

# **KHÂI-MÂ MUNICIPALITY**



## **TENDER NOTICE: KH09/24/25**

### **SUPPLY OF SHORT-TERM INSURANCE SERVICE FROM THE DATE SIGNING THE SERVICE AGREEMENT FOR A PERIOD OF THREE (3) YEARS**

NAME OF SERVICE PROVIDER

Address:.....

Telephone:.....

Email Address:.....

MRS. SAMANTHA TITUS-TATAS  
Municipal Manager  
Khâi-Mâ MUNICIPALITY  
21 Nuwe Street  
POFADDER, 8890  
Tel:054-9330040/44

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# **PART T1: TENDER PROCEDURE**

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

### **TENDER NOTICE**

#### **KH09/24/25**

Tenders are hereby invited for the **SUPPLY OF A SHORT-TERM INSURANCE SERVICE** from the date of signing the service level agreement for a period of three (3) years, as detailed in the tender document.

Tender documents (with all required specifications) are available on the official website of the Municipality: [www.khaima.gov.za](http://www.khaima.gov.za) and the following email addresses: [procurement@khaima.gov.za](mailto:procurement@khaima.gov.za); [expense@khaima.gov.za](mailto:expense@khaima.gov.za) during business hours (08:00-16H30) as of **Friday, 17 January 2025**.

The tender, sealed and clearly marked: **Tender KH09/24/25 - SUPPLY OF A SHORT-TERM INSURANCE SERVICE** - must be placed in the tender box at the Khâi-Mâ Municipal Offices, 21 Nuwe Street, Pofadder.

Tenders

must be received by no later than **07 February 2025 at 12:00. A formal opening session will be held soon after the closing time of the tender.**

#### **THE FOLLOWING CONDITIONS WILL APPLY:**

- Price(s) tendered must be valid for at least ninety (90) days from the tender closing date.
- Price(s) tendered must be firm and must be inclusive of VAT.
- This tender will be evaluated in terms of the **80/20** preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the original MBD 4, MBD 6.1, MBD 8 & MBD 9 forms must be completed and submitted together with your price quotation.
- All the relevant **supporting documentation regarding the specific goals should be submitted** with all other document, This Include submission of an original or originally certified BBE certificate/Sworn affidavit and proof of address where the company is carrying its operations.
- The lowest or only tender will not necessarily be accepted.
- A valid original tax clearance certificate issued by SARS must accompany all tenders in excess of R 30 000.
- Potential service providers who were found guilty of fraud or corruption or who wilfully neglected reneged on or failed to comply with any government, municipal or other public sector contract during the past five years, will be excluded from this process.
- Potential service providers (or any of the directors) whose municipal rates and taxes or municipal services charges are in arrears for three months, at the municipality or any other municipality or entity, will be excluded from this process. **Please submit a municipal account (not older than 3 (three) months) as proof of account that is up to date, with your tender document or a valid lease agreement.**
- Only service providers who are registered with the South African Insurance Association (SAIA) or Insurance Institute of South Africa (IISA) are eligible to submit a tender.
- No late, faxed or e-mailed tenders will be accepted.

**NB: No tenders will be considered from persons in the service of the state.**

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

**MRS. SAMANTHA TITUS-TATAS**  
**MUNICIPAL MANAGER**

## T1.2 TENDER DATA

The purpose of this bid is to ensure that the municipality maintains risk management by procuring the services of a broker to ensure cost effective and efficient insurance for the assets of the municipality for a period of 3(three) years.

**Table 1.2 Tender Data**

Sub Clause	Description
F.1.1	The employer is <b>Khâi-MA Municipality</b>
F.1.2	<p>The tender documents issued by the employer comprise:</p> <p><b>TENDER PROCEDURES</b>  <b>Part T1: Tender Procedures</b>  T1.1 Tender Notice and Invitation to Bid  T1.2 Tender Data  <b>Part T2: Returnable Documents</b>  T2.1 List of Returnable Documents  T2.2 Returnable Schedules  <b>CONTRACT</b>  <b>Part C1: Agreement and Contract Data</b>  C1.1 Form of Offer and Acceptance  C1.2 Contract Data  <b>Part C2: Scope of Works</b>  C2.1 Description of works  Annexure A</p>
F.1.3	<p>THE EMPLOYER'S AGENT IS:  Name: <b>KHÂI-MÂ MUNICIPALITY (Finance Division)</b>  Address: <b>21 NUWE STREET, POFADDER, 8890</b>  Tel: <b>(054) 933 1040/44</b> E-mail: <b>procurement@khaima.gov.za</b></p>
F.2.1	<p>Only those service providers who satisfy the following eligibility criteria are eligible to submit tenders:</p> <ul style="list-style-type: none"> <li>• Directors of the service provider must not be in service of the state.</li> <li>• Service provider must not have been found guilty of fraud or corruption during the past 5 years.</li> <li>• Service provider must not have wilfully neglected, reneged on or failed to comply with any government contract during the past 5 years.</li> <li>• Must be registered on the Central Supplier Database.</li> <li>• The service provider's tax related matters must be in order with SARS.</li> <li>• The service provider's municipal bill must be up to date or payment arrangement must be in place with the Local Municipality.</li> <li>• <b>Are registered at the South African Insurance Association (SAIA) or the Insurance Institute of South Africa (IISA)</b></li> <li>• Particulars of Professional indemnity Insurance- Provide full details of your Professional indemnity insurance arrangements, state the underwriter, limits of any one occurrence and deductible as well as maturity dates.</li> <li>• Fidelity guarantee insurance - Provide full details of your professional indemnity insurance arrangements, state the underwriter, limits of any one occurrence and deductible as well as maturity dates</li> <li>• Audited financial statements - Attach a copy of your most recent audited financial Statements for Risk Assessment.</li> </ul>

F.2.13.5	<p>The employer's address for delivery of tenders is: Location of tender box: <b>KHÂI-MÂ MUNICIPALITY</b></p> <p>Physical address: <b>21 NUWE STREET, POFADDER, 8890</b></p> <p>Identification details: <b>TENDER NOTICE KH09/24/25: SUPPLY OF SHORT-TERM INSURANCE</b></p>
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	<b>SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS</b>
F.2.15	<b>The closing time for submission of tenders are: 12H00 hours on 07 FEBRUARY 2025.</b>
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed tenders will not be accepted.
F.2.16	The tender validity period is <b>90 days</b> .
F.2.23	<p>The following certificates are to be provided:</p> <ul style="list-style-type: none"> <li>• <b>A VALID ORIGINAL TAX STATUS PIN CERTIFICATE</b></li> <li>• <b>PROOF OF SAIA OR IISA REGISTRATION</b></li> <li>• <b>B-BBEE CERTIFICATE/ SWORN AFFIDAVIT AND COMPANY PROOF OF ADDRESS (TO BE ELIGIBLE FOR PREFERENCE POINTS)</b></li> <li>• <b>CSD REGISTRATION REPORT</b></li> <li>• <b>CERTIFICATE OF REGISTRATION BY THE SOUTH AFRICAN INSURANCE ASSOCIATION (SAIA) OR THE INSURANCE INSTITUTE OF SOUTH AFRICA (IISA)</b></li> <li>• <b>PARTICULARS OF INDEMNITY INSURANCE</b></li> <li>• <b>FIDELITY GUARANTEE INSURANCE</b></li> <li>• <b>AUDITED FINANCIAL STATEMENTS</b></li> </ul>
F.3.11.	<p>The Procedure for evaluation of responsive tenders is:</p> <ul style="list-style-type: none"> <li>• All responsive tenderers will first be evaluated on quality where they must score 80 out of 100 to advance to the financial evaluation stage.</li> <li>• Evaluation criteria: A tender will NOT be regarded as an acceptable tender / responsive if it fails to achieve the minimum qualifying score of 80 out of a maximum of 100;</li> <li>• Tenderers must ensure that all relevant information as required per the scoring criteria as set out below, has been submitted with the tender submission to ensure optimal scoring</li> <li>• Tenders that have achieved the minimum qualifying score shall be evaluated further in terms of the preference point system.</li> </ul>

## **PART T2: RETURNABLE DOCUMENTS**

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable are required for the purpose of evaluating the tender, some will form part of the subsequent contract, as they form the basis of the offer. For this reason, it is very important that service providers return all information requested.

### **T2.1 LIST OF RETURNABLE DOCUMENTS**

#### **1. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES (Included hereafter for completion)**

MBD 4: Declaration of Interest

MBD 6.1: Preference Points Claim Form - in terms of the Preferential Procurement Regulations, 2022

MBD 8: Declaration of Bidders past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

### **T2.2 LIST OF RETURNABLE SCHEDULES**

#### **2. RETURNABLE SCHEDULES FOR TENDER EVALUATION PURPOSES (to be attached with submission)**

Schedule 1A: Original Tax Clearance Certificate

Schedule 1B: Proof of SAIA or IISA Registration

Schedule 1C: Municipal Bill (copy) (not older than 3 months) or a lease agreement

Schedule 1D: Certified B-BBEE status level verification certificate

## INVITATION TO BID

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

BID NUMBER: **KH09/2425** CLOSING DATE: **07 February 2025 at 12:00.**

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

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

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***DEPOSITED IN THE BID BOX SITUATED AT: MUNICIPAL OFFICES POFADDER***

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)**

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT**

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

## **MBD 2**

### **MBD 2: TAX CLEARANCE CERTIFICATE REQUIREMENTS**

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

1. In order to meet this requirement bidders are required to complete in full a TCC 001 form "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website [www.sars.gov.za](http://www.sars.gov.za).



# APPLICATION FOR TAX CLEARANCE CERTIFICATE

## (IN RESPECT OF BIDDERS)

1. Name of taxpayer / bidder.....

2. Trade name:.....

3	Identification number:														
4	Company / Close Corporation registration number:														
5	Income tax reference number:														
6	VAT registration number (if applicable):														
7	PAYE employer's registration number (if applicable):														

Signature of contact person requiring Tax Clearance Certificate:.....

Name:.....

Telephone number: Code:.....Number:.....

Address:.....

.....

.....

DATE: 20\_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLEASE NOTE THAT THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND / OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT.

**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder, member): .....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
  - 2.5 Tax Reference Number: .....
  - 2.6
  - 2.7 VAT Registration Number: .....
  - 2.7.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

ø"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

#### MBD 4

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed: .....

Position occupied in the state institution: .....

Any other particulars:

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

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES / NO

**(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)**

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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

2.7.3 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.7.4 If so, furnish particulars:

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

2.7.5 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

## MBD 4

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder,  
aware of any relationship (family, friend, other) between  
any other bidder and any person employed by the state  
who may be involved with the evaluation and or adjudication  
of this bid?

**YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

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

### 3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Number Number	Employee / Persal

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value from R2000 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 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left( \mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each***



***preference point system.)***

***(Service providers who fail to submit proof for specific goals will not receive points for specific goals as indicated below)***

**Specific Goal 1: Locality**

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Khai-Ma Local Municipality	10	5
Within the boundaries of Namakwa District Municipality	6	3
Within the boundaries of the Northern Cape	4	2
Outside of the boundaries of the Northern Cape	0	0

**Proof of Evidence to submit to claim preference points:**

- Where the tenderer is the owner of the property or the business: A Municipal account registered in the name of the tenderer not older than 3 months must be submitted.
- Where the tenderer is not the owner of the property of the business, a valid lease Agreement signed by both parties must be submitted.
- Where the tenderer does not comply to bullet 1 or 2, An Sworn Affidavit must be submitted, stating reason to why not having a Municipal account.
- Please note a tenderer who fail to submit these documents will not claim points for locality.

**Specific Goal 2: HDI- Unfairly discriminated by race**

HDI –Unfairly discriminated by race	Achievement level	Total number of points that may be claimed [80/20] Tenderer should marked in the appropriate column	Total number of number that may be [90/10] Tenderer should marked in appropriate column
	100% Black Owned	10	5
	75%-99% Owned	8	4
	60%-74% Owned	6	3
	51%-59% Owned	3	2
	0%-50% Owned	0	0

**Proof of Evidence to submit to claim preference points:**

- CSD Report, Certified ID copies of directors/owners and Ownership Certificate issued by the Companies and Intellectual Property Commission, (CIPC), or
- A sworn affidavit by the person or person acting on behalf of an enterprise indicating the level of ownership in the enterprise by persons historically disadvantaged by unfair discrimination on the basis of race.
- BBB-EE certificate or Sworn Affidavit

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One-person business/sole propriety  
☐ Close corporation  
☐ Public Company  
☐ Personal Liability Company  
☐ (Pty) Limited  
☐ Non-Profit Company  
☐ State Owned Company  
[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:**.....

**DATE:**.....

**ADDRESS:**.....

.....

.....

## MBD 8

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

4.1	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? <b>(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).</b>  The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

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

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN  
AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. The Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)<sup>2</sup> . Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Chain Regulation 38 (1) prescribes that a Supply Chain Management Policy must provide measures for the combating of abuse of the supply chain management system and must enable the Accounting Officer, among others, to:
  - a) take all reasonable steps to prevent such abuse;
  - b) reject the bid of any bidder if that bidder or any of its directors has abuse the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the executive of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate Of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

**I, the undersigned, in submitting the accompanying bid:**

---

(Bid Number and Description)

In response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf off: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;

## MBD 9

- (b) geographical area where product or service will be rendered (market allocation)
- (b) methods, factors or formulas used to calculate prices;
- (c) the intention or decision to submit or not to submit, a bid;
- (d) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....  
Signature

.....  
Date

.....  
Position



**SCHEDULE 1A**

**ORIGINAL TAX CLEARANCE CERTIFICATE**

## **SCHEDULE 1B**

### **PROOF OF SAIA OR IISA REGISTRATION**

**SCHEDULE 1C**

**MUNICIPAL BILL**

## **SCHEDULE 1D**

### **B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

# PART C1: AGREEMENT AND CONTRACT DATA

## C1.1: FORM OF OFFER AND ACCEPTANCE

### 1.1 OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **SUPPLY OF SHORT-TERM INSURANCE SERVICE FROM THE DATE SIGNING THE SERVICE AGREEMENT FOR A PERIOD OF THREE (3) YEARS**

The Service Provider, identified in the Offer signature block below, has examine the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

#### THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

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

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Service Provider before the end of the period of validity stated in the quotation data, whereupon the Service Provider becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**For the Service Provider:**

.....  
*Signature*

.....  
*Name*

.....  
*Capacity*

Name and address of organisation:

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

Signature and name of witness: .....  
*Signature*

.....  
*Name*

Date: .....

## 1.2 ACCEPTANCE

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

The terms of the contract, are contained in

Part 1	Agreement and Contract Data, ( <i>which includes this Agreement</i> )
Part 2	Pricing Data
Part 3	Scope of Work
Part 4	Site Information

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

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

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

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

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

*Name* Mrs. Samantha Tatas-Titus

*Capacity* Municipal Manager.

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

Signature and name of witness: *Signature* .....

*Name* .....

*Date* .....

### 1.3 SCHEDULE OF DEVIATIONS

The extent of deviations from the quotation documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of quotation.

A Service Provider's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, be the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.

Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the quotation documents, and which it is agreed by the parties becomes an obligation of the contract, shall also be recorded here.

Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the contract.

1. Subject .....  
Details .....
2. Subject .....  
Details .....
3. Subject .....  
Details .....
4. Subject .....  
Details .....
5. Subject .....  
Details .....
6. Subject .....  
Details .....

By the duly authorized representatives signing this schedule of deviations, the employer and the Service Provider agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the Service Provider schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Service Provider and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Service Provider of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

**For the Service Provider:**

Signature(s) ..... ..

Name(s) ..... ..

Capacity ..... ..

.....  
(Name and address of organisation)

Name and signature  
of witness ..... Date .....

**For the employer:**

Signature(s) ..... ..

Name(s) ..... ..

Capacity ..... ..

.....  
(Name and address of organisation)

Name and signature  
of witness ..... Date .....



**PART 2: DATA PROVIDED BY THE SERVICE PROVIDER**

<b>Ref Clause</b>	<b>DESCRIPTION</b>
Clause (1)	The name of the Service Provider is .....
Clause (1)	<p>The address of the Service Provider is:</p> <p>Name: ..... ..</p> <p>Address: ..... ..</p> <p>..... ..</p> <p>Tel: ..... Fax: ..... ..</p> <p>E-mail: ..... ..</p>
Clause 1	The period of performance is: .....
Clause 5.3	<p>The authorized and designated representative of the service provider is:</p> <p>Name:</p>

## C1.2 CONTRACT DATA

**CONTRACT DATA FOR:** SUPPLY OF SHORT-TERM INSURANCE SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS

### PART 1: DATA PROVIDED BY THE EMPLOYER

#### CONDITIONS OF CONTRACT

The General Conditions of Contract shall apply. Copies are available on the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za) and are also available from the office of the Employer.

#### CONTRACT SPECIFIC DATA

The following contract specific data are applicable to this Contract:

##### Compulsory Data

Ref Clause	DESCRIPTION
Clause 1	The name of the Employer is <b>KHÂI-MÂ MUNICIPALITY</b>
Clause 1	The address of the Employer is: Name: <b>KHÂI-MÂ MUNICIPALITY</b> Address: <b>21 NUWE STREET, POFADDER, 8890</b> Tel: <b>054-9331040/44</b> E-mail: <b>procurement@khaima.gov.za</b>
Clause 1	The Project is: <b>SUPPLY OF SHORT-TERM INSURANCE SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS</b>
Clause 1	The period of Performance is <b>3 years</b> .
Clause 3.4 & 4.3.2	The authorized & designated representative of the employer is..... <b>The Chief Financial Officer: Finance: Khâi-Mâ Municipality</b>
Clause 3.5	The location of Performance of the project is in <b>Khâi-Mâ Municipal Area</b>
Clause 3.6	The service provider may not release public or media statements or publish material relating to the services or project under any circumstances
Clause 8.2.1	The Contract is concluded when both parties have signed the agreement.
Clause 9.1	Copyright of documents prepared for the project shall be vested with the employer.
Clause 12.1	Interim settlement of disputes to be by mediation
Clause 12.2/12.3	Final settlement is by litigation
Clause 12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by employer.

## C2: SCOPE OF WORK

### KHÂI-MÂ MUNICIPALITY TENDER KH09/24/25

#### SUPPLY OF SHORT-TERM INSURANCE SERVICE FROM THE DATE OF SIGNING THE SERVICE LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS

##### C3.1 INTRODUCTION

The Financial Division of the Khâi-Mâ Municipality requires the services of a suitable, experienced Service Provider to **supply a short-term insurance service from the date of signing the service level agreement for a period of three (3) years**

##### C3.3 APPLICABLE STANDARDS

The Service Provider shall take cognizance of, and adhere to, all applicable National and International Standards in the execution of his work.

##### C3.4 EVALUATION

Tenders will be pre-evaluated in terms of the under mentioned. Bidders that do not score the minimum of 80 points or more for the functionality criteria will be deemed not responsive and only those bidders who score more than 80 out of 100 points will be evaluated further on the **80/20 preference points system**.

**Functionality will be scored as follows:**

Khâi-MA Municipality criteria for functionality		POINTS 100
<b><u>company Relevant Experience</u></b>  A minimum number of years in operation. The bidder should provide a detailed company profile including clients they have provided services for: <ul style="list-style-type: none"><li>• Less than 3 years – 5 points</li><li>• 3 – 5 years – 10 points</li><li>• 6 years and above – 20 points</li></ul> (Supporting evidence to be attached as Annexure – Company Experience)	20	
<b><u>Bidders Experience</u></b>  Please provide proof of client base demonstrating the organisational experience in rendering similar services. <ul style="list-style-type: none"><li>• 3 clients and below 10 points</li><li>• 4 – 5 clients 20 points</li><li>• 6 clients and above 30 points</li></ul> (Supporting evidence to be attached as Annexure – Client Base)	30	
<b><u>Contactable References</u></b>  The company's proven track record in handling assignments of a similar nature. A minimum of three written reference letters from clients where a similar service is/was rendered. Letters should not be older than 3 months. <ul style="list-style-type: none"><li>• 2 letters and below 5 points</li><li>• 3 – 5 letters 10 points</li><li>• 6 letters and more 15 points</li></ul> (Supporting evidence to be attached as Annexure – Contactable References)	15	

<p><b><u>Local Government experience</u></b></p> <p>Experience of a broker managing insurance contracts within Local Government portfolio.</p> <p>(Please provide broker's CV illustrating the experience)</p> <ul style="list-style-type: none"> <li>• Less than 3 years 5 points</li> <li>• 4 – 5 years 10 points</li> <li>• 6 – 7 years 15 points</li> <li>• 8 years and above 20 points</li> </ul> <p>(Supporting evidence to be attached as Annexure – Key Personnel Experience)</p>	20	
<p><b><u>Methodology</u></b></p> <p>Provide a detailed plan with timelines on how the bidder will manage the insurance portfolio of the Municipality in terms of the following:</p> <ul style="list-style-type: none"> <li>• Risk Assessment - 5 points</li> <li>• Claims management procedure detailing responsibilities of bidder and Municipality. - 10 points</li> </ul> <p>(Supporting evidence to be attached as Annexure – Methodology)</p>	15	
<b>Total Points</b>	<b>100</b>	

# SUMMARY

<b><u>ANNEXURE A</u></b>		
<b>PRICE SCHEDULES</b>		
<b>GENERAL INFORMATION</b>		
<b><u>Khâi-Mâ MUNICIPALITY</u></b>		
<b><u>SUPPLY OF SHORT-TERM INSURANCE SERVICES FROM THE DATE OF SIGNING THE SERVICE</u></b>		
<b><u>LEVEL AGREEMENT FOR A PERIOD OF THREE (3) YEARS</u></b>		
<b><u>TARIFFS MUST BE FIXED</u></b>		
<b><u>POLICY TYPE</u></b>	<b><u>PREMIUM (VAT INCLUDED)</u></b>	
1. COMBINED SECTION	R	
2. HOUSE OWNERS	R	
3. LOSS OF SURPLUSES	R	
4. OFFICE CONTENT	R	
5. DEBTORS RECORDS	R	
6. ALL RISKS	R	
7. GOODS IN TRANSIT	R	
8. BURGLARY	R	
9. GLASS	R	
10. MONEY	R	
11. FIDELITY GUARANTEE	R	
12. PUBLIC LIABILITY	R	
13. DIRECTORS AND OFFICIALS	R	
14. PERSONAL ACCIDENT	R	
15. EMPLOYER LIABILITY	R	
16. ELECTRONIC EQUIPMENT	R	
17. MOTOR FLEET	R	
	R	
TOTAL PREMIUM (VAT INCLUDED)	SUB TOTAL	R
	<b><u>SASRIA</u></b>	<b><u>PREMIUM (VAT INCLUDED)</u></b>
COMBINED		R
HOUSE OWNERS		R
COUNCILLOR'S PROPERTY AND ASSETS		R
ALL RISKS		R
GOODS IN TRANSIT		R
MONEY		R
ELECTRONIC EQUIPMENT		R
MOTORFLEET		R
TOTAL PREMIUM (VAT INCLUDED)	SUB TOTAL	R
TOTAL PREMIUM (VAT INCLUDED)	ANNUALLY:	R
ESCALATION:		%

YEARS 2	
YEARS 3	

1.	COMBINED SECTION						
ITEM	DESCRIPTION	BUILDING	CONTENTS	SEWERAGE WORKS AND PUMP STATIONS	SPORTS AND RECREATION FACILITIES	WATER AND PURIFICATI ON WORKS AND PUMP STATIONS	PROPERTY MORE SPECIFIC
	POFADDER						
1	BUILDING ERVEN 1112	2 300 000	180 000	-	-	-	-
2	ABBATOIR ERVEN 1109	1 300 000	-	-	-	-	-
3	GOLF CLUB HOUSE 1128	600 000	-	-	-	-	-
4	OFFICES ERVEN 1179 (OFFICES AND NURSERY)	600 000	50 000	-	-	-	-
5	OFFICES ERVEN 161	900 000	50 000	-	-	-	-
6	POFADDER O.T PARK : TOILET	120 000	-	-	-	-	-
7	BUILDING ERVEN 1119	1 700 000	-	-	-	-	-
8	BLYVOORUITSIG SPORTGROUNDS:	-	-	-	-	-	-
	TICKET OFFICE, WALL AROUND SPORTSGROUNDS	-	-	-	1 500 000	-	-
	DRESSING ROOM	600 000	-	-	-	-	-
	PAVILION AND SPORT EQUIPMENT	-	-	-	3 600 000	-	-
	SWIMMING POOL AND EQUIPMENT	-	-	-	120 000	-	-
9	COMMUNITY HALL (HALL, CLINIC AND LIBRARY) ERVEN 1090	10 000 000	850 000	-	-	-	-
10	MUNICIPAL OFFICES (ERVEN 171)	12 000 000	1 000 000	-	-	-	-
11	WATER PIPELINE FROM PELLA - POFADDER	-	-	-	-	35 000 000	-
12	PELLAWATERPYPLYN : RESERVOIR 1	3 500 000	-	-	-	-	-
	: RESERVOIR 2	4 440 000	-	-	-	-	-
	: RESERVOIR 3	1 766 618	-	-	-	-	-

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



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

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

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

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

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

5. DEBTORS RECORDS	
DETAIL	INSURED AMOUNT
OUTSTANDING DEBTOR RECORDS	R 113 518 000

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

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

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

9. GLASS	
DETAIL	INSURED AMOUNT
ALL GLASS	R50 000

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

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

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

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

14. PERSONAL ACCIDENT	
DETAIL	INSURED AMOUNT
INSURED:	
COUNCILLORS (11 COUNCILLORS) 24 HOUR COVER DEATH AND PERMANENT DISABILITY	R 1,500,000
MUNICIPAL MANAGER AND DIRECTORS 24 HOUR COVER DEATH AND PERMANENT DISABILITY	R1 000,000

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

16. ELECTRONIC EQUIPMENT	
DESCRIPTION	SUM INSURED
GENERAL SPECIFIED ITEMS	R 2 036 145

**LAPTOPS AND PERSONAL COMPUTERS**

**R 857 985,28**

**Total**

**2 894 130,28**

17. MOTOR FLEET				
ITEM	MODEL	DESCRIPTION	REGISTRATION NO	VALUE
1	LDV'S UP TO LIMIT < R500,000		N/A	250 000,00
2	COMMERCIAL VEHICLES UP TO LIMIT < R500,000		N/A	236 852,00
3	COMMERCIAL VEHICLES ABOVE LIMIT > R500,001		N/A	3 123 043,00
4	TRACTORS < R500,000		N/A	315 000,00
5	TRAILERS < R500,000		N/A	35 000,00
6	MOTORBIKES < R50,000		N/A	36 480,00
7	COMPRESSORS < R500,000		N/A	287 000,00
8	SPECIAL TYPES UP TO LIMIT < R500,000		N/A	275 000,00

<b>Total</b>	4 558 375,00
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<u>SASRIA FOR COUNCILLORS' PROPERTIES</u>							
<u>INSURED:</u>							
<u>PERIOD OF COVER:</u> 3							
YEARS							
NO.	Councillors name	ID number	Houses	Contents	Total Properties SI	Number of Cars (Primary use: Dom/Private)	VALUE OF CAR/S
1	Combined 11 Councillors	N/A	R3 425 000	800 000	4 225 000	2	4 260 000