUIDERSTRAND) | | R50 000 |
| | | | | R2 789 900 |
| TRAILERS LIMIT ABOVE > R500,001 | | | | |
| | | | | R0 |
| TRACTORS LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | 2003 | MASSEY FURGUSON MF290 | CS 8583 | R115 000 |
| NAPIER | | | | |
| 2 | 1998 | FIAT 70/56 | CS 17548 | R85 000 |
| 3 | 1997 | MASSEY FERGUSON 375 Diesel | CS 2455 | R95 000 |
| STRUISBAAI | | | | |
| 4 | 1995 | JOHN DEERE 2400 | CS 1296 | R80 000 |
| | | | | R375 000 |
| MOTORCYCLES LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | 2010 | SUZUKI LTF160 QUADRUCYCLE | | R32 500 |
| | | | | R32 500 |

| SPECIAL TYPE VEHICLES LIMIT TO < R500,000 | | | | |
|--|------|----------------------------------|----------|-------------------|
| BREDASDORP | | | | |
| 1 | 1998 | BOMAG ROLLER | CS 3522 | R80 000 |
| 2 | 1996 | ISUZU SEWERAGE TRUCK / RIOOLTROK | CS 1442 | R180 000 |
| 3 | 1998 | CASE LAAIGRAAF/DIGGER | CS 4302 | R140 000 |
| 4 | 2000 | CAT 924F | CS 6105 | R250 000 |
| 5 | 2009 | CASE SUPER R DIGGER LOADER | CS 10716 | R500 000 |
| 6 | 2009 | CASE SUPER R DIGGER LOADER | CS 10778 | R450 000 |
| 7 | 2015 | BOMAG ROLLER | | R200 000 |
| 8 | 2016 | HYDROLIC TOW BEHIND ROAD SWEEPER | CS 17817 | R250 000 |
| STRUISBAAI | | | | |
| 9 | | HITACHI DIGGER LOADER | CS 4524 | R140 000 |
| | | | | R2 190 000 |
| CONCRETE MIXERS LIMIT TO < R500,000 | | | | |
| BREDASDORP | | | | |
| 1 | 1987 | CONCRETE MIXER / BETONMENDER | | R15 000 |
| 2 | 1996 | CONCRETE MIXER / BETONMENDER | | R15 000 |
| 3 | 2005 | CONCRETE MIXER / BETONMENDER | | R35 000 |
| | | | | R65 000 |

MUNCIPAL OWN ACCESS STRUCTURE

Refer 4.7.8.3

| MOTOR FLEET | |
|--|--|
| Private type Vehicles, LDV`s (windcreens) | 25% minimum R500 of each and every gross claim |
| Special Types, Fire Engines & Commercial Trucks (windcreens) | 25% of each and every gross claim min R 3 500 |
| Private type Vehicles, LDV`s | 5% of each and every gross claim min R 5,000 |
| Commercial trucks | 10% of each and every gross claim min R 10 000 |
| Special types & fire engines | 20% of claim minimum R 15 000 |
| Tractors, Trailers, Lawnmowers and Implements | 5% of each and every gross claim min R2500 |
| Loss of keys | R 750 each and every claim |
| Motorcycles | 5% of each and every gross claim min R2500 |
| Theft/Hi-Jack | 20% of value |

RESPONSIBILITY OF MANAGEMENT / BESTUURSAANSPREEKLIKHEID**INSURER/VERSEKERAAR:****POLICY NUMBER/POLISNOMMER:**

INSURED / VERSEKERDES: Local government, Officials, Councilors and committee members, employees and voluntary employees / Plaaslike Owerheid, Verkose of Benoemde beamptes, Raads- en Komiteelede, Werkenemers en Vrywillige werknemers

LIMIT OF INDEMNITY / SKADELOOSSTELLINGSPERK: R2 500 000**SPECIAL REMARKS / SPESIALE OPMERKINGS**

1. Criminal fines, punishments and premeditated deeds excluded / Krimenele boetes, strawwe en opsetlike dade uitgesluit.
2. Pollution excluded / Besoedeling uitgesluit.
3. Health services excluded / Gesonheidsorg dienste uitgesluit.
4. Investments excluded / Wisseling van beleggings uitgesluit.
5. Historical claims before this policy become in existence excluded / Eise voor uitreiking van die polis uitgesluit.

| CLASS | INSURERS | TYPE OF POLICY WORDING |
|----------------------------|----------|------------------------|
| 1. BUILDING COMBINED | | |
| 2. HOUSEOWNERS | | |
| 3. BUSINESS ALL RISKS | | |
| 4. THEFT | | |
| 5. GLASS | | |
| 6. MONEY | | |
| 7. FIDELITY GUARANTEE | | |
| 8. GOODS IN TRANSIT | | |
| 9. STATED BENEFITS | | |
| 10. PERSONAL ACCIDENT | | |
| 11. ELECTRONIC EQUIPMENT | | |
| 12. HIV/AIDS | | |
| 13. MOTOR FLEET | | |
| 14. PUBLIC LIABILITY | | |
| 15. EMPLOYERS LIABILITY | | |
| 16. DIRECTORS AND OFFICERS | | |
| 17. SASRIA NON-MOTOR | | |
| 18. SASRIA MOTOR | | |

SCHEDULE OF PRICES

CAPE AGULHAS MUNICIPALITY

| CLASS | NETT | PLUS | GROSS | BROKERAGE (INCLUDED IN PREMIUM INCLUSIVE OF VAT) | REMARKS |
|--------------------------|---------|------|---------|---|---------|
| | PREMIUM | VAT | PREMIUM | | |
| 1. BUILDING COMBINED | | | | | |
| 2. HOUSEOWNERS | | | | | |
| 3. BUSINESS ALL RISKS | | | | | |
| 4. THEFT | | | | | |
| 5. GLASS | | | | | |
| 6. MONEY | | | | | |
| 7. FIDELITY GUARANTEE | | | | | |
| 8. GOODS IN TRANSIT | | | | | |
| 9. STATED BENEFITS | | | | | |
| 10. PERSONAL ACCIDENT | | | | | |
| 11. ELECTRONIC EQUIPMENT | | | | | |
| 12. HIV/AIDS | | | | | |
| 13. MOTOR FLEET | | | | | |
| 14. PUBLIC LIABILITY | | | | | |
| 15. EMPLOYERS LIABILITY | | | | | |
| 16. DIRECTORS AND | | | | | |
| 17.SASRIA NON-MOTOR | | | | | |
| 18. SASRIA MOTOR | | | | | |
| GRAND TOTAL | | | | | |

PRICE SCHEDULE

PLEASE NOTE

- All bids must be submitted in handwriting and in non-erasable (black or blue) ink on the official forms supplied by the municipality
- Under no circumstances, whatsoever may the bid forms be retyped or redrafted
- The prices cast must include all installation costs, labour, transport, etc, all related costs of bringing the service to council, without any hidden costs.
- Bidders MUST cast their prices/ rates for each item. Failure to cast prices/ rates for each item shall result in automatic disqualification.
- The rate shall remain fixed for the duration of the financial year. No other price adjustments, other than the prices and percentage increases disclosed in the tender pricing schedule, shall be allowed.
- The Bidder MUST indicate whether he/she/the entity is a registered VAT Vendor or not.
- In the case of the Bidder not being a registered VAT Vendor, both columns (sub-total/total excluding AND including VAT) must reflect the same amount.

| Are you/is the firm a registered VAT Vendor | INDICATE WITH AN „X“ | | | | | | | |
|---|----------------------|--|--|--|----|--|--|--|
| | YES | | | | NO | | | |
| If “YES”, please provide VAT number | | | | | | | | |

I / We _____

(Full name of Bidder) the undersigned in my capacity as _____

Of the firm _____

Hereby offer to Cape Agulhas Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Cape Agulhas Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

PRICING:

- 1.1. Tender prices must be in ZAR Currency (Rand);
- 1.2. Tender rates must be submitted exclusive of VAT, but the final bid price submitted must include VAT;
- 1.3. The tenderer must provide maximum amounts payable per line item, in respect of Excess Payments for each asset, as per applicable column in the detailed pricing schedules. In these instances where maximum amounts will not be tendered on any specific asset, this should be stated clearly as such next to the particular line item, and the applicable rate must then be stated for these exceptions;
- 1.4. All Brokers fees and any other administrative fees that will be payable, must be indicated as separate items in the Gross insurance premium tendered;
- 1.5. Where extensions are granted free of charge, please state “free” in the premium column;
- 1.6. Where a line of cover or an extension is not tendered for, please state “No Tender” in the premium column;
- 1.7. The liability for payment of Assessor Fees must be for the account of the tenderer in all instances, inclusive of alternative tenders.
- 1.8. **The premium tendered must remain firm for the initial period of 12 months, thereafter the annual escalation in the Rand value of the premium for year 2 and 3 must not exceed the reasonably anticipated industry-related CPI as at 30 April of each year;**
- 1.9. The annual renewal premium for the outer two years will be based on the escalated premiums quoted as per paragraph 1.8, subject to any additions and / or reductions required as per the updated information supplied by the Municipality.
- 1.10. The tenderer may submit tenders with Fixed Premiums for the full duration of approximately 3 (three) years of the tender as per detailed schedules that are provided as part of the tender documents.
- 1.11. The Broker Fee and Underwriting Premium as detailed in the Pricing Schedule are payable annually by the Municipality and will be paid by 1 July of each year in respect of the fee for each respective period being insured.
- 1.12. Following please find a summary schedule to be completed in respect of the quoted premium(s) as contained in the detailed schedules attached hereto, to be used as a basis for the duration of the proposed contract period up to 30 June 2025

Please take note that bidders that do not complete the mentioned pricing schedule, will be considered as submitting a non-responsive bid.

PART A: GENERAL INSURANCE

PRICING SCHEDULE (% Escalation)

| | Class of Insurance | Cover Needed | PREMIUM | SASRIA | TOTAL MONTHLY PREMIUM | 01/07/2022 – 30/06/2023 (12 Months) | MAXIMUM ACCESS AMOUNT | 01/07/2023 – 30/06/2024 (12 Months) | 01/07/2024 – 30/06/2025 (12 Months) |
|----------|---|---------------------|---------|--------|-----------------------|-------------------------------------|-----------------------|-------------------------------------|-------------------------------------|
| | Comprehensive Insurance Premium | | | | | | | Escalation % | Escalation % |
| | COMBINES SECTION | R452 806 920 | | | | | | | |
| | Buildings | R230 714 211 | R | R | R | R | R | | |
| | Content | R53 392 167 | R | R | R | R | R | | |
| | Substations | R65 513 600 | R | R | R | R | R | | |
| | Water Works, Pumpstations | R12 477 320 | R | R | R | R | R | | |
| | Sewerage Works | R30 243 400 | R | R | R | R | R | | |
| | Reservoirs | R 30 498 280 | R | R | R | R | R | | |
| | Property specific insured | R 16 005 651 | R | R | R | R | R | | |
| | Homeowners / Residences | R13 962 291 | R | R | R | R | R | | |
| | COMPUTER RELATED EQUIPMENT | | | | | | | | |
| | (Business All risk included) | R 18 908 654 | | | | | | | |
| | Computer related equipment | R2 815 562 | R | R | R | R | R | | |
| | Electronics | R 16 093 092 | R | R | R | R | R | | |
| | MACHINERY BREAKDOWN | | | | | | | | |
| | Boreholes & Related equipment | R2 648 450 | R | R | R | R | R | | |
| | Machinery and Equipment | R2 133 250 | R | R | R | R | R | | |
| | Sub – Total Comprehensive Insurance | | R | R | R | R | R | % | |
| | SASRIA | | R | R | R | R | R | % | |
| | Broker's Fee | | R | R | R | R | R | % | |
| Section1 | Sub-Total for Year 1 (Excluding Vat) | | R | R | R | R | | | |
| | VAT | | R | R | R | R | | | |
| | Total for Year 1 (Including VAT) | | R | R | R | R | | | |

PART A: GENERAL INSURANCE

PRICING SCHEDULE (% Escalation)

| | Class of Insurance | Cover Needed | PREMIUM | SASRIA | TOTAL MONTHLY PREMIUM | 01/07/2022 – 30/06/2023 (12 Months) | MAXIMUM ACCESS AMOUNT | 01/07/2023 – 30/06/2024 (12 Months) | 01/07/2024 – 30/06/2025 (12 Months) |
|----------|---|--------------------|---------|--------|-----------------------|-------------------------------------|-----------------------|-------------------------------------|-------------------------------------|
| | Comprehensive Insurance Premium | | | | | | | Escalation % | Escalation % |
| | Office Content | R907 500 | | | | | | | |
| | Theft | R315 000 | | | | | | | |
| | Glass | R350 000 | | | | | | | |
| | Money | R428 000 | | | | | | | |
| | Fidelity Guarantee | R355 000 | | | | | | | |
| | Goods in Transit | R210 000 | | | | | | | |
| | Group Personal Accident | see attached sheet | | | | | | | |
| | Stated Benefits | see attached sheet | | | | | | | |
| | Public Liability | see attached sheet | | | | | | | |
| | Employer's Liability | R2 100 000 | | | | | | | |
| | Motor fleet liability | see attached sheet | | | | | | | |
| | Municipal Police liability | see attached sheet | | | | | | | |
| | Excess layer liability | see attached sheet | | | | | | | |
| | | | | | | | | | |
| | Limit of indemnity | see attached sheet | | | | | | | |
| | Sub – Total Comprehensive Insurance | | R | R | R | R | R | % | |
| | SASRIA | | R | R | R | R | R | % | |
| | Broker's Fee | | R | R | R | R | R | % | |
| Section2 | Sub-Total for Year 1 (Excluding Vat) | | R | R | R | R | | | |
| | VAT | | R | R | R | R | | | |
| | Total for Year 1 (Including VAT) | | R | R | R | R | | | |

| PART B: MOTOR FLEET- | | | | | | | | |
|---|--------------|---------|--------|-----------------------|-------------------------------------|----------------------|-------------------------------------|-------------------------------------|
| PRICING SCHEDULE (% Escalation) – Prescribe excess structure (Note 5.3) | | | | | | | | |
| Class of Insurance | Cover Needed | PREMIUM | SASRIA | TOTAL MONTHLY PREMIUM | 01/07/2022 – 30/06/2023 (12 Months) | MAIXUM ACCESS AMOUNT | 01/07/2023 – 30/06/2024 (12 Months) | 01/07/2024 – 30/06/2025 (12 Months) |
| Comprehensive Insurance Premium | | | | | | | Escalation % | Escalation % |
| VEHICLE FLEET R 26 737 112 | | | | | | | | |
| Vehicles - LDV | R4 396 767 | R | R | R | R | R | | |
| Motor/Council vehicles | R1 940 671 | R | R | R | R | R | | |
| Motor bikes | R32 500 | R | R | R | R | R | | |
| Trailers | R2 789 900 | R | R | R | R | R | | |
| Special vehicles | R2 190 000 | R | R | R | R | R | | |
| Commercial vehicles | R14 947 274 | R | R | R | R | R | | |
| Tractors | R375 000 | R | R | R | R | R | | |
| Concrete Mixers | R65 000 | R | | R | R | R | | |
| Sub – Total Comprehensive Insurance | | R | | R | R | R | % | % |
| SASRIA | | R | | R | R | R | % | % |
| Broker's Fee | | R | | R | R | R | % | % |
| Sub-Total for Year 1 (Excluding Vat) | | R | | R | R | R | | |
| VAT | | R | | R | R | R | | |
| Total for Year 1 (Including VAT) | | R | | R | R | R | | |

| PART B: MOTOR FLEET- | | | | | | | | |
|---|---------------------|---------|--------|-----------------------|-------------------------------------|----------------------|-------------------------------------|-------------------------------------|
| PRICING SCHEDULE (% Escalation) – (Own excess structure provided) | | | | | | | | |
| Class of Insurance | Cover Needed | PREMIUM | SASRIA | TOTAL MONTHLY PREMIUM | 01/07/2022 – 30/06/2023 (12 Months) | MAIXUM ACCESS AMOUNT | 01/07/2023 – 30/06/2024 (12 Months) | 01/07/2024 – 30/06/2025 (12 Months) |
| Comprehensive Insurance Premium | | | | | | | Escalation % | Escalation % |
| VEHICLE FLEET | R 26 737 112 | | | | | | | |
| Vehicles - LDV | R4 396 767 | R | R | R | R | R | | |
| Motor/Council vehicles | R1 940 671 | R | R | R | R | R | | |
| Motor bikes | R32 500 | R | R | R | R | R | | |
| Trailers | R2 789 900 | R | R | R | R | R | | |
| Special vehicles | R2 190 000 | R | R | R | R | R | | |
| Commercial vehicles | R14 947 274 | R | R | R | R | R | | |
| Tractors | R375 000 | R | R | R | R | R | | |
| Concrete Mixers | R65 000 | R | | R | R | R | | |
| Sub – Total Comprehensive Insurance | | R | | R | R | R | % | % |
| SASRIA | | R | | R | R | R | % | % |
| Broker's Fee | | R | | R | R | R | % | % |
| Sub-Total for Year 1 (Excluding Vat) | | R | | R | R | R | | |
| VAT | | R | | R | R | R | | |
| Total for Year 1 (Including VAT) | | R | | R | R | R | | |

PRICING SUMMARY OVER TO COVER PAGE

| Class of Insurance | Cover Needed | PREMIUM | SASRIA | TOTAL MONTHLY PREMIUM | 01/07/2022 – 30/06/2023 (12 Months) | MAIXUM ACCESS AMOUNT | 01/07/2023 – 30/06/2024 (12 Months) | 01/07/2024 – 30/06/2025 (12 Months) |
|--|--------------|---------|--------|-----------------------|-------------------------------------|----------------------|-------------------------------------|-------------------------------------|
| | | | | | CARRIED OVER TO COVER PAGE | | Escalation % | Escalation % |
| General Insurance (Section 1 + Section 2) [YEAR1] | R | R | R | R | R | R | | |
| Motor Fleet / Vehicle (Prescribe structure) [YEAR 1] | R | R | R | R | R | R | | |
| Motor Fleet / Vehicle (Own structure) [YEAR 1] | R | R | R | R | R | R | | |

TAX COMPLIANCE STATUS

It is a condition of bid that the taxes of the successful bidder must be in order, or that Satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to request their Tax Compliance Status which will include a unique PIN which you can provide to any third party (**if requested**) to enable them to verify your tax compliance status online via eFiling.
- 2 Request a TCC via eFiling which will give you the option to print the TCC Or request a TCC at a SARS branch where a SARS agent will be able to print or email the TCC to you.
- 3 The Tax Compliance Status Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 4 A **Tax Compliance Status** is a holistic view of your tax compliance level across all your registered tax types.
- 5 If your tax compliance status is compliant, the SARS agent will be able to print or email you your TCC to the registered email address which SARS has on record for you.
- 6 **Please note:** If your tax compliance status reflects that you are non-compliant, you will not receive a TCC until you have rectified your compliance.
- 7 The **Tax Compliance status pin must** be submitted together with the bid. **Failure to submit** a Tax Compliance status pin **will result in the invalidation of the tender.**
- 8 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate **Tax Compliance Pin**.
- 9 **Please note that not all government institutions and private organisations will be able to utilise the Tax Compliance Status PIN at this stage and in such instances, you must supply a printed TCC. It is envisaged that the PIN will, in time, replace the paper TCC.**

TAX COMPLIANCE STATUS PIN

In terms of the Municipal Preferential Procurement Policy, tenderers must ensure that they are up-to-date with payments of taxes.

The tenderer **must** attach to this page a **Tax Compliance status pin**, as issued by the South African Revenue Service.

Failure to submit a Tax Compliance status pin will result in the invalidation of the tender.

Signed

Date

Name

Position

Tenderer

SCHEDULE 1A: AUTHORITY OF SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

| | | | | |
|--------------|------------------|--------------------|----------------------|------------------------|
| A Company | B Partnership | C Joint Venture | D Sole Proprietor | E Close Corporation |
| | | | | |

A. Certificate for company

I,....., chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on20..., Mr/Mrs.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....
 . Chairman
 2.....
 Date

B. Certificate of partnership

We, the undersigned, being the key partners in the business trading as hereby authorise Mr/Mrs....., acting in the capacity of.....to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |

NOTE: This certificate is to be completed and signed by all of the key partners upon who rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs....., authorised signatory of the company

acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

| NAME OF FIRM | ADDRESS | AUTHORISING SIGNATURE, NAME & CAPACITY |
|--------------|---------|--|
| Lead partner | | |
| | | |
| | | |
| | | |

D. Certificate for sole proprietor

I,, hereby confirm that I am the sole owner of the business trading as.....

As Witness:

1.....

Signature: Sole owner

2.....

Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as.....hereby authorise Mr/Mrs.....

Acting in the capacity of....., to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
| | | | |
| | | | |
| | | | |
| | | | |

NOTE: This certificate is to be complete and signed by all the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

SCHEDULE 1B: COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars **must** be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

| | |
|--|------|
| Section 1: Enterprise details | |
| Name of enterprise | |
| Contact Person | |
| Email | |
| Telephone | |
| Cellphone | |
| Fax | |
| Physical Address | |
| Postal Address | |
| Central supplier database registration number | MAAA |

| | |
|---|--|
| Section 2: Particulars of companies and close corporations | |
| Company / Close Corporation registration number: | |

| | |
|---|--|
| Section 3: SARS information: | |
| Tax reference number: | |
| VAT registration number, if any: | |

| | |
|---|--|
| Section 4: FIA /FSB registration number: | |
|---|--|

Section 5: Particulars of principles
Principle: means a natural person who is a partner in partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act. No. 71 of 2008) a member of a close corporation registered in terms of the Close Corporation Act, 1984 (Act No.69 of 1984)

| Full name of principal | Identity number* | Personal income tax number* |
|------------------------|------------------|-----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

* Please complete and attach copies of Identity documents.

| |
|---|
| Section 6: Banking Details of companies and close corporations |
| Bank name and branch: |
| Bank account number: |
| Name of account holder: |

Signed Date

Name Position

Tenderer

SCHEDULE 1C: DOCUMENTS OF INCORPORATION (CK2)

The Tenderer **must** attach to this page a copy of the certificate of incorporation of his/her company, close corporation or partnership. In the case of a joint venture between two or more firms, the tenderer shall attach a copy of the document of incorporation of the joint venture.

Signed Date

Name Position

Tenderer.....

SCHEDULE 1D: PAYMENT OF MUNICIPAL ACCOUNTS

In terms of the Municipal Supply Chain Management Policy and System and its Preferential Procurement Policy, tenderers **must** ensure that they are up-to date with their payments of municipal accounts.

The tenderer **must attach to this page**, a Latest Municipal account, which provides proof that his payment of Municipal accounts is up-to-date and complete the certificate for municipal services on the next page. In the event of leasing, a lease agreement **Must** be attached to the tender document.

Signed Date

Name Position

Tenderer

CERTIFICATE FOR MUNICIPAL SERVICES (COMPULSORY TO COMPLETE)

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Cape Agulhas Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

| PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER | MUNICIPAL ACCOUNT NUMBER |
|---|--------------------------|
| | |
| | |

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder Partners, ect.:

| Director /Shareholder / partner | Physical address of the Business | Municipal Account number(s) | Physical residential address of the Director / shareholder / partner | Municipal Account number(s) |
|---------------------------------|----------------------------------|-----------------------------|--|-----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

NB: Please attach certified copy(ies) of ID document(s)
 If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

| | | |
|------------------|-----------------|-------------|
| | | |
| Signature | Position | Date |

| | |
|--|---|
| <p style="text-align: center;">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> | <p style="text-align: center;">Apply official stamp of authority on this page:</p> |
|--|---|

SCHEDULE 1E: BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES

A bidder who qualifies as an EME in terms of the B-BBEE Act **must** submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.

A Bidder other than EME or QSE **must submit their original and valid B-BBEE status level verification certificate or a certified copy** thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

| MINIMUM REQUIREMENTS FOR VALID B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES (The following information must be on the face of the certificate) | Indicate with (x) | |
|---|-------------------|----|
| | yes | no |
| The name and the physical location of the measured entity | | |
| The registration number and, where applicable, the VAT number of the measured entity | | |
| The date of issue and date of expiry | | |
| The certificate number for identification and reference | | |
| The scorecard that was used (for example EME, QSE or Generic) | | |
| The name and / or logo of the verification Agency | | |
| The SANAS logo | | |
| The certificate must be signed by the authorized person from the Verification Agency | | |
| The B-BBEE Status level of Contribution obtained by the measured entity. | | |

Failure on the part of a bidder to claim, fill in and/or to sign CAMBD 6.1 and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

Signed Date

Name Position

Tenderer

FOR INFORMATION PURPOSES ONLY

PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.

1 EMEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

- 1.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership
or
- 1.2. **A VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);
or
- 1.3. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:
 - 1.3.1. A registered Auditor approved by the Independent Regulatory Board for Auditors (IRBA); **or**
 - 1.3.2. A verification Agency accredited by the South African National Accreditation System (SANAS).

2. QSEs

ONLY THE FOLLOWING WILL BE ACCEPTED:

- 2.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership
or
- 2.2. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by:
 - 2.2.1. A registered Auditor approved by IRBA; **or**
 - 2.2.2. A verification Agency accredited by SANAS.

2. BIDDERS OTHER THAN EMEs & QSE's

- 3.1. The bidder **MUST** submit either a **VALID ORIGINAL B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by:
 - 3.1.1. A Registered Auditor approved by IRBA; **or**
 - 3.1.2. A Verification Agency accredited by SANAS.

WHEN CONFIRMING THE VALIDITY OF CERTIFICATES ISSUED BY AN AUDITOR REGISTERED WITH IRBA, THE FOLLOWING SHOULD BE DETAILED ON THE FACE OF THE CERTIFICATE:

- 4.1. The Auditor's letterhead with FULL contact details;
- 4.2. The Auditor's practice number;
- 4.3. The name and physical location of the measured entity;
- 4.4. The registration number and, where applicable, the VAT number of the measured entity;
- 4.5. The date of issue and date of expiry;
- 4.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
- 4.7. The total black shareholding and total black female shareholding.

SCHEDULE 1F: SCHEDULE OF WORK SATISFACTORILY CARRIED OUT BY THE TENDERER

CURRENT / PREVIOUS EXPERIENCE

Indication of Competence / Ability to Perform Successfully

List of recent or previous work of a similar nature undertaken by the firm MUST be completed

| Employer (Name, Tel, Fax, Email) | | Nature of work | Value of work (Incl. VAT) | Date started | Date completed |
|----------------------------------|----------------|----------------|---------------------------|--------------|----------------|
| 1. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Email | | | | |
| 2. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Email | | | | |
| 3. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Email | | | | |
| 4. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Email | | | | |

**Only projects that have been completed will be used for evaluation purposes and not current or on-going projects.*

The Cape Agulhas Municipality will verify all information submitted in terms of this bid and any information that is incorrect will result in that bid being automatically disqualified and not considered further. Therefore it is stressed that the contact firm or person of the bidder must be willing to confirm the information in writing on the request by the Municipality.

The Bidder hereby confirms that the information given above is true and correct:

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

SCHEDULE 1G: SCHEDULE OF SOCIAL RESPONSIBILITY PROJECTS

1. As part of the tender conditions bidders **MUST** participate in the social responsibility (community investment) initiative of the Municipality. It is therefore compulsory for Bidders to participate in at least one or more of the projects in paragraph 3 below.
2. The Tenderer's proposed implementation of social responsible projects must be provided in order to determine whether the Municipality's procurement is socially responsible.
3. Tenders can propose the following socio-economic project practices for consideration or identify additional projects:
 - 3.1. On the job training and development of staff (learnerships), particularly for the unemployed or young people including the recruitment of long-term job seekers and handicapped people;
 - 3.2. Young women / mothers upliftment / leadership programme;
 - 3.3. Skills development initiatives (technical and soft skills) must be provided by accredited and recognized institutions;
 - 3.4. Financial support / bursaries to previously disadvantaged youth;
 - 3.5. Youth leadership and empowerment projects;
 - 3.6. Early childhood development;
 - 3.7. Projects can be in collaboration with Local Community Based Organisations (CBOs), Non-Government Organisation (NGOs) and relevant local institutions;
 - 3.8. Business skills and enterprise support including mentoring of local enterprises; and
 - 3.9. Development of Parks and open spaces.

We hereby certify that it is our intention to implement the following social responsibility project(s) within the Cape Agulhas Municipal area during the duration of this contract:

| # | Description of Project | Designated Group and Community to be benefitting | Proposed Schedule of Implementation | Estimated monetary value of project (Including VAT) |
|----|------------------------|--|-------------------------------------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Signed.....

Date.....

Name.....

Position.....

Tenderer.....

SCHEDULE 1 H: PROOF OF REGISTRATION WITH THE FINANCIAL SERVICES BOARD (FSB) AND FINANCIAL INTERMEDIARIES' ASSOCIATION OF SOUTH AFRICA (FIA) OR ANY OTHER REPUTABLE ASSOCIATION RECOGNIZED BY THE FSB

The Tenderer must attach to this page a copy of their Certificate of Registration with the Financial Services Board (FSB) and Financial Intermediaries Association of South Africa (FIA), or any other reputable association recognized by the FSB.

FAILURE TO SUBMIT PROOF OF THE REGISTRATION WILL RESULT IN THE INVALIDATION OF THE TENDER.

Signed Date

Name Position.....

Tenderer

SPECIAL CONDITIONS & EVALUATING CRITERIA

The following general conditions will apply to the tender:

1. **All bids must be submitted in handwriting and in non-erasable (black or blue) ink on the official forms supplied by the municipality.**
2. Under no circumstances, whatsoever may the bid forms be retyped or redrafted.
3. Subject to the provisions of clause 5 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.
4. **The use of correction fluid / tape is prohibited.**
5. Notwithstanding the provisions of clause 3 of this document, alterations and/or corrections may only be affected as follows:
 - 5.1 By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected) and initialing in the margin next to each and every alteration or correction.
 - 5.2 All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 5.1 above, will be rejected.
6. Bids submitted must be complete in all respects.
 - 6.1 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
 - 6.2 The bidder must ensure that his/her bid document is securely bound.
 - 6.2.1 All supporting documents must be submitted by either stapling it to the relevant form in the bid document, or by submitting a bound annexure containing all supporting documents.
 - 6.2.2 The Municipality will not take any responsibility for missing / lost pages, in cases where the bidder submits loose pages (not securely attached to the bid document or annexure with supporting documents).
7. All schedules as well as the following documents **must** be completed and submitted with the bid documents, failure to complete and submit the following will invalidate your bid:
 - (a) **CAMBD 1** - Invitation to Bid
 - (b) **CAMBD 4** - Declaration of Interest
 - (c) **CAMBD 6.1** - Preference Points Form in Terms of The Preferential Procurement Regulations 2017
 - (d) **CAMBD 8** - Declaration of Bidder's Past Supply Chain Management Practices
 - (e) **CAMBD 9** - Certificate of Independent Bid Determination
 - (f) **Form of Offer and Acceptance**
8. We 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.
9. A firm completion period/date must be indicated from the official order date. '
10. No bid will be accepted from persons in the service of the state.
11. Sealed tenders marked "Tender Nr: **SCM4/2022/23 SHORT-TERM INSURANCE BROKER FOR THE PERIOD 01 JULY 2022 TO 30 JUNE 2025**", must be placed in the tender box at the Municipal Offices, 1 Dirkie Uys Street, Bredasdorp or posted to reach the Municipal Manager, Cape Agulhas Municipality, PO Box 51, Bredasdorp, 7280 not later than 12:00 on **Friday 20 May 2022**, after which it will be opened in the public.
12. Any bid received without the "Bid Number and / or Title" clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered.

13. Tenders will be evaluated independently in two parts and can be awarded as such:

13.1. (a) General insurance

13.2. (b) Motor fleet / Transport assets

14. The municipality reserve the right to award the tender in whole to the successful bidder depending on the outcome of the individual results in 13 above or multiple bidders (a) and (b) separately

15. With respect to the municipal fleet insurance premium the municipality requires the bidder to provide pricing based on the municipal risk tolerance profile as well as the pricing of the bidder's own pricing profile / cost structure.
Please refer to Part B Motor fleet / Transport assets for details

16. Council reserves the right not to accept any tender. No faxes or e-mails will be accepted and only the supplied municipal tender form may be used.

17. A Tax Compliance status pin as issued by the South African Revenue Service, **must** be submitted with the tender, otherwise the tender will be disqualified.

18. The 80/20 scoring system, as stated in the Cape Agulhas Municipal Supply Chain Management Policy, will be used when considering tenders. The two-stage bidding process will be followed in evaluating this quotation. Firstly, it will be evaluated for functionality and thereafter for price and preference.

19. PAYMENT OF MUNICIPAL ACCOUNTS (SHEDULE 1 D)

The tenderer **must attach**, a Latest Municipal account, which provides proof that his payment of Municipal accounts is up-to-date and complete the **certificate for municipal services** and must be verified by the Municipality where account is held. In the event of leasing, a lease agreement **must** be attached to the tender document.

20. Please note that any suspicious collusive bidding behaviour and restrictive practices by bidders will be reported to the Competition Commission for investigation and possible imposition of administrative penalties.

21. The tender must be valid up to 90 days after the closing date.

22. Any bid received after the appointed time for the closing of bids shall not be considered but **shall be filled unopened** with other bids received, which bid(s) can be returned to the bidder at his request and cost.

23. PRICING

23.1. Rates and prices offered by the bidder must be written into the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorized signatory.

23.2. All prices shall be quoted in South African currency, and be **INCLUSIVE OF Value Added Tax (VAT)**

23.3. Bid prices must include all expenses, disbursements, and costs (e.g., transport, accommodation etc..) which may be required for the execution of the bidder's obligations in terms of the contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.

23.4. All bid prices will be final and binding.

23.5. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply.

23.6. Where the value of an intended contract will exceed R1 ,000 ,000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Services (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.

- 23.7. If a bidder becomes a registered VAT vendor during the contract period, the prices/rates as per the initial award will be considered to be inclusive of VAT and no price adjustment (s) will be allowed.
- 23.8. The annual price increase is equal to **CPI (related to the area)** per annum
- 23.9. Price escalation (rise and fall in terms of CPAF indices) will apply for all industry related increases but will only be accepted by the Municipality if claim is substantiated with proof of evidence and that such evidence is submitted prior to implementation.
- 23.10. Tenderers shall state the time of delivery in weeks from date of the official order by the Municipality and all **quoted prices are to include VAT and include travelling** to the different Municipal sites in Cape Agulhas municipal area, or such other address as may be indicated by the Municipality.

24. ADMISSION OF BIDS

- 24.1. Bidders shall be allowed to submit bids by mail, by courier or by hand into the bid box or at the physical address of the municipality (reception, over the counter at the SCMU as applicable) before the closing time of the bids.
- 24.2. Bids received via courier services must be submitted in time and deposited into the bid box by the courier services. Officials may not deposit bids into the bid box on behalf of courier services and the Municipality accepts no responsibility for late delivery by courier services or for delivery at the wrong address.
- 24.3. Tenders that are deposited in the incorrect box or late will not be considered

25. BID OPENING

- 25.1. Bids shall be opened in public at the Cape Agulhas Municipal Offices as soon as possible after the closing time for the receipt of bids.
- 25.2. Where practical, prices will be read out at the time of opening bids.
- 25.3. The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 25.4. Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

26. ARITHMETICAL ERRORS, OMISSIONS AND DISCREPANCIES

- 23.1. Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.
- 23.2. Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with paragraph 20 for:
- a) the gross misplacement of the decimal point in any unit rate;
 - b) omissions made in completing the pricing schedule or bills of quantities; or
 - c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.
- 23.3. Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.
- 23.4. Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:
- a) If bills of quantities or pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the line-item total shall govern and the rate shall be corrected.

Where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern, and the unit rate shall be corrected.

b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern, and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

24. SOCIAL RESPONSIBILITY

- 24.1. As part of the tender condition's bidders **MUST** participate in the social responsibility (community investment) initiative of the Municipality. It is therefore compulsory for Bidders to participate in at least one or more of the projects as listed in 24.3 below.
- 24.2. The Tenderer's proposed implementation of social responsible projects must be provided in order to determine whether the Municipality's procurement is socially responsible.
- 24.3. Tenders can propose the following socio-economic project practices for consideration or identify additional projects:
 - 24.3.1. On the job training and development of staff (learner ships), particularly for the unemployed or young people including the recruitment of long-term job seekers and handicapped people.
 - 24.3.2. Young women / mothers up-liftment / leadership programme.
 - 24.3.3. Skills development initiatives (technical and soft skills) must be provided by accredited and recognized institutions.
 - 24.3.4. Financial support / bursaries to previously disadvantaged youth.
 - 24.3.5. Youth leadership and empowerment projects.
 - 24.3.6. Early childhood development.
 - 24.3.7. Projects can be in collaboration with Local Community Based Organizations (CBOs), Non-Government Organization (NGOs) and relevant local institutions.
 - 24.3.8. Business skills and enterprise support including mentoring of local enterprises; and Development of Parks and open spaces.

25. REQUIREMENTS OF A VALID BID:

- 25.1. The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:
 - 25.1.1. The tender has not been completed in non-erasable handwritten ink,
 - 25.1.2. Non-submission of a valid Tax Clearance Certificate and / or PIN,
 - 25.1.3. Incomplete Pricing Schedule or Bill of Quantities,
 - 25.1.4. A Form of Offer not signed in non-erasable ink,
 - 25.1.5. Bid submissions with material alterations / corrections not in compliance with Clause 3 and 5 above will be rejected.

- 25.2. The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;
- 25.2.1. To obtain a copy of the most recent municipal account(s) from the recommended bidder;
 - 25.2.2. To clarify or verify pricing where the prices are unclear or an obvious mistake has been detected, e.g. a total price was given instead of a unit price or vice versa;
 - 25.2.3. To obtain the personal income tax number(s) from the recommended bidder;
 - 25.2.4. To obtain a valid Tax compliance status PIN if the certificate has expired or become inactive after the closing date of the tender;
 - 25.2.5. To clarify or obtain outstanding information on the MBD 6.2 form if incomplete or partially completed.
 - 25.2.6. To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;
 - 25.2.7. To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.
 - 25.2.8. ***If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.***

26. TEST FOR RESPONSIVENESS

26.1. A bid will be considered non-responsive if:

- 26.1.1. the bid is not in compliance with the specifications.
- 26.1.2. the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document and/or
- 26.1.3. the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing

26.2. The Municipality reserves the right to accept or reject:

- 26.2.1. any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract.
- 26.2.2. The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any Municipal rate and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amounts at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

27. BIDDERS FUNCTIONALITY EVALUATION

Bidder will be evaluated on the following functionality criteria.

Scoring Quality

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_0 / M_S$$

Where: S_0 is where:

S_0 is the score for quality allocated to the submission under consideration;

M_S is the maximum possible score for quality in respect of a submission, equals 950 points; and

W_2 is the maximum possible number of tender evaluation points awarded for the quality and equals 100

| Quality criteria | Sub criteria | Reference In Bid (Page numbers/map reference) | Max No of points |
|---|--|--|------------------|
| Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with time frames. (Complete Schedule 1) | Technical approach, methodology & innovation | | 10 |
| | Work plan | | 10 |
| Organization and staffing (Complete schedule 2) | | | 10 |
| Experience of the key staff (assigned personnel) in relation to the scope of work. (Complete Schedule 3) | General Experience | | 10 |
| | Adequacy of the assignment | | 10 |
| | Knowledge of issues pertinent to the project | | 10 |
| Professional Service Provider's experience with respect to specific aspects of the project/comparable projects. (Complete Schedule 4) | Qualification and registration (where applicable) of all key practitioners on project team | | 15 |
| Office Location (Complete Schedule 5) | Western Cape Other Province | | 20 |
| Maximum possible score for quality ($M_S=95 \times 10$) | | | 95 |

Scores will be allocated as a percentage of 0, 5, 7, or 10 of the maximum number of points available to each of the criteria and sub-criteria based on the indicators contained in these schedules. The scores of each of the evaluators will then be averaged, weighted and then totaled to obtain the final score for quality.

***For Bidder(s) to be considered for the next phase of evaluation, they must achieve a minimum rating of 70% under this paragraph.**

POPIA DISCLAIMER

The Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organization as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery.

For more details, you can refer to the Cape Agulhas Municipality, Privacy Policy available at www.capeagulhas.gov.za
The Protection of Personal Information Act (POPIA), Act No. 4 of 2013.

Signed

Date

Name

Position

Tenderer

SCHEDULE 1: EVALUATION SCHEDULE FOR FUNCTIONALITY: APPROACH PAPER & WORKPLAN

The approach paper must respond to the proposed scope of work / project design and outline the proposed approach / methodology and proposed work plan complete with time frames, and where relevant and appropriate, propose the scope of work and/or modifications to the scope of work. The approach paper should articulate what the tenderer is offering to provide for the price tendered in the pricing data.

The tenderer must as such explain his / her understanding of the objectives of the assignment and the Employer’s stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach (for instance, the methods of interpreting available data carrying out investigations, analyses, and studies; and comparing alternative solutions) and address any modifications to or fully develop the scope of work proposed by the Employer. Innovations which include the design of appropriate systems which encourage employment and empowerment of members of the local community will be noted. The approach should also include a quality plan which outlines processes, procedures and associated resources, (including any nominated subcontractors and specialists) applied by whom and when, to meet the requirements.

The technical approach and methodology portion of the approach paper, read in conjunction with the work plan, should form the basis of the scope of work incorporated in the contract with the successful tenderer. Accordingly, this portion of the approach paper should clearly articulate the project deliverables.

The tenderer must attach his / her approach paper to this page.

The scoring of the approach paper will be as follows:

| Technical approach and methodology | | Work plan |
|---|---|--|
| Poor (Score 0%) | The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. | The activity schedule omits important tasks or the timing of the activities and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing. |
| Satisfactory (Score 5%) | The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The quality plan is too generic. | All key activities are included in the activity schedule but are not detailed. There are minor inconsistencies between timing, project deliverables and the proposed approach. |
| Good (Score 7%) | The approach is specifically tailored to address the specific project objectives and requirements and is sufficiently flexible to accommodate changes that may occur during execution. The quality plan is specifically tailored to the critical characteristics of the project. | The work plan fits the approach paper well; all important activities are indicated in the activity schedule and their timing and sequencing is appropriate and consistent with project objectives and requirements. There is a fair degree of detail that facilitates understanding of the proposed work plan. |
| Very Good (score 10%) | Besides meeting the “good” rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The approach paper details ways to improve the project outcomes and the quality of the outputs | Besides meeting the “good” rating, decision points and the sequencing and timing of activities are very well defined, indicating that the tenderer has optimized the use of resources. The work plan permits flexibility to accommodate contingencies. |

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed Date

Name Position

Tenderer

SCHEDULE 2: EVALUATION FOR FUNCTIONALITY: PROPOSED ORGANIZATION AND STAFFING

The tenderer should propose the structure and composition of their team i.e., the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff and all nominated sub-contractors. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared.

The tenderer must attach his / her organization and staffing proposals to this page.

The scoring of the proposed organization and staffing will be as follows:

| | |
|------------------------------------|--|
| Poor (Score 0%) | The organization chart is sketchy, the staffing plan is weak in important areas, or the staffing schedule is inconsistent with the timing of the most important deliverables. There is no clarity in allocation of tasks and responsibilities. |
| Satisfactory (Score 5%) | The organizational chart is complete and detailed, the technical level and composition of the staffing arrangements are adequate, and staffing is consistent with both timing and deliverables. |
| Good (Score 7%) | Besides meeting the "satisfactory" rating, staff are well balanced i.e. they show good coordination, complimentary skills, clear and defined duties and responsibilities, and limited number of short-term experts. Some members of the project team have worked together before on limited occasions. |
| Very Good (score 10%) | Besides meeting the "good" rating, the proposed team is well integrated, and several members have worked together extensively in the past. |

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SignedDate.....

Name Position

Tenderer.....

SCHEDULE 3: EVALUATION SCHEDULE FOR FUNCTIONALITY: EXPERIENCE OF KEY STAFF

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- 2) The education, training and experience of the key staff members / experts, in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g., local conditions, affected communities, legislation, techniques etc.

A CV of each key staff member of not more than 2 pages should be attached to this schedule. The CV should be structured under the following headings:

- 1) Personal particulars
 - name
 - date and place of birth
 - place (s) of tertiary education and dates associated therewith
 - professional awards
- 2) Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- 3) Name of current employer and position in enterprise
- 4) Overview of postgraduate / diploma experience (year, organization and position)
- 5) Outline of recent assignments / experience that has a bearing on the scope of work

The scoring of the experience of key staff will be as follows:

| | General qualifications (Greater weighting will be given to the team leader) | Adequacy for the assignment (Greater weighting will be given to the team leader) | Knowledge of issues pertinent to the project (Greater weighting will be given to the team leader) |
|--------------------------------|--|--|---|
| Poor (Score 0%) | Key staff have limited levels of general experience | Key staff have limited levels of project specific education, training and experience | Key staff have limited experience of issues pertinent to the project |
| Satisfactory (Score 5%) | Key staff have reasonable levels of general experience <i>Between 1-3 years of short-term insurance experience.</i> | Key staff have reasonable levels of project specific education, training and experience | Key staff have reasonable experience of issues pertinent to the project |
| Good (Score 7%) | Key staff have extensive levels of general experience <i>Between 3-7 years of short-term insurance experience.</i> | Key staff have extensive levels of project specific education, training and experience | Key staff have extensive experience of issues pertinent to the project |
| Very Good (score 10%) | Key staff have outstanding levels of general experience <i>Over 7 years of short-term insurance experience</i> | Key staff have outstanding levels of project specific education, training and experience | Key staff have outstanding experience of issues pertinent to the project |

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed Date

Name Position

Tenderer

SCHEDULE 4: EVALUATION SCHEDULE FOR FUNCTIONALITY: TENDERER'S EXPERIENCE

The experience of the tenderer as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

Tenderers should very briefly describe his or her experience in this regard and attach this to this schedule.

The description should be put in tabular form with the following headings:

| Employer, contact person and telephone number, where available | Description of work (service) | Value of work (i.e. the service provided) inclusive of VAT (Rand) | Date completed |
|--|-------------------------------|---|----------------|
| Refer to Schedule 1 F on page 66 | | | |

The scoring of the tenderer's experience will be as follows:

| | |
|--------------------------------|--|
| Poor (Score 0%) | Tenderer has limited experience |
| Satisfactory (Score 5%) | Tenderer has relevant experience but has not dealt with the critical issues specific to the assignment. |
| Good (Score 7%) | Tenderer has extensive experience in relation to the project and has worked previously under similar conditions and circumstances. |
| Very Good (score 10%) | Tenderer has outstanding experience in projects of a similar nature. Includes letters of reference |

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed Date

Name Position

Tenderer

SCHEDULE 5: OFFICE LOCATION (Up to 20 points)

The tenderer is referred to the pre-qualification data and shall indicate below where their local office for the duration of this contract will be.

| No. | AREA | Please tick (x) box | Physical Address |
|------------|---|----------------------------|-------------------------|
| 1. | Within Western Cape Province (20 points) | | |
| 2. | Other Province within RSA (zero points) | | |

Signed Date

Name Position

Tenderer

Form of Offer and Acceptance

Offer

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

CONTRACT: SCM4/2022/23 SHORT-TERM INSURANCE BROKER FOR THE PERIOD 01 JULY 2022 TO 30 JUNE 2025

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED RATE TO EXECUTE THIS WORK WILL BE IN ACCORDANCE WITH THE RATES APPLICABLE TO THIS TENDER.

YEAR 1: Rands (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 service provider in the conditions of contract identified in the contract data.

Signature

Name

Capacity

for the tenderer

(Name and address of organization)

Name and signature of witness

Date

.....

Acceptance (TO BE COMPLETED BY THE MUNICIPALITY)

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 service provider 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 C1: Agreements and contract data, (which includes this agreement)
- Part C2: Pricing data

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

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as 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.

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 representative (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data at, or just after, the date this agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement 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 working 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

Name

Capacity

**for the
Employer** CAPE AGULHAS MUNICIPALITY
1 DIRKIE UYS STREET
BREDASDORP
7280

Name and
signature

of witness

Date

.....

CONTRACT DATA

Part 1: Contract Data provided by the Employer

GENERAL CONDITIONS OF CONTRACT - National Treasury General Conditions of Contract

The General Conditions of Contract, as issued by the National treasury, is applicable to this Contract and is obtainable from www.treasury.gov.za

The General Conditions of Contract shall be read in conjunction with the special condition as set out on pages 5 – 111. The Special Conditions shall have precedence in the interpretation of any ambiguity or inconsistency between it and the General Conditions of Contract.

The Employer is: **Cape Agulhas Municipality**
PO Box 51,
Bredasdorp,
7280

The Employer’s Telephone Number is: **028 425 5500**
The Employer’s VAT Registration Number is: **4570109571**

The designated contact person of the Cape Agulhas Municipality is:

Name: Shaun Stanley
Telephone: 028 425 5798
E-mail: shauns@capeagulhas.gov.za

- The Service Provider is required to provide the Service with all reasonable care, diligence and skill.
- Copyright of documents prepared for the Project shall vest with the Employer.
- Interim settlement of disputes is to be by mediation.
- Final settlement of disputes is to be by arbitration.
- In the event that the parties fail to agree on a mediator, the mediator is nominated by the Employer.
- In the event that the parties fail to agree on an arbitrator, the arbitrator is nominated by the Employer.
- Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 24 months from the date of termination or completion of the Contract.

Part 2: Data provided by the Service Provider

The **Service Provider** is:

Postal Address:
.....

Physical Address:
.....

Telephone:

The **authorized and designated representative** of the Service Provider is:

Name:

The address for receipt of communication is:

Address:
.....

Telephone:

Email:

SIGNED ON BEHALF OF TENDERER:

THE NATIONAL TREASURY: Republic of South Africa
GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillaries to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.26 “Tort” means in breach of contract.

1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

10. Delivery and Documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

(b) in the event of termination of production of the spare parts:

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation Orders 18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20.Subcontracts 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 . Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 . If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

**24. Antidumping
And
Countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**25. Force
Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination
for insolvency**

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of Contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Revised July 2010

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
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, hareholder²):.....

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.

¹MSCM 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) An executive a member of the accounting authority of any national or provincial public entity; or
- (f) a member of the accounting authority of any national or provincial public entity; or
- (g) an employee of Parliament or a provincial legislature.

² 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

Section 3.9.1: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- an executive member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature
- A Person who is an advisor or consultant contracted with the Municipality.

If any of the above boxes are marked, disclose the following: (insert separate page if necessary)

| Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) | |
|---|---|---|-----------------------|
| | | current | Within last 12 months |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

* Insert separate page if necessary

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 directors trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

Section 3.13.1: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- a member of any municipal council
- a member of any provincial legislature
- a member of the National Assembly or the National Council of Province
- a member of the board of directors of any municipal entity
- an official of any municipality or municipal entity
- an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999)
- an executive member of an accounting authority of any national or provincial public entity
- an employee of Parliament or a provincial legislature
- A Person who is an advisor or consultant contracted with the Municipality.

| Name of spouse, child or parent | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) | |
|---------------------------------|---|---|-----------------------|
| | | current | Within last 12 months |
| | | | |
| | | | |
| | | | |
| | | | |

* Insert separate page if necessary

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 |
|------------------|------------------------|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to ~~exceed~~/not exceed R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

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

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

| | POINTS |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

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

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{min} = Price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (80/20 system) |
|------------------------------------|------------------------------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 14 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non-compliant contributor | 0 |

5. BID DECLARATION

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

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

| | |
|---|--|
| 6.1 B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate | |
| 6.2 Points claimed in respect of Level of Contribution (maximum 20 points) | |

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

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

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

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

DATE:

ADDRESS

.....

.....

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 BIDDER)

1. I hereby undertake to render services described in the attached bidding documents to **Cape Agulhas Municipality** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **SCM4/2022/23** at the price/s quoted. My offer/s remain 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 fulfillment 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 authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

| | |
|------------------|-------|
| WITNESSES | |
| 1 | |
| 2. | |
| DATE: | |

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE MUNICIPALITY)

1. I **EBEN PHILLIPS** in my capacity as **MUNICIPAL MANAGER** accept your bid under reference number **SCM4/2022/23** dated **20 MAY 2022** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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.

| DESCRIPTION OF SERVICE | PRICE (ALL APPLICABLE TAXES INCLUDED) | COMPLETION DATE | B-BBEE STATUS LEVEL | MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable) |
|---|---------------------------------------|-----------------|---------------------|--|
| SHORT-TERM INSURANCE PORTFOLIO FOR THE PERIOD 2022 TILL 2025 | R _____ | 30 JUNE 2025 | | N/A |

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 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(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | <p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | <p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |

| Item | Question | Yes | No |
|-------|---|---------------------------------|--------------------------------|
| 4.4 | 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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply 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:**

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

**SCM4/2022/23 SHORT-TERM INSURANCE BROKER FOR THE PERIOD 01 JULY 2022
TO 30 JUNE 2025**

in response to the invitation for the bid made by:

CAPE AGULHAS MUNICIPALITY

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder