

LETSEMENG LOCAL MUNICIPALITY



INVITATION OF BID:PROVISION OF SHORT TERM INSURANCE FOR ALL MUNICIPAL ASSETS

LETS/INSUR/2022

**APPOINTMENT OF SERVICE PROVIDER
TO PROVIDE US WITH SHORT TERM
INSURANCE FOR 36 MONTHS**

LETSEMENG LOCAL MUNICIPALITY



INVITATION OF BID:PROVISION OF SHORT TERM INSURANCE FOR ALL MUNICIPAL ASSETS

REF	DESCRIPTION
LETS/INSUR/2022	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE US WITH SHORT TERM INSURANCE FOR PERIOD OF 36 MONTHS

Placement Date: 04/10/2022

Closing Date : 17/10/2022

Duly completed Bid must be placed in a sealed envelope and clearly marked with the correct reference number and description for the attention of the Municipal Manager:

Letsemeng Local Municipality
P/BAG X 3
KOFFIEFONTEIN
9986

The Bid must be placed in the tender box strictly on or before 12H00, on the closing date as indicated above at the following address:

Reception Area (Ground Floor)
Letsemeng Local Municipality Offices,
7 Groottrek Street
Koffiefontein
9986.

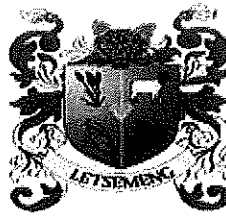
Bid documents must be submitted in the tender box as per the details above not later than closing date and time. Bid on received after the closing date and time; faxed; completed with erasable ink; incomplete or e-mailed will not be considered. **SANAS approved BBBEE, CSD REPORT, MUNICIPAL RATES AND TAXES STATEMENT, COMPANY'S REGISTRATION CERTIFICATE AND TAX CLEARANCE CERTIFICATE must be attached.**

The Bid will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of the Municipality 80/20 preference point system in line with the Preferential Procurement Policy Framework Act and supply chain regulations. Firstly the assessment of functionality will be done in terms of the evaluation criteria. A proposal which scores less than 60 percent for functionality will be regarded as a non-responsive and will be disqualified.

The municipality is not bound to accept the lowest or any Bid and reserves the right to accept any quotation either wholly or a part thereof. Bid should be valid for a period of not less than 90 days from closing date. Enquiries can be directed to the Supply Chain Unit at 053 330 0229


MRS DG TSIKANG

Acting Municipal Manager



LETSEMENG LOCAL MUNICIPALITY

TENDER DOCUMENT

BID NO		LETS/INSUR/2022	
WEBSITE PLACEMENT DATE:		04/10/2022	
TENDER DESCRIPTION		APPOINTMENT OF SERVICE PROVIDER TO PROVIDE US WITH SHORT TERMS INSURANCE FOR PERIOD OF 36 MONTHS	
CLOSING DATE	17/10/2022	CLOSING TIME	12:00
POSTAL ADDRESS: Private Bag X 3, Koffiefontein, 9986 Attention: Supply Chain Management Unit <i>Clearly mark the Bid envelope with the bid number and title of bid on the face of the envelope</i> <i>Any tenders couriered to be deposited in the Municipality's Bid Box, any bids sent to the wrong recipient other than being deposited in the Bid Box will not be considered</i>		TO BE DEPOSITED IN: The bid box at the entrance of the Municipal Offices: 07 Groottrek Street Koffiefontein 9986	
ATTENTION: Mr. LL Manwele SUPPLY CHAIN MANAGEMENT UNIT LETSEMENG LOCAL MUNICIPALITY Tel: 053 33 00 217		A bid posted or couriered (at sender's risk) to the Municipality, Private Bag X3, Koffiefontein, 9986, in good time so as to reach the Municipality before the above-mentioned closing date and clearly indicated attention Supply Chain Management Unit, maybe accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Council disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.	
SUMMARY FOR TENDER OPENING PURPOSES			
NAME OF TENDERER:			
CENTRAL SUPPLIER DATABASE NO:			
TOTAL BIDDING PRICE (INCLUDING VAT)			
Total Bidding Price (Including VAT)		R	
PREFERENCE CLAIMED FOR:			
B-BBEE Status Level of Contributor:			
Preference Points Claimed:			
B-BBEE certificates submitted with the quotation document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF B-BBEE CERTIFICATES			

VALIDITY PERIOD: AVAILABLE FOR 90 DAYS AFTER THE BID CLOSURE	
CONTACT DETAILS FOR:	
Bidding procedures and documents	Bid Scope and technical specifications
SUPPLY CHAIN MANAGEMENT: Mr. L. Manwele Tel: 053 33 00 217 E-mail: lmwanwele@letsemeng.gov.za	

CHECKLIST

Please ensure that the following forms have been completed and signed and all documents, as requested, are attached to the tender document

Description of document	Document number	Yes	No
Bid Conditions & Information		<input type="checkbox"/>	<input type="checkbox"/>
Part A: Invitation to bid and Part B: Terms and Conditions for Bidding	MBD 1	<input type="checkbox"/>	<input type="checkbox"/>
Terms of Reference		<input type="checkbox"/>	<input type="checkbox"/>
Current Municipal Accounts / Lease Agreement		<input type="checkbox"/>	<input type="checkbox"/>
Form of Offer & Acceptance		<input type="checkbox"/>	<input type="checkbox"/>
Authority of Signatory		<input type="checkbox"/>	<input type="checkbox"/>
Past Experience		<input type="checkbox"/>	<input type="checkbox"/>
	MDB 3.3	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest	MBD 4	<input type="checkbox"/>	<input type="checkbox"/>
Preference points claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.	MBD 6.1	<input type="checkbox"/>	<input type="checkbox"/>
Sworn affidavit/ B-BBEE Certificate		<input type="checkbox"/>	<input type="checkbox"/>
Valid tax clearance / Tax Compliance Status Pin		<input type="checkbox"/>	<input type="checkbox"/>
Formal contracts for services	MBD 7.1	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of bidder's past supply chain management practices	MBD 8	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of independent bid determination	MBD 9	<input type="checkbox"/>	<input type="checkbox"/>
General Conditions of contract & Bid Requirements		<input type="checkbox"/>	<input type="checkbox"/>

Please sign on Completion.

NAME OF THE BIDDER

SIGNATURE

DATE

BID CONDITIONS AND INFORMATION

1 Agreement

The successful bidder will be expected to sign the Contract Form (Part 1) of this bid document within 30 days of the date of notification by Letsemeng Local Municipality that his/her bid has been accepted.

2 Completion of Bid Documents

- (a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- (b) Bid documents may not be retyped or altered in any way.

3 Alteration or Qualification of Bid

No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.

4 Authorised Signatory

- (a) ***A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.***
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

5 Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the ***Tender Box at the Letsemeng Local Municipality not later than the stipulated date***
- (b) ***Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.***

6 Opening, Recording and Publications of Bids Received.

- Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out aloud.
- Bids received in time will be recorded and entered in a register which is open for public inspection.

7 Tax Compliance Status PIN

- a. ***A Certificate showing tax compliance status pin must accompany the bid documents.***
- b. ***Bids not supported by a Certificate showing tax compliance status pin, as an attachment to the bid documents will be invalidated.***
- c. ***In bids where consortia/joint ventures/sub-contractors are involved, each party must submit a separate valid tax compliance pin certificate.***

8 Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid documents.
Calculation of the Lowest Acceptable bid Price

9 Calculation of the Lowest Acceptable Bid Price for purposes of points calculation.

A price deviation percentage of 20% will be applied in order to calculate the lowest acceptable bid price. The percentage will be applied on a predetermined municipal estimated cost of the project. In calculating the estimate, the municipality will take the following factors into account, base costs, market research, industry guidelines and standards, and the approved budget vote of the municipality. The bid price that falls outside of the price deviation percentage will be disqualified on the basis on their price.

10 Acceptance or Rejection of a Bids

The Letsemeng Local Municipality reserves the right to withdraw any invitation to submit a bid and/or to re- advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accepting the lowest bid.

- 11 Registration on Accredited Supplier Database**
It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za). The Letsemeng Local Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).
- 12 Site / Information Meetings**
- 13 Stamp and Other Duties**
The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.
- 14 Language of Contract**
The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.
- 15 Procurement Policy**
Bids will be evaluated using the 80/20 preferential procurement system and awarded in accordance with the amended Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- 16 Expenses Incurred in Preparation of Bid**
The Letsemeng Local Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.
- 17 Wrong Information Furnished**
Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Letsemeng Local Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.
- 18 Validity Period**
Bids shall remain valid for 90 days after the bid closure date.
- 19 General and Special Conditions of Contract**
The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.
- 20 Municipal Rates, Taxes and Charges**
The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.
- 21 Contact with Municipality after Bid Closure Date**
Bidders shall not contact the Letsemeng Local Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Letsemeng Local Municipality, it should do so in writing to the Letsemeng Local Municipality. Any effort by the firm to influence the Letsemeng Local Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.
- 22 BBBEE Supplier Bid Declaration**
Bidders should complete bid declaration point 4.1 & 6.1 and failure on the part of a bidder to complete mentioned bullet points, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and you will not receive any points.
-

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LETSEMENG LOCAL MUNICIPALITY					
BID NUMBER:	LETS/INSUR/2022	CLOSING DATE:	17/10/2022	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE US WITH SHORT TERM INSURANCE FOR PERIOD OF 36 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD 7.1).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
LETSEMENG LOCAL MUNICIPALITY					
SUPPLY CHAIN MANAGEMENT UNIT					
07 Groottrek Street					
Koffiefontein					
9986					
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					
COMPULSORY TO BE COMPLETED BY THE BIDDER					
TAX COMPLIANCE STATUS	TCS PIN:		AND	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:					
DEPARTMENT		FINANCIAL SERVICES			
CONTACT PERSON		LL Manwele			
TELEPHONE NUMBER		053 33 00 217			
FACSIMILE NUMBER		N/A			
E-MAIL ADDRESS		lmanwele@letsemeng.gov.za			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

11. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
12. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE**
13. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

21. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
22. 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.
23. 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.
24. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
25. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
26. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
27. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

DATE: _____

CERTIFICATE OF MUNICIPAL SERVICES

Information required in terms of the Letsemeng Local Municipality's Supply Chain Management Policy,
Clause 28 (i) (c) (ii).

Tender Number:	
Name of Bidder:	

DETAILS OF THE BIDDER/S: Proprietor /Director(s) / Partners, etc:	
Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all names, please attach the additional details to the tender document.

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

I, _____, the undersigned, (full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.

Signature _____

thus done and signed for and on behalf of the Bidder / Contractor at _____ on the _____ day of _____

Please note:

Even if the requested information is not applicable to the Bidder, the table above should be endorsed

NOT APPLICABLE and THIS DECLARATION MUST STILL BE SIGNED

**FORM OF OFFER AND ACCEPTANCE
COMPULSORY TO COMPLETE**

TENDER NO:

OFFER

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

TENDER NO:

The Tender Supplier, identified in the acceptance 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 Tender Supplier, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tender Supplier 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 tender identified in the tender data. **AS PER PRICING SCHEDULE** 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 tender supplier before the end of the period of validity stated in the tender data, whereupon the tender supplier becomes the party named as the contractor in the contract identified in the tender data.

Signature(s).....

Name(s)

Capacity

Company Name

Address

.....

.....

.....

ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the Tender supplier's offer. In consideration thereof, the employer shall pay the tender supplier the amount due in accordance with the conditions of quote identified in the tender data. Acceptance of the tender supplier's offer shall form an agreement between the employer and the tender supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tender supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tender supplier 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(s)

Name(s)

Capacity

For the Employer

.....
(Name and address of organization)

Date:

AUTHORITY OF SIGNATORY

Details of person responsible for Tender process:

Name		
Contact number	()	
Address of office submitting the Tender		
Telephone no	()	
Fax no	()	
E-mail address		

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

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

Mr./Ms..... has been duly authorized to sign all documents in connection with tender number:

TLM/RFP003/2020/2021: REGISTERED MEDICAL PRACTITIONER FOR THE RENDERING OF MEDICAL RELATED SERVICES FOR THE MUNICIPALITY FOR THE PERIOD OF THREE YEARS.

and any Contract which may arise there from on behalf of

(BLOCK CAPITALS)

SIGNED ON BEHALF OF THE COMPANY

IN HIS / HER CAPACITY AS

DATE

FULL NAMES OF SIGNATORY

AS WITNESSES

1.

2.

PAST EXPERIENCE

Tenderers must furnish hereunder details of similar services, which they have satisfactorily completed in the past.

EMPLOYER	DURATION AND COMPLETION DATE	EMPLOYER CONTACT NUMBER

DATE

SIGNATURE OF TENDERER

REQUIRED DOCUMENTATION

A PUBLIC COMPANY or SECTION 21 COMPANY

A certified copy of the company's Certificate of Incorporation (CM3).

If any changes had occurred in the board of Shareholders or Directors of the company since registration, a certified copy of the amended Certificate of Incorporation regarding the changes that were registered in the office of the Registrar of Companies must be obtained.

In the case of a Company, a resolution from the directors that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Company. The full names, identity number and his/ her capacity must be included in the resolution.

A CLOSE CORPORATION

A certified copy of the Close Corporation's registration document. (CK1 & CK2).

If any changes had occurred in the Membership of the Close Corporation since registration, a certified copy of the amended Registration Certificate regarding the changes in membership that were registered in the office of the Registrar of Companies must be obtained. In the case of a Close Corporation, a resolution from the members that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Close Corporation. The full names, identity number and his/ her capacity must be included in the resolution.

A TRUST

A certified copy of the Trust deed (document) as well as a letter of authority in the case of business trust.

A PARTNERSHIP

A certified copy of the Partnership Agreement.

A SOLE PROPRIETOR

A certified copy of the Owner's ID document.

In all cases, a valid Tax Clearance certificate is required.

Where necessary certified copies of other relevant registration certificates pertaining to the business as required by legislation.

The above documentation did not include necessarily all the documentation that may be needed by the Supply Chain department which must also be requested.

PRICING SCHEDULE
(Professional Services)

Name of Bidder: Bid Number:

Closing Time: Closing Date:

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
------------	-------------	--

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R..... days
.....	R..... days
.....	R..... days
.....	R..... days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

***"all applicable taxes" includes value-added taxes, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/ NO.
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....

.....

.....

.....

*Delete if not applicable

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
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 and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....

.....

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

3.7.1 If so, furnish particulars.

.....

.....

* MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

3.8 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

3.8.1 If so, furnish particulars.

.....
.....

3.9 Are you, aware of any relationship (family, friend, other) between a 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

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state?

YES / NO

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY 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 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).

1.2.1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
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:

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

80/20 or 90/10

Where

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

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

YES		NO	
-----	--	----	--

- 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 - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER 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 supply all or any of the goods and/or works described in the attached bidding documents to (name of institution).....
in accordance with the requirements and specifications stipulated in bid number.....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 time of 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);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - 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 goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2.

DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. Iin my capacity as.....
accept your bid under reference numberdated..... for
the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions
of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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>The 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	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium^a 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.

^a 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

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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 provider, 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 provider 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 any thing 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 provider bearing all risks and charges involved until the supplies 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 provider and not involving the provider'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 provider 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 provider 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 supplies 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.

General Conditions of Contract	
	<p>1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.</p> <p>1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.</p> <p>1.20 "Projectsite," where applicable, means the place indicated in bidding documents.</p> <p>1.21 "Purchaser" means the organization purchasing the goods.</p> <p>1.22 "Republic" means the Republic of South Africa.</p> <p>1.23 "SCC" means the Special Conditions of Contract.</p> <p>1.24 "Services" means those functional services ancillary 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 provider covered under the contract.</p> <p>1.25 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>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 non-refundable fee for documents may be charged.</p> <p>3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>5.1 The provider 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 provider 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.</p> <p>5.2 The provider 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.</p> <p>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 provider's performance under the contract if so required by the purchaser.</p> <p>5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
6. Patent rights	<p>6.1 The provider 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.</p> <p>6.2 When a provider developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.</p>
7. Performance security	<p>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.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his</p>

General Conditions of Contract	
	<p>obligations under the contract.</p> <p>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:</p> <p>(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</p> <p>(b) a cashier's or certified cheque.</p> <p>7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.</p>
8. Inspections, tests and Analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p> <p>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.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.</p> <p>8.6 Supplies 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.</p> <p>8.7 Any contract supplies 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 supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.</p> <p>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 23 of GCC.</p>
9. Packing	<p>9.1 The provider 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 and 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.</p> <p>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.</p>
10. Delivery and documents	<p>10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.</p>

General Conditions of 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	<p>13.1 The provider may be required to provide any or all of the following services, including additional services, if any:</p> <ul style="list-style-type: none"> (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 provider of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the provider 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 provider for similar services.</p>
14. Spare parts	<p>14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (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	<p>15.1 The provider 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 provider 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 provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>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.</p> <p>15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the provider, 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 provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.</p>
16. Payment	<p>16.1 The method and conditions of payment to be made to the provider under this contract shall be specified.</p> <p>16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p>

General Conditions of Contract	
	<p>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 provider.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated.</p>
17. Prices	17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider 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. Increase / decrease of quantities	18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised 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. Contract amendments	19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
20. Assignment	20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
21. Subcontracts	21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.
22. Delays in the provider's performance	<p>22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.</p> <p>22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.</p> <p>22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider 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.</p> <p>22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies 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 provider'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 provider.</p>
23. Penalties	23.1 Subject to GCC Clause 25, if the provider 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.
24. Termination for default	<p>24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the provider 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 22.2; (b) if the provider fails to perform any other obligation(s) under the contract; or (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>24.2 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.</p>

General Conditions of Contract

	<p>24.3 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.</p> <p>24.4 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.</p> <p>24.5 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.</p> <p>24.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <ul style="list-style-type: none"> (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. <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>24.7 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.</p>
<p>25. Anti-dumping and counter-vailing duties and rights</p>	<p>25.1 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 favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider in regard to supplies 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.</p>
<p>26. Force Majeure</p>	<p>26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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.</p> <p>26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.</p>
<p>27. Termination for insolvency</p>	<p>27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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.</p>

General Conditions of Contract	
28. Settlement of Disputes	<p>28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.</p> <p>28.2 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 provider 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.</p> <p>28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>28.4 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 provider any monies due the provider for goods delivered and / or services rendered according to the prescripts of the contract.</p>
29. Limitation of liability	<p>29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the provider 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 provider to pay penalties and/or damages to the purchaser; and</p> <p>(b) the aggregate liability of the provider 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.</p>
30. Governing language	30.1 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.
31. Applicable law	31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.
32. Notices	<p>32.1 Every written acceptance of a bid shall be posted to the provider 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.</p> <p>32.2 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.</p>
33. Taxes and duties	<p>33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>33.3 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.</p>
34. Transfer of contracts	34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.
35. Amendment of contracts	35.1 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.



**TERMS OF REFERENCE FOR THE TENDER
LETS/INSUR/2022**

**APPOINTMENT OF A
SERVICE PROVIDER TO PROVIDE US WITH
SHORT TERM INSURANCE FOR PERIOD OF 36
MONTHS**

1. Introduction

- The Municipality hereby invites tenders from reputable Short-term Insurance Intermediaries, who are members of the Financial Intermediaries Association (F.I.A.) and who comply with the Financial Advisory and Intermediary Services (F.A.I.S.) Act, for the Management of the Short-term Insurance Portfolio of the Municipality for a contract period of 3 years.
- 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.

2. Background

- 2.1. In terms of Section 78(1)(e) of the Municipal Finance Management Act, No. 56 of 2003, states that “Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary.”
- 2.2. In order to comply with the above Act and to ensure that the Municipality’s assets are adequately insured, and any risk exposure is minimized, the Municipality needs to appoint a Service Provider to perform the following functions:
 - 2.2.1 Negotiate and place the Municipality’s insurance portfolio with insurance underwriters and present the underwriting terms to the Municipality for acceptance each year;
 - 2.2.2 Administer the Municipality’s short-term insurance portfolio; and
- 2.3. Assess the Municipality’s insurance cover and provide advice on adequate cover to be taken out. The renewal of the insurance portfolio normally falls in line with the Municipality’s financial year-end and therefore must be renewed by 1 July each year to ensure that the Municipal assets are insured, and the liabilities are minimized.
- 2.4. The current contract for a Short-term Insurance Intermediary, however, will expire on 30 October 2022. The insurance portfolio will then have to be placed with the successful Bidder as from 01 November 2021.

3. Conditions and specification

The scope of work will be as follows:

3.1 Placement of the Municipality's Insurance Portfolio – Effective for first period of 1st November 2022

The appointed Service Provider will be required to perform the following:

- 3.1.1. Assess the Municipality's insurance requirements as reflected in the Tender Specification;
- 3.1.2. Submit the Municipality's information regarding the latest insurance statistics to the proposed Insurance Underwriters;
- 3.1.3. Negotiate with the Insurance Underwriters on suitable insurance terms and premiums based on the quotations obtained by the Service Provider as set out in paragraph 6.3;
- 3.1.4. Attend insurance pre-placement meeting(s) with the Municipality to discuss the underwriting terms and premiums;
- 3.1.5. Advise the Municipality and provide quotations on additional insurance cover that might be necessary to take out to ensure that the Municipality's risk is minimized;
- 3.1.6. Place the Municipality's insurance portfolio with the Insurance Underwriters and provide the Municipality with written confirmation thereof together with details of the insurance cover placed.

3.2 Underwriting Administration

The appointed Service Provider will be required to perform the following:

- 3.2.1. Provide quotations on any additional insurance cover required by the Municipality and place the insurance cover with the Insurance Underwriters on the Municipality's instruction and provide the Municipality with written confirmation thereof together with details of the insurance cover placed;
- 3.2.2. Meet with the Municipality's Officials whenever required by either party to discuss or advice on insurance cover. The Service Provider's staff members required at these meetings will depend on the technicality of the issues to be discussed.

3.3 Claims Administration

- 3.3.1 The appointed Service Provider will be responsible to handle all aspects of claims as the Municipality will not communicate directly to any legal representatives of the service provider, third parties or the Underwriter where the insurance is placed. The appointed Service Provider will be required to perform at least the following:
 - 3.3.2 Administer all the Municipality's insurance claims, which fall under the various categories of the insurance policies;
 - 3.3.3 Administer all claims received by the Municipality from third party's claiming for personal injury or damage to their property.

This includes liaising with the third parties on the Municipality's behalf;

- 3.3.4 Provide a motivation, based on substantive legal grounds, for all claims that are rejected by the Insurance Company. The Municipality reserves the right to reconsider any opinion received, to refer it back to the Broker for another opinion or recommendation. The Municipality will under no circumstances communicate directly with the Underwriter regarding any aspects of a claim;
- 3.3.5 Submit monthly updated reports in respect of all of the Municipality's claims submitted, indicating the status of each claim;
- 3.3.6 Meet with the Municipality's relevant officials, individually or in groups, whenever required by either party to discuss or advice on insurance claims.

3.4 The appointed Service Provider will be required to perform the following before the renewal in respect of each year:

- 3.4.1 Assess the Municipality's insurance requirements as reflected in the insurance policy;
- 3.4.2 Compile updated information for the Municipality with regard to the latest insurance statistics and submit this information to the Insurance Underwriters;
- 3.4.3 Negotiate with the Insurance Underwriters on suitable insurance terms and premium is based on the Municipality's existing insurance cover and updated asset register;
- 3.4.4 Attend insurance pre-renewal meeting(s) with the Municipality in respectively to discuss the underwriting terms and premiums;
- 3.4.5 Advise the Municipality and provide quotations on additional insurance cover that could become necessary to be taken out to ensure that the Municipality's risk is minimized;
- 3.4.6 Renew the Municipality's insurance portfolio with the Insurance Underwriters and provide the Municipality with written confirmation thereof, together with details of the insurance cover placed prior year.
- 3.4.7 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;
- Quarterly claims audit and recommendations;
- 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.

3.5. Handling of Outstanding Claims

3.5.1. The current Service Provider will remain responsible for the administration and finalisation of all existing outstanding / open claims , including claims with date of loss up to 31 October 2022 but only discovered and submitted on or after 31 October 2022;

3.5.2. Public Liability claims are dealt with on a claims-made basis, therefore any Public Liability claims received up to 31 October 2022 will be dealt with by the current Service Provider. Public Liability claims received on or after the commencement date of the contract with the newly appointed Service Provider will be dealt with by the newly appointed Service Provide where the actual date of loss is before said date.

3.6. Training of staff and active skills transfer / capacity building

3.6.1. Provide daily assistance and guidance with administration of claims;

3.6.2. Provide daily assistance and guidance with general enquiries regarding insurance policy conditions and wordings;

3.6.3 Provide an annual briefing workshop to relevant municipal officials regarding the insurance policy conditions and wording, within 30 (thirty) working days after the Municipality's insurance portfolio has been in placed in the insurance market;

3.6.4. Provide training sessions as and when required on insurance related matters.

CONTACT PERSONS

For any **related enquiries**, Mrs Christinah Modise on 053 330 0209:

TENDER BRIEFING MEETING

There is no Tender Briefing Meeting scheduled for this tender.

CONTRACT PERIOD

The contract period shall be for three (3) years effective from the date of appointment of the successful panel of Service Providers.

Evaluation Criteria

- The tender will be evaluated in three stages as set below.
1. Responsiveness based on returnable documents.

DOCUMENT	Disqualifying Document	TYPE	DOCUMENT ATTACHED	
	Yes or No		YES	N/A

COMPANY REGISTRATION CERTIFICATE	Yes	CERTIFIED COPY		
TAX COMPLIANCE STATUS PIN	Yes	ORIGINAL		
BBBEE CERTIFICATE OR PROOF OF EXEMPTION	No	CERTIFIED COPY		
MUNICIPAL SERVICE ACCOUNT (NOT OLDER THAN 3 MONTHS)	Yes	ORIGINAL		
COMPANY PROFILE	Yes	TYPED		
CSD	Yes	Copy		

2. Functionality based on three stages as set below

Functionality shall be scored in accordance with the following schedules:

- Schedule 1: Experience of Tenderer
- Schedule 2: Proposed Programme
- Schedule 3: Approach Paper and Methodology

The functionality criteria and maximum score in respect of each of the criteria are as follows:

Quality Criterion	Sub-criterion	Possible Points	Maximum number of Points
Experience of the Firm	Over 5 years' experience	30	30
	3 – 5 years' experience	20	
	Between 1 to 2 years' experience	15	

Registration of the service provider with Financial Intermediaries Association (F.I.A.) and who comply with the Financial Advisory and Intermediary Services (F.A.I.S.) Act, for the Management of the Short-term Insurance Portfolio	Certificate attached	20	20
	Certificate not attached	0	
Experience of Key Personnel: claims handling	Qualification and 3 + years' experience	10	10
	Qualification and 1 + years' experience	5	
Locality	Head Office in Letsemeng Municipality	30	30
	Head Office in Xhariep District (But outside of Letsemeng Municipality)	15	
	Head Office in Free State (Outside of Xhariep District)	5	
Proposed service plan	Proposed service plan attached	10	10
	No service plan attached	0	
Maximum Possible score for Quality (Ms)			100

The minimum number of evaluation points for quality is 60. No tender offer will be eligible for consideration if they fail to reach the minimum score for Quality

3. Stage 3: 80/20 point system

ELECTRONIC EQUIPMENT

ITEM	DESCRIPTION	SUM INSURED
	KOFFIEFONTEIN	
1	Monitor - Flat Screen Big screen(proline) 1770	R659
2	Monitor - Flat Screen Big screen-mecer ME4S	R659
3	Monitor - Flat Screen Big screen:LG C15JA-5	R659
4	Monitor - Flat Screen Big screen:A OPEN VM7VRDA-S18	R659
5	Monitor - Flat Screen Big screen:Aopen VM7VRDA-S18	R659
6	Monitor - Flat Screen Big screen:TVM AS4DP	R659
7	Monitor - Flat Screen Big screen:LG CB553H-ML	R659
8	Monitor - Flat Screen Big screen:Aopen VM7VRDA-S18	R659
9	Monitor - Flat Screen BIG SCREEN:Aopen VM7VRDA-S18	R659
10	Monitor - Flat Screen Big screen-AOPEN VM7VRDA-S18	R659
11	Monitor - Flat Screen Big screen:Proline 5E	R659
12	Monitor - Flat Screen Small screen T17PC-3	R659
13	Monitor - Flat Screen INTEX	R659
14	Monitor - Flat Screen Big screen:LG Flatron ez T713SH	R659
15	Monitor - Flat Screen Big screen:LG C15JA-5	R659
16	Monitor - Flat Screen LG Flatron E1942	R659
17	Monitor - Flat Screen LG E1942C	R659
18	Monitor - Flat Screen Big screen:Aopen VM7VRDA-S18	R659
19	Monitor - Flat Screen LG FLATRON E1940S-PN	R659
20	Monitor - Flat Screen Small Screen/LG	R659
21	Monitor - CRT Acer AC713	R659
22	Printer HP Laserjet 1300	R660
23	Printer Canon MP210	R660
24	Monitor - Flat Screen Samsung LS17CMNSFUXA	R1,374
25	Monitor - Flat Screen Mecer A2256	R1,529
26	Monitor - Flat Screen Samsung S20A300B	R1,573
27	Monitor - Flat Screen Mecer M7DLA	R1,573
28	Monitor - Flat Screen Mecer M7DLA	R1,573
29	Monitor - Flat Screen Mecer A1956	R1,573
30	Monitor - Flat Screen Mecer M7DLA	R1,573
31	Monitor - Flat Screen Envision H2023WLS	R1,584
32	Monitor - Flat Screen Envision H2023WLS	R1,584
33	Monitor - Flat Screen envision H2023WLS	R1,584
34	Monitor - Flat Screen Envision H2023WLS	R1,584
35	Monitor - Flat Screen Envision H2023WLS	R1,584
36	Monitor - Flat Screen Proline Lw98	R1,704
37	Monitor - Flat Screen Packard bell 700P	R1,925
38	Monitor - Flat Screen Acer AL1717F	R1,925
39	Monitor - Flat Screen Acer AL1717F	R1,925
40	Monitor - Flat Screen Packard bell 700P	R1,925
41	Monitor - Flat Screen Packard Bell Callisto170	R1,925
42	Monitor - Flat Screen Acer AL1717F	R1,925
43	Monitor - Flat Screen Acer AL1717 F	R1,925
44	Monitor - Flat Screen Acer V193HQ D	R1,925

ELECTRONIC EQUIPMENT

45	Monitor - Flat Screen Acer AL1717F	R1,925
46	Monitor - Flat Screen Acer	R1,925
47	Monitor - Flat Screen Acer AL1717F	R1,925
48	Monitor - Flat Screen Acer AL1717F	R1,925
49	Monitor - Flat Screen Acer V193HQ D	R1,925
50	Monitor - Flat Screen ACER AL1717F	R1,925
51	Monitor - Flat Screen BENQ ET-0024-TA	R1,925
52	Monitor - Flat Screen Packard Bell CALLISTO 170	R1,925
53	Monitor - Flat Screen PACKARD DELL CALLISTO 171	R1,925
54	Monitor - Flat Screen Acer AL1717F	R1,925
55	Monitor - Flat Screen Acer X193HQA	R1,925
56	Monitor - Flat Screen Acer AL1717F	R1,925
57	Monitor - Flat Screen Acer AL1717F	R1,925
58	Monitor - Flat Screen Acer AL1717 F	R1,925
59	Computer Desktop CPU MECER Proficient	R2,706
60	Computer Desktop CPU Mecer Proficient	R2,706
61	Computer Desktop CPU Mecer IW-Z611TC	R2,706
62	Computer Desktop CPU Mecer A1956	R2,706
63	Router Hauwei B683	R2,750
64	Printer HP Officejet 100 mobile	R2,834
65	Printer Receipts:EPSON M188D	R2,959
66	Printer EPSON M188B	R2,959
67	Printer EPSON M188B	R2,959
68	Printer EPSON M188B	R2,959
69	Computer Desktop CPU Samsung	R2,967
70	Printer HP SNPRC-0307	R3,088
71	Printer HP Deskjet 5443	R3,088
72	Printer HP Laserjet 1300	R3,091
73	Printer Hp	R3,091
74	Monitor - Flat Screen Mecer M7DLA	R3,136
75	Printer Mobile Printer HPOfficejet	R3,318
76	Printer Fax Combo HP LASERJET PRO 200	R3,708
77	Printer Fax Combo HP LASERJET PRO 200	R3,708
78	Printer Fax Combo HP LASERJET PRO 200	R3,708
79	Printer Fax Combo HP Laserjet Pro 200	R3,708
80	Printer HP Laser Jet Pro 200 Color MFP	R3,762
81	Printer hpmobile Printer PCH9506354	R3,762
82	Printer HP	R3,859
83	Overhead Projector INFOCUS IN112	R4,000
84	Printer	R4,052
85	Printer hp Mobile Printer SNPRC-1003-02	R4,169
86	Printer HP Mobile Printer SNPRC-1003-02	R4,169
87	Printer HP Office Jet 150 Mobile All In One	R4,255
88	Ups Rack mount Online Ups 3000VA RCT-3000GRS	R4,395
89	Printer Fax Combo HP LASERJET PRO 200	R4,399
90	Overhead Projector Acer DNX0514	R4,510
91	Computer Desktop CPU GB H81M	R4,611

ELECTRONIC EQUIPMENT

92	Printer Fax Combo HP Laserjet M1522NF	R4,794
93	Printer Fax Combo Hp	R4,794
94	Printer Fax Combo Hp	R4,794
95	Printer Fax Combo Hp Bolsb-0604-02	R4,794
96	Ups UPS	R4,950
97	Overhead Projector LG RD-JT52	R5,055
98	Computer Desktop CPU Mecer	R5,104
99	Fax Machine SAMSUNG INJECT FAX SF-370	R5,500
100	Overhead Projector EDCOM 300	R5,698
101	Monitor - Flat Screen Mecer A1956	R6,237
102	Monitor - Flat Screen Mecer A1956	R6,237
103	Computer Desktop CPU Mecer	R6,237
104	Printer HP HP DEAKJET INK	R6,270
105	Computer Desktop CPU Acer M460	R6,969
106	Computer Desktop CPU Gigabyte chassis	R6,969
107	Computer Desktop CPU Acer	R6,969
108	Computer Desktop CPU Dell	R6,969
109	Computer Desktop CPU Aopen	R6,969
110	Computer Desktop CPU Mecer	R6,969
111	Computer Desktop CPU Acer Veriton-m460	R6,969
112	Computer Desktop CPU Intel Pentium 4 KMD K7	R6,969
113	Computer Desktop CPU Aopen	R6,969
114	Computer Desktop CPU BENQ	R6,969
115	Computer Desktop CPU HP Compaq dx7700	R6,969
116	Computer Desktop CPU Chicony	R6,969
117	Computer Desktop CPU Chicony	R6,969
118	Computer Desktop CPU Proline	R6,969
119	Computer Desktop CPU Proline	R6,969
120	Computer Desktop CPU Acer Veriton M460	R6,969
121	Computer Desktop CPU AOPEN	R6,969
122	Computer Desktop CPU Aopen	R6,969
123	Computer Desktop CPU LG CB553H-ML	R6,969
124	Computer Desktop CPU Aopen	R6,969
125	Computer Desktop CPU LG FLATRON T713SH	R6,969
126	Computer Desktop CPU Acer Veriton M460	R6,969
127	Computer Desktop CPU Hp Compaq dc7700 Convertible Monitower	R6,969
128	Computer Desktop CPU Acer Extensa E261	R6,969
129	Computer Desktop CPU Acer extensa E420	R6,969
130	Computer Desktop CPU LG	R6,969
131	Computer Desktop CPU Acer	R6,969
132	Computer Desktop CPU LG	R6,969
133	Computer Desktop CPU Acer Extensa E261	R6,969
134	Computer Desktop CPU EXTENZA Not found	R6,969
135	Computer Desktop CPU Synergy	R6,969
136	Computer Desktop CPU Compaq N/a	R6,969
137	Computer Desktop CPU Acer	R6,969
138	Computer Desktop CPU Proline	R6,969

ELECTRONIC EQUIPMENT

139	Computer Desktop CPU AOPEN	R6,969
140	Computer Desktop CPU ACER EXTENSA E270	R6,969
141	Computer Desktop CPU Acer Extensa E261	R6,969
142	Computer Desktop CPU Aopen	R6,969
143	Computer Desktop CPU Acer M460	R6,969
144	Computer Desktop CPU Proline P0G31	R6,969
145	Computer Desktop CPU LG	R6,969
146	Computer Desktop CPU Proline	R6,969
147	Computer Desktop CPU LG	R6,969
148	Computer Desktop CPU Acer Veriton-m460	R6,969
149	Computer Desktop CPU AOPEN	R6,969
150	Computer Desktop CPU Acer Extensa E420	R6,969
151	Computer Desktop CPU Proline	R6,969
152	Computer Desktop CPU Hp compaq	R6,969
153	Computer Desktop CPU Sahara	R6,969
154	Ups Rack mount Online UPS RCT-3000GRS	R7,035
155	Computer Desktop CPU Gigabyte GZ-ZGX1B9	R7,161
156	Computer Desktop CPU GIGABYTE GZ-ZGX1B9	R7,161
157	Computer Desktop CPU Gigabyte GZ-ZG1X1B9	R7,161
158	Computer Desktop CPU Gigabyte GZ-ZGX1B9	R7,161
159	Computer Desktop CPU GIGABYTE Fz-ZGX1B9	R7,161
160	Printer HP Color laserjet CM1312nfi MFP	R7,640
161	Printer Fax Combo HP Laser jet pro MFP	R7,718
162	Fax Machine Hp Laserjet pro 400color MFP	R8,245
163	Printer Fax Combo HP Laserjet M2727nf	R8,360
164	Printer Fax Combo HP Laserjet M2727nf	R8,360
165	Monitor - Flat Screen Mecer A1956	R8,580
166	Monitor - Flat Screen Mecer A1956	R8,580
167	Switch CNet	R8,668
168	Switch CNET CSH-2400	R8,668
169	Scanner SAMSUNG GALAXY NOTE 3	R9,649
170	Photo Copier Gestetner 2822td	R15,257
171	Printer SEIKO Precision BP-9000	R17,147
172	Computer Desktop CPU PROLINE	R18,510
173	Printer Fax Combo HP Laser Jet Pro 300 Colour	R21,466
174	Printer HP LASERJET 5200dtn	R23,157
175	Printer HP laserjet 3050	R25,003
176	Printer HP Laserjet C8052A	R25,003
177	Printer HP Laserjet 3055	R25,003
178	Printer HP Laserjet 4350tn	R25,003
179	Printer Fax Combo HP Laser Jet 3055	R28,329
180	Printer Plotter HP HE DESIGNJET 1520	R52,798
181	Printer Xerox	R115,751
182	Telephone ATCOM system	R776,782
183	HP 280G2 MT Microtower Computer	R7,000
184	HP 250 G5 Celeron 4GB 500 GB 15	R5,051
185	Desktop HP 280 G2 Intel Core i3	R10,000

ELECTRONIC EQUIPMENT

186	Desktop HP 280 G2 Intel Core i3	R10,000
187	Desktop HP 280 G2 Intel Core i3	R10,000
188	Desktop HP 280 G2 Intel Core i3	R10,000
		R10,000
	SUBTOTAL :	R1,963,181
	LAPTOPS & IPADS	
1	Computer Laptop MECER W150HNQ Nkw150HNQ001A01667	R5,500
2	Computer Laptop Dell 9KWT4Q1 2085547101	R18,332
3	Computer Laptop MECER W251HP Nkw251HPQ001D00647	R9,856
4	Computer Laptop Mecer W251HP Nkw251HPQ001D00868	R9,856
5	Computer Laptop TOSHIBA Pro c660-1VK 7B356921K	R5,279
6	Computer Laptop TOSHIBA 7B356769K	R5,279
7	Computer Laptop MECER EXPRESSION Nkw765CUHQ00D00464	R10,184
8	Computer Laptop Acer BA50 NXV7UEA005243054757200	R9,350
9	Computer Laptop Acer BA50 NXB7UEA005243054577200	R9,350
10	Computer Laptop Acer BA50 NXV7UEA005243052257200	R9,350
11	Computer Laptop Acer BA50 NXV7UEV005243054477200	R9,350
12	Computer Laptop Acer Laptop ZR9H LXV20030130480437A2500	R9,997
13	Computer Laptop Toshiba Stellite L850-F313 7C613282R	R11,384
14	Computer Laptop TOSHIBA Satellite L850-F313 7C613699R	R11,384
15	Computer Laptop Toshiba Satellite pro C850- F42W 6C251654R	R7,304
16	Computer Laptop TOSHIBA Toshiba satellite pro C850-F42W 6C251639R	R7,304
17	Computer Laptop Compaq Compaq CQ58-290SI 5CB30529Z8	R9,852
18	Computer Laptop Toshiba Satellite pro C850 -F42W 6C850-F42W	R7,304
19	Computer Laptop HP Laptop BCM 943228HM4L RBTPUCPM34S30P	R10,368
20	Computer Laptop DELL Dell Vostro 3460 358994042936619	R9,895
21	Computer Laptop Dell Laptop Dell Inspiron 3521 JKWN1X1	R4,148
22	Computer Laptop Apple Macbook	R9,649
23	Computer Laptop Dell Laptop Dell Inspiron 3521 F8DP1X1	R4,148
24	Computer Laptop HP 15-n267si 5CD4021065	R13,509
25	Computer Laptop TOSHIBA Satellite C50-A0288 ZD210206S	R7,763
26	Computer Laptop TOSHIBA Toshiba Qosmio 3D341251Q	R19,007
27	Computer Laptop Toshiba Satellite S50t-A0382 ZD276830S	R13,067
28	Computer Laptop Toshiba Satellite C50-A0413 3E190946U	R4,727
29	Computer Laptop Toshiba Satellite C50 - 0413 3E191078U	R4,727
30	Computer Laptop Toshiba Satellite C50-A0413 3E190897U	R4,727
31	Computer Laptop Dell Dell Inspiron	R13,504
32	Computer Laptop Lenovo 20C600HDZA PF04RT93	R7,055
33	Computer Laptop Lenovo 20354 YB07826008	R10,522
34	Computer Laptop Dell Dell Inspiration 15 6FF5F32	R9,316
35	Computer Laptop Dell 1DvM7 H9DSF32	R10,401
36	Computer Laptop Dell #3543-0965 D1JWSZ1	R10,208
37	Computer Laptop Dell RPWTV 6GY9802	R8,683
38	Computer Laptop Dell Leptop 696TP 75HZC32	R9,166

ELECTRONIC EQUIPMENT

39	Computer Laptop Dell Laptop 696TP J5HZC32	R9,166
40	Computer Laptop Lenovo CB04121653 CB34518319	R4,052
41	Computer Laptop Acer Nxmizea00250704cf33400	R11,574
42	Computer Laptop Dell Dell Inspiration 15 F4F5F32	R10,613
43	Computer Laptop Dell Laptop Dell Inspiration 15 G6F5F32	R10,613
44	Computer Laptop Dell Inspiration HVJPC32	R8,471
45	Computer Laptop Mecer W251HU NKW251HUQ001A01169	R5,240
46	Computer Laptop MECER W150hn NKW150HNQ001A01633	R5,939
47	Computer Laptop Mecer 755114	R5,939
48	Computer Laptop HP G61 CNF0078CKD	R5,939
49	Computer Laptop MECER W150HN NKW150HNQ001A01613	R5,939
50	Computer Laptop HP dv6-1020ei CNF9123ZQ7	R5,939
51	Computer Laptop Acer ZL2 LXT6406085515004FFEM01	R9,574
52	Computer Laptop Acer ZL2 LXT640608551500536EM01	R9,574
53	Computer Laptop Hp Dv6-1120ei CNF91306T4	R10,311
54	Computer Laptop HP Dv6-1120ei CNF91530J8	R10,311
55	Computer Laptop HP Dv6-1020ei CNF22EA#ACQ	R10,311
56	Ipad Apple Ipad Ipad 4 DMPKC2MKFCY8	R9,938
57	Tablet MECER 11CPE2022393	R9,459
58	Tablet MECER 11CPE2022292	R9,459
59	Tablet Samsung Model GT -P7500 359262/04/165565/8	R15,400
60	Tablet Samsung GT -P7500	R15,400
61	Tablet Apple IPAD	R9,938
62	HP JL PRO400 M476DN	R7,479
63	Dell Laptop	R15,061
64	Dell Laptop	R11,989
65	HP Probook Laptop	R18,478
66	HP Elite Notebook	R21,999
67	Dell Celeron Laptop	R4,949
68	Dell Celeron Laptop	R4,949
69	Dell Celeron Laptop	R4,949
70	Dell Celeron Laptop	R4,949
71	Dell Celeron Laptop	R4,949
72	Dell Celeron Laptop	R4,949
73	Dell Celeron Laptop	R4,949
74	Dell Celeron Laptop	R4,949
75	Dell Celeron Laptop	R4,949
76	Dell Celeron Laptop	R4,949
77	HP Elite Notebook	R21,999
78	Lenovo Laptop	R7,010
79	Lenovo Laptop	R7,010
80	HP Probook Laptop	R19,000
81	HP Elite Notebook	R22,455
82	Dell Celeron Laptop	R6,000
83	Dell Celeron Laptop	R6,000
84	Dell Celeron Laptop	R6,000
85	Dell Celeron Laptop	R6,000

ELECTRONIC EQUIPMENT

86	Dell Celeron Laptop	R6,000
87	Dell Celeron Laptop	R6,000
88	Dell Celeron Laptop	R6,000
89	Dell Celeron Laptop	R6,000
90	Dell Celeron Laptop	R6,000
91	Dell Celeron Laptop	R6,000
92	HP Elite Notebook	R22,455
93	HP Mobile Printer	R5,000
94	Lenovo Laptop	R7,155
95	HP Elite Notebook	R22,455
96	HP Notebook 250 G5	R9,678
97	HP Laptop 250 4G 500	R9,430
98	Dell Celeron Laptop	R7,000
99	Laptop HP 250 G5 Core i5	R10,000
100	Laptop HP 250 G5 Core i5	R10,000
101	Laptop HP 250 G5 Core i3	R10,000
102	Laptop HP 250 G5 Core i3	R10,000
103	Laptop Dell Vostro 3650 MT Core i7	R20,000
104	Laptop MSI GL72 17 -7700Q	R20,000
105	Desktop Dell Vostro MT Core i7	R15,000
	SUBTOTAL :	R1,000,047
	TOTAL SUM INSURED	R2,963,228

ALL RISK

ITEM		DISCRIPTION	SUM INSURED
1		Stihl RE270K hoë druk spuit (S/N 222184)	R13,468
2		Municipal Manager Projector	R8,602
3		3 X HP 150 Mobile Printers	R19,260
4		GPS	R7,490
5		5 X Car mounted megaphone (with amp, chargher, rubber)	R35,310
6		5 Generators pumps	R24,075
7		Canon digital Camera	R4,280
8		Mobile Printer	R4,280
9		Mayors Chain	R280,000
		JACOBSDAL	
1		Civil Defense Communicating System	R39,604
		SUBTOTAL :	R436,370
		CELLPHONES & TABLETS	
1		Samsung S22 Ultra Tsikang	R 28,999.00
2		Iphone 13 max Pro	R27,000
3		Apple Ipad - Assets	R8,000
4		samsung Galaxy S21 MM	R9,034
5		Samsung Galaxy note 3 - Christinah	R8,772
6		Samsung Galaxy note 3 - Christinah	R8,772
7		Samsung Galaxy note 3 - Christinah	R8,772
8		Nokia G10	R4,000
9		Nokia G10	R4,000
10		Nokia G10	R4,000
11		Nokia G10	R4,000
12		Nokia G10	R4,000
13		Nokia G10	R4,000
14		Nokia G10	R4,000
15		Nokia G10	R4,000
16		Nokia G10	R4,000
17		Nokia G10	R4,000
18		Nokia G10	R4,000
19		Nokia G10	R4,000
20		Nokia G10	R4,000
21		Nokia G10	R4,000
22		Nokia G10	R4,000
23		Nokia G10	R4,000
24		Nokia G10	R4,000
25		Nokia G10	R4,000
26		Nokia G10	R4,000

ALL RISK

27		Nokia G10	R4,000
28		SAMSUNG S9+	R12,000
29		SAMSUNG GALAXY S9 PLUS	R12,000
30		Samsung Tab A	R8,000
31		Samsung A31	R7,000
32		Huawei Y5	R5,000
33		Samsung Tab A	R6,000
34		Samsung Tab A	R6,000
35		Samsung Tab A	R6,000
36		Samsung Tab A	R6,000
37		Samsung Tab A	R6,000
38		Samsung Tab A	R6,000
39		Samsung Tab A	R6,000
40		Samsung Tab A	R6,000
41		Samsung Tab A	R6,000
42		Samsung Tab A	R6,000
43		Samsung Tab A	R6,000
44		Samsung Tab A	R6,000
45		Samsung Tab A	R6,000
46		Samsung Tab A	R6,000
47		Samsung Tab A	R6,000
48		Samsung Tab A	R6,000
49		Samsung Tab A	R6,000
50		Samsung Tab A	R6,000
51		Samsung Tab A	R6,000
52		Samsung Tab A	R6,000
53		Samsung Tab A	R6,000
54		Samsung Tab A	R6,000
55		Samsung Tab A	R6,000
56		samsung s21 MM	R18,000
57		Xiaomi Note 10s	R12,000
			R362,350
		LAPTOPS AND OTHER PORTABLE ELECTRONIC EQUIPMENT	
1	Laptop	HP Laptop	R8,000
2	Laptop	HP Laptop	R16,666
3	Laptop	hp laptop	R8,960
2	Laptop	Lenovo	R8,960
2	Laptop	Lenovo	R7,500
3	Laptop	Lenovo	R7,500
4	Laptop	Lenovo	R9,258
3	Laptop	Lenovo	R8,500
3	Laptop	Lenovo	R8,500
4	Laptop	Lenovo	R8,500
5	Laptop	Lenovo	R8,500
4	Laptop	Lenovo	R9,088
4	Laptop	Lenovo	R10,349
5	Laptop	lenovo	R10,349

ALL RISK

6	Laptop	Lenovo	R6,640
5	Laptop	lenovo	R6,640
5	Laptop	HP laptop	R8,957
6	Laptop	HP laptop	R6,640
7	Laptop	HP	R9,425
6	Laptop	HP	R8,995
6	Laptop	Acer	R3,771
7	Laptop	Acer	R8,772
8	Laptop	Acer	R3,771
7	Laptop	Acer	R12,281
7	Laptop	Acer	R7,057
8	Laptop	Acer	R17,280
9	Laptop	HP laptop	R11,879
8	Laptop	Dell	R8,000
8	Ipad	Samsung	R8,000
9	Laptop	HP LAPTOP	R8,000
10	Laptop	Hp	R12,276
9	Laptop	HP Laptop	R8,000
9	Laptop	HP laptop	R9,566
10	Laptop	Hp	R8,469
11	Laptop	HP	R9,455
10	Laptop	HP	R9,280
10	Laptop	Acer	R7,894
11	Laptop	Dell	R8,332
12	Laptop	HP	R8,332
11	Laptop	HP	R3,683
11	Laptop	Lenovo	R10,522
12	Laptop	HP	R9,648
13	Laptop	Dell	R9,648
12	Laptop	Dell	R7,701
12	Laptop	Toshiba	R8,000
13	Laptop	Dell	R15,000
14	Laptop	Dell	R15,000
13	Laptop	Dell	R15,000
13	Laptop	Hp	R15,000
14	Laptop	Hp	R15,000
15	Laptop	Dell	R15,000
14	Laptop	Dell	R8,704
14	Laptop	DELL	R9,374
15	Laptop	TOSHIBA	R9,374
16	Laptop	HP	R9,374
15	Laptop	TOSHIBA	R9,034
15	Laptop	HP	R8,599
16	Laptop	Dell	R8,599
17	Laptop	HP	R14,000
16	Laptop	Dell	R14,000
16	Laptop	HP	R9,034
17	Laptop	Dell	R6,799

ALL RISK

18	Laptop	HP	R13,692
17	Laptop	Lenovo	R10,899
17	Laptop	Emachines	R16,798
18	Laptop	HP	R19,999
19	Laptop	Lenovo	R8,000
18	Laptop	Mecer	R8,000
18	Laptop	Dell	R8,000
19	Laptop	Dell	R8,000
20	Laptop	HP	R8,000
19	Laptop	Dell	R8,000
19	Laptop	Dell	R8,000
20	Laptop	Dell	R8,000
21	Laptop	Dell	R8,000
20	Laptop	Dell	R8,000
20	Laptop	DELL	R19,999
21	Laptop	Dell	R8,000
22	Laptop	HP	R8,000
21	Laptop	Toshiba	R8,000
21	Laptop	Dell	R8,000
22	Laptop	HP	R8,000
23	Laptop	Dell	R8,000
22	Ipad	Samsung	R8,000
22	Laptop	HP	R8,000
23	Laptop	Acer	R8,000
24	Laptop	HP	R8,000
23	Laptop	Dell	R8,000
23	Laptop	Toshiba	R8,000
24	Laptop	Dell	R8,000
25	Laptop	Dell	R8,000
24	Laptop	Hp	R8,000
24	Laptop	Lenovo	R8,000
25	Laptop	Dell	R8,000
26	Laptop	Meccer	R8,000
25	Laptop	HP	R8,000
25	Laptop	Dell	R8,000
26	UPS	UPS	R8,000
27	UPS batt	ETN	R8,000
26	UPS batt	ETN	R11,000
26	UPS	ETN	R11,000
27	Router	Router	R11,000
28	Router	Wifi router	R11,000
27	Ipad	Samsung	R11,000
27	Switch	D-LINK	R11,000
28	Switch	Trendnet	R8,000
29	Switch	Huawei	R8,000
28	Server	Intertek	R8,000
28	Switch	Trendnet	R8,000
29	Server	EAC	R8,000

ALL RISK

30	UPS	Seagate	R8,000
29	UPS batter	RCT	R8,000
29	UPS	RCT	R8,000
30	Switch	Netgear	R8,000
31	Switch	DELL	R8,000
30	Server	Dell	R8,000
30	Switch	D-Link	R8,000
31	Switch	CNet	R8,000
32	Switch	Planet	R8,000
31	Tablet	Samsung	R8,000
31	Server bc	Steel	R8,000
32	UPS	EMC Powercom	R8,000
33	Switch	D-Link	R8,000
32	UPS	PCM	R8,000
32	Server	CP plus	R8,000
33	Switch	Netgear	R8,000
34	Server bc	Steel	R8,000
33	Server bc	Steel	R8,000
33	Modem	D-Link	R8,000
34	Switch	HIKvision	R8,000
35	Modem	Cnet	R8,000
34	Server bc	Steel	R8,000
34	Server bc	Steel	R8,000
35	Switch	Netgear	R8,000
36	Server bc	Steel	R8,000
35	Server bc	Steel	R8,000
35	UPS	RCT	R8,000
36	Switch	Edimax	R8,000
37	Server bc	Steel	R8,000
36	Ipad	Samsung	R8,000
36	Server bc	Steel	R8,000
37	Switch	D-Link	R8,000
38	Router	Planet	R8,000
37	Switch	CNet	R8,000
37	Switch	D-Link	R8,000
38		Lenovo laptop	R10,000
39		Lenovo laptop	R10,000
38		Lenovo laptop	R10,000
38		Lenovo laptop	R10,000
39		Lenovo laptop	R10,000
40		Lenovo laptop	R10,000
39		Lenovo laptop	R10,000
39		Lenovo laptop	R10,000
40		Lenovo laptop	R10,000
41		Lenovo laptop	R10,000
40		Lenovo laptop	R10,000
40		Lenovo laptop	R10,000

ALL RISK

41		Lenovo laptop	R10,000
			R1,447,823

MACHINERY BREAKDOWN

ITEM	DESCRIPTION	SUM INSURED
A	SUBSTATIONS	
	KOFFIEFONTEIN	
1	Substation	R300,088
2	Adventure Club Substation	R38,639
3	ALFA Substation	R53,704
4	Baley Substation	R150,372
5	Diamanthoogte 1 Substation	R37,909
6	Diamanthoogte 2 Substation	R63,182
7	Eerste Straat Substation	R44,227
8	Main Substation 2	R1,777,093
9	Mcgill's Substation	R44,227
10	Mine Club Substation	R28,432
11	Reikaletse Substation	R37,909
12	Rooibult Substation	R53,704
13	Roselove Mini Substation	R17,375
14	Slagpale Substation	R29,836
15	Substation	R71,143
16	Substation	R88,452
17	Substation	R190,780
18	Main Substation 2	R237,038
19	Medicinal Plants	
	3 X Submersible borehole pumps with accessories	R75,061
	1 X Fertilizer pump	R11,857
	1 X Weed Tiller	R5,000
	1 X Diesel Generator for power supply	R25,000
	1 X Moisture balance	R17,254
	PETRUSBURG	
1	Milder Street	R20,788
2	Coetzee Street	R27,718
3	Boshof Street	R29,071
4	President Street	R30,028
5	Reits Street	R30,028
6	Fontyn Street	R67,003
7	President Swart Street	R32,338
8	Show Grounds	R32,338
9	Silos	R41,577
10	SILOS Substation	R250,720
	LUCKHOFF	
1	Luckhof Relebohile Pole Transformer	R36,056
2	Luckhof Pole Transformer 3	R50,703
B	OTHER	
	KOFFIEFONTEIN	
1	FAR_9025: Sewer Pumps	R114,496
2	FAR_9355: Sewer Pumps	R64,422
3	FAR_9707: Sewer Pumps	R113,789

MACHINERY BREAKDOWN

4	FAR_8858: Sewer Pumps	R585,063
5	FAR_9151: Sewer Pumps	R256,094
6	FAR_9152: Sewer Pumps	R256,094
7	FAR_9294: Water Pumps	R9,235
8	FAR_9295: Water Pumps	R9,235
9	FAR_9905: Sewer Pumps	R62,114
10	FAR_9906: Sewer Pumps	R5,042
11	FAR_9357: Sewer Pumps	R305,312
12	FAR_9358: Sewer Pumps	R305,312
13	FAR_9706: Sewer Pumps	R539,274
14	FAR_10030: Water Pumps	R702,017
15	FAR_10068: Water Pumps	R812,334
16	FAR_10069: Water Pumps	R812,334
17	FAR_10093: Water Pumps	R971,124
18	FAR_10121: Water Pumps	R1,434,121
19	FAR_10122: Water Pumps	R1,434,121
20	FAR_7943: Sewer Pumps	R55,159
21	FAR_8115: Water Pumps	R61,009
22	FAR_8321: Water Pumps	R69,366
23	FAR_8322: Water Pumps	R69,366
24	FAR_8855: Sewer Pumps	R101,124
25	FAR_8977: Sewer Pumps	R110,317
26	FAR_9023: Sewer Pumps	R114,496
27	FAR_9024: Sewer Pumps	R114,496
28	FAR_9354: Sewer Pumps	R153,775
29	FAR_9356: Sewer Pumps	R153,775
30	FAR_9521: Sewer Pumps	R193,055
31	FAR_9558: Sewer Pumps	R202,248
32	FAR_9559: Sewer Pumps	R202,248
33	FAR_9671: Water Pumps	R254,063
34	FAR_9672: Water Pumps	R254,063
35	FAR_9673: Water Pumps	R254,063
36	FAR_9674: Water Pumps	R254,063
37	FAR_9675: Water Pumps	R254,063
38	FAR_9676: Water Pumps	R254,063
39	FAR_9677: Water Pumps	R254,063
40	FAR_9678: Water Pumps	R254,063
41	FAR_9679: Water Pumps	R254,063
42	FAR_9744: Water Pumps	R292,507
43	FAR_9745: Water Pumps	R292,507
44	FAR_9977: Water Pumps	R564,121
45	FAR_9978: Water Pumps	R564,121
46	FAR_9979: Water Pumps	R564,121
47	FAR_9980: Water Pumps	R564,121
48	FAR_9981: Water Pumps	R564,121
49	FAR_9982: Water Pumps	R564,121
50	FAR_9983: Water Pumps	R564,121

MACHINERY BREAKDOWN

51	FAR_9984: Water Pumps	R564,121
52	FAR_9985: Water Pumps	R564,121
53	FAR_9986: Water Pumps	R564,121
54	FAR_9987: Water Pumps	R564,121
55	FAR_9988: Water Pumps	R564,121
56	FAR_9989: Water Pumps	R564,121
57	FAR_9990: Water Pumps	R564,121
58	FAR_9991: Water Pumps	R564,121
	PETRUSBURG	
1	Petrusburg. BH 01 (Bolokanang) - Valves	R25,243
2	Petrusburg. BH 03 (Petrusburg) - Valves	R29,764
3	Petrusburg. BH 21 (Petrusburg) - Valves	R37,941
4	Petrusburg BH - 22 (Petrusburg) - Valve	R28,998
5	Petrusburg. BH 05 (Petrusburg) - Valve	R27,210
6	Petrusburg. BH 11 (Bolakanang) - Borehole Costs	R152,327
7	Petrusburg. BH 13 (Bolakanang) - Borehole Costs	R18,267
8	Petrusburg BH 10. - Borehole Costs	R4,206
9	Petrusburg. BH 02 (Petrusburg) - Valves	R159,743
10	Petrusburg. BH 13. (Balokanang) - Air Valve	R8,942
11	Petrusburg. BH 13. (Balokanang) - Valves	R8,942
12	Old Borehole not in use .BH unknown	R9,465
13	PETERSBURG BH NUWE 1	R12,619
14	PETRUSBURG BH NUWE 2	R12,619
15	Petrusburg. BH 05 (Petrusburg) NOT @ PS	R13,414
16	Petrusburg. BH 11. - WM NOT @ PS	R13,414
17	Petrusburg. BH 13. - (Bolokanang) - WM NOT @ PS	R13,414
18	Petrusburg BH 21 (Petrusburg) - WM NOT @ PS	R15,739
19	Petrusburg. BH 01 - WM NOT @ PS	R15,739
20	Petrusburg BH 22 (Petrusburg.) - WM NOT @ PS	R15,739
21	FAR_8854: Sewer Pumps	R46,613
22	FAR_9639: Sewer Pumps	R105,553
23	FAR_9680: Water Pumps	R184,150
24	FAR_8867: Water Pumps	R30,109
25	FAR_7938: Water Pumps	R16,929
26	FAR_8116: Water Pumps	R8,026
27	FAR_8119: Water Pumps	R8,026
28	FAR_9592: Water Pumps	R7,700
29	FAR_8117: Water Pumps	R20,711
30	FAR_8118: Water Pumps	R20,711
31	FAR_10025: Water Pumps	R681,960
32	FAR_10026: Water Pumps	R681,960
33	FAR_10083: Water Pumps	R910,951
34	FAR_10084: Water Pumps	R910,951
35	FAR_7935: Water Pumps	R55,159
36	FAR_7936: Water Pumps	R55,159
37	FAR_7937: Water Pumps	R55,159
38	FAR_8314: Water Pumps	R69,366

MACHINERY BREAKDOWN

39	FAR_8868: Water Pumps	R101,960
40	FAR_9106: Water Pumps	R125,360
41	FAR_9107: Water Pumps	R125,360
42	FAR_9302: Water Pumps	R146,254
43	FAR_9303: Water Pumps	R146,254
44	FAR_9304: Water Pumps	R146,254
45	FAR_9305: Water Pumps	R146,254
46	FAR_9306: Water Pumps	R146,254
47	FAR_9307: Water Pumps	R146,254
48	FAR_9353: Sewer Pumps	R153,775
49	FAR_9593: Water Pumps	R213,112
50	FAR_9594: Water Pumps	R213,112
51	FAR_9595: Water Pumps	R213,112
52	FAR_9596: Water Pumps	R213,112
53	FAR_9597: Water Pumps	R213,112
54	FAR_9598: Water Pumps	R213,112
55	FAR_9599: Water Pumps	R213,112
56	FAR_9600: Water Pumps	R213,112
57	FAR_9681: Water Pumps	R254,063
58	FAR_9969: Sewer Pumps	R548,242
59	FAR_9976: Water Pumps	R564,121
60	Petrusburg Concrete - Reservoir and pumps	R2,858,785
61	Boreholes in Petrusburg	R3,300,000
	LUCKHOFF	
1	FAR_9109: Water Pumps	R11,759
2	FAR_9108: Water Pumps	R37,019
3	FAR_8873: Water Pumps	R15,521
4	FAR_8318: Water Pumps	R808
5	FAR_9591: Water Pumps	R41,845
6	FAR_10028: Water Pumps	R702,017
7	FAR_10029: Water Pumps	R702,017
8	FAR_10050: Water Pumps	R748,818
9	FAR_10051: Water Pumps	R748,818
10	FAR_10057: Water Pumps	R782,248
11	FAR_10063: Water Pumps	R809,827
12	FAR_10064: Water Pumps	R809,827
13	FAR_10065: Water Pumps	R809,827
14	FAR_10066: Water Pumps	R809,827
15	FAR_10085: Water Pumps	R910,951
16	FAR_10141: Water Pumps	R1,813,545
17	FAR_7941: Water Pumps	R55,159
18	FAR_7942: Water Pumps	R55,159
19	FAR_8114: Water Pumps	R61,009
20	FAR_8315: Water Pumps	R69,366
21	FAR_8316: Water Pumps	R69,366
22	FAR_8317: Water Pumps	R69,366
23	FAR_8319: Water Pumps	R69,366

MACHINERY BREAKDOWN

24	FAR_8320: Water Pumps	R69,366
25	FAR_8871: Water Pumps	R101,960
26	FAR_8872: Water Pumps	R101,960
27	FAR_9293: Water Pumps	R146,254
28	FAR_9590: Water Pumps	R213,112
29	FAR_9601: Water Pumps	R213,112
30	FAR_9602: Water Pumps	R213,112
31	FAR_9603: Water Pumps	R213,112
32	FAR_9604: Water Pumps	R213,112
33	FAR_9950: Water Pumps	R501,441
34	FAR_9951: Water Pumps	R501,441
35	FAR_9970: Sewer Pumps	R548,242
36	Other pumps and pipe line	R3,637,301
	JACOBSDAL	
1	FAR_9112: Water Pumps	R11,759
2	FAR_9110: Water Pumps	R3,589
3	FAR_9114: Water Pumps	R3,589
4	FAR_8857: Sewer Pumps	R3,673
5	FAR_9119: Water Pumps	R37,019
6	FAR_9522: Sewer Pumps	R57,009
7	FAR_10017: Sewer Pumps	R13,547
8	FAR_9523: Sewer Pumps	R4,053
9	FAR_9299: Water Pumps	R10,665
10	FAR_10060: Water Pumps	R782,248
11	FAR_10070: Water Pumps	R812,334
12	FAR_10094: Water Pumps	R971,124
13	FAR_8323: Water Pumps	R69,366
14	FAR_8324: Water Pumps	R69,366
15	FAR_8325: Water Pumps	R69,366
16	FAR_8326: Water Pumps	R69,366
17	FAR_8327: Water Pumps	R69,366
18	FAR_8328: Water Pumps	R69,366
19	FAR_8856: Sewer Pumps	R101,124
20	FAR_9111: Water Pumps	R125,360
21	FAR_9113: Water Pumps	R125,360
22	FAR_9115: Water Pumps	R125,360
23	FAR_9116: Water Pumps	R125,360
24	FAR_9117: Water Pumps	R125,360
25	FAR_9118: Water Pumps	R125,360
26	FAR_9120: Water Pumps	R125,360
27	FAR_9121: Water Pumps	R125,360
28	FAR_9122: Water Pumps	R125,360
29	FAR_9123: Water Pumps	R125,360
30	FAR_9124: Water Pumps	R125,360
31	FAR_9125: Water Pumps	R125,360
32	FAR_9296: Water Pumps	R146,254
33	FAR_9297: Water Pumps	R146,254

MACHINERY BREAKDOWN

34	FAR_9298: Water Pumps	R146,254
35	FAR_9300: Water Pumps	R146,254
36	FAR_9301: Water Pumps	R146,254
37	FAR_9524: Sewer Pumps	R193,055
38	FAR_9525: Sewer Pumps	R193,055
39	FAR_9757: Sewer Pumps	R307,550
40	FAR_9954: Water Pumps	R508,127
41	FAR_9955: Water Pumps	R508,127
42	FAR_9992: Water Pumps	R564,121
43	FAR_9993: Water Pumps	R564,121
	OPPERMANSGRONDE	
1	FAR_9291: Water Pumps	R4,188
2	FAR_9910: Water Pumps	R12,563
3	FAR_10127: Water Pumps	R105,386
4	FAR_9150: Sewer Pumps	R25,107
5	FAR_10067: Water Pumps	R812,334
6	FAR_10079: Water Pumps	R877,522
7	FAR_10124: Water Pumps	R1,460,865
8	FAR_10125: Water Pumps	R1,460,865
9	FAR_10126: Water Pumps	R1,460,865
10	FAR_10158: Water Pumps	R2,921,729
11	FAR_7939: Water Pumps	R55,159
12	FAR_7940: Water Pumps	R55,159
13	FAR_8870: Water Pumps	R101,960
14	FAR_9149: Sewer Pumps	R127,867
15	FAR_9292: Water Pumps	R146,254
16	Oppermansgronde Borehole	R198,000
17	Oppermansgronde RAW B/hole Mlad.4005(1)	R220,000
	TRANSFORMERS	
	KOFFIEFONTEIN	
1	FAR_7670: Pole Transformers / Transformers	R52,477
2	FAR_7675: Pole Transformers / Transformers	R37,994
3	FAR_7683: Pole Transformers / Transformers	R35,519
4	FAR_8601: Pole Transformers / Transformers	R60,115
5	FAR_8595: Pole Transformers / Transformers	R56,760
6	FAR_7674: Pole Transformers / Transformers	R48,829
7	FAR_7676: Pole Transformers / Transformers	R48,829
8	FAR_7677: Pole Transformers / Transformers	R48,829
9	FAR_7678: Pole Transformers / Transformers	R48,829
10	FAR_7679: Pole Transformers / Transformers	R48,829
11	FAR_7680: Pole Transformers / Transformers	R48,829
12	FAR_7681: Pole Transformers / Transformers	R48,829
13	FAR_7682: Pole Transformers / Transformers	R48,829
14	FAR_7684: Pole Transformers / Transformers	R48,829
15	FAR_7685: Pole Transformers / Transformers	R48,829
16	FAR_7686: Pole Transformers / Transformers	R48,829

MACHINERY BREAKDOWN

17	FAR_7687: Pole Transformers / Transformers	R48,829
18	FAR_7688: Pole Transformers / Transformers	R48,829
19	FAR_7689: Pole Transformers / Transformers	R48,829
20	FAR_8600: Pole Transformers / Transformers	R82,642
21	FAR_8602: Pole Transformers / Transformers	R82,642
22	FAR_8603: Pole Transformers / Transformers	R82,642
23	FAR_8604: Pole Transformers / Transformers	R82,642
24	FAR_8605: Pole Transformers / Transformers	R82,642
25	FAR_8606: Pole Transformers / Transformers	R82,642
26	FAR_8607: Pole Transformers / Transformers	R82,642
27	FAR_8608: Pole Transformers / Transformers	R82,642
28	FAR_8609: Pole Transformers / Transformers	R82,642
29	FAR_8610: Pole Transformers / Transformers	R82,642
30	FAR_8708: Pole Transformers / Transformers	R89,543
31	FAR_8709: Pole Transformers / Transformers	R89,543
32	FAR_8710: Pole Transformers / Transformers	R89,543
33	FAR_9332: Pole Transformers / Transformers	R150,935
34	FAR_9379: Pole Transformers / Transformers	R156,271
35	FAR_9390: Pole Transformers / Transformers	R158,308
36	FAR_9391: Pole Transformers / Transformers	R158,308
37	FAR_9392: Pole Transformers / Transformers	R158,308
38	FAR_9393: Pole Transformers / Transformers	R158,308
	PETRUSBURG	
1	FAR_8806: Pole Transformers / Transformers	R74,498
2	FAR_6250: Pole Transformers / Transformers	R25,788
3	FAR_7235: Pole Transformers / Transformers	R38,383
4	FAR_7236: Pole Transformers / Transformers	R38,383
5	FAR_7237: Pole Transformers / Transformers	R38,383
6	FAR_7671: Pole Transformers / Transformers	R48,829
7	FAR_7672: Pole Transformers / Transformers	R48,829
8	FAR_7673: Pole Transformers / Transformers	R48,829
9	FAR_8305: Pole Transformers / Transformers	R68,981
10	FAR_8596: Pole Transformers / Transformers	R82,642
11	FAR_8597: Pole Transformers / Transformers	R82,642
12	FAR_8800: Pole Transformers / Transformers	R96,700
13	FAR_8801: Pole Transformers / Transformers	R96,700
14	FAR_8802: Pole Transformers / Transformers	R96,700
15	FAR_8803: Pole Transformers / Transformers	R96,700
16	FAR_8804: Pole Transformers / Transformers	R96,700
17	FAR_8805: Pole Transformers / Transformers	R96,700
	LUCKHOFF	
1	FAR_8807: Pole Transformers / Transformers	R74,498
2	FAR_8598: Pole Transformers / Transformers	R56,760
3	FAR_8599: Pole Transformers / Transformers	R56,760
TOTAL SUM INSURED		R80,429,885

COMBINED-STANDARD

ITEM	DESCRIPTION	BUILDINGS	CONTENTS	PROPERTY MORE SPECIFIC INSURED
	COMBINED SCHEDULE			
	KOFFIEFONTEIN			
1	Reservoir Building	R785,878		
2	Agricultural Building	R2,953,615	R472,578	
3	New Pumpstation - AC Project	R550,000	R1,650,000	
4	Building at pumpstation at canal	R44,367		
5	Pumpstations (Old powerstation)	R126,758		
6	Waterpump - De Beersdam	R57,039		
7	Substation - Conjunction	R253,508		
8	Structures from sanitary department	R2,851,970		
9	Pumpstation (Stone & Zinc)	R158,442		
10	Workshop & Supply Store - Edward Street	R2,200,000	R4,400,000	
11	Steel Construction - Edward Street	R120,420		
12	Resting rooms & toilets - Edward Street	R44,367		
13	Towns Emblem (In open)			R220,000
14	Townhall & offices	R13,200,000	R6,600,000	
15	Floating contents, stock & cables		R1,969,077	
16	Community Hall - Dittlake	R3,906,156	R315,052	
17	LV Network			R54,006,398
18	MV Network			R8,748,508
19	Alfa Sewerage Pump Station	R55,000		R1,364,690
20	Rooirand Sewerage Pump Station			R440,000
21	Roselove Pump Sewerage Pump Station			R550,000
22	Stock & Stock Sewerage Pump Station		R109,184	
23	Donkerhoek Sewerage Pump Station	R55,000		R385,000
24	Koffiefontein Mine Pump Station			R1,320,000
25	Koffiefontein RAW Water Pump Station			R902,530
26	Koffiefontein Water Waste TW			R12,873,609
27	Koffiefontein WTW	R187,000		R71,211,251
28	Water / Sanitation Reticulation			R224,855,543
29	Emergency pipeline	R220,000		R29,920,899
30	Thusong Multi-purpose Center (Walter Sisulu)	R19,467,592	R230,635	
31	Reservoir Congrete			
32	Reservoir Congrete			
33	Raw water dam bricks			
34	Reservoir Steel			R1,650,000
35	Reservoir Steel			R1,100,000

COMBINED-STANDARD

36	Office - Medicinal Plants	R1,500,000	R10,000	
37	Project sign boards, tools, hardware, kitchenware, sanitaryware		R30,000	
	PETRUSBURG			
1	Municipal Store (214 & 215)	R330,000		
2	Municipal Store (238) - Main (Contents forming part of no 10 in	R421,382		
3	Municipal Offices	R2,200,000	R550,000	
4	Municipal Building (578)	R387,908		
5	Municipal Building (596)	R47,258		
6	Municipal Building (684)	R315,052	R27,567	
7	Bolokanang Streetlights			R1,430,000
9	Sportsgrounds in town	R1,535,880		
10	Sport complex Bolokanang	R1,969,077		
14	LV Network			R15,119,188
15	Petrusburg Kamp. Street. PS			R164,562
16	Petrusburg Opgaardam			R1,763,038
17	Petrusburg WWTW			R10,156,858
18	Petrusburg WTW			R695,895
19	Water/Sanitation Reticulation			R87,679,483
	RESERVOIRS			
1	Petrusburg Bolokanang 3 - Reservoir			R1,124,750
2	Bolokanang (Petrusburg) OLD Cement. Reservoir. PS			R174,588
3	Bolokanang (Petrusburg) NEW Cement. Reservoir			R262,008
4	Petrusburg Bolokanang 2 - Reservoir			R3,575,000
5	Petrusburg Bolokanang 3 - Reservoir			R3,612,689
6	Petrusburg Bolokanang 1 - Reservoir			R1,925,000
7	Petrusburg Brick Reservoir			R1,545,240
8	Petrusburg Concrete - Reservoir and pumps	R165,000		R2,858,785
9	Petrusburg Steel High Pressure Reservoir			R550,000
10	Petrusburg - Reservoir			R545,104
11	Bolokanang (Petrusburg) NEW Cement. Reservoir			R2,414
12	Bolokanang (Petrusburg) OLD Cement. Reservoir. PS	R55,000		R330,000
13	Boreholes in Petrusburg			R3,300,000
14	Community Hall - Bolokanag Location	R19,000,000		
	LUCKHOFF			
1	Municipal offices and library	R1,378,354	R330,000	
2	Stores at back of offices	R151,554		
3	Workshop (Contents included in no 10 - Koffiefontein)	R242,488		

COMBINED-STANDARD

4	Sports complex	R1,818,650		
5	Pump House	R99,000		
6	Pump House	R220,000		
7	Stone reservoir	R1,255,442		
8	Emergency pump house	R90,931		
9	Sink reservoir	R5,450,693		
10	Earth Dam	R242,488		
11	Other pumps and pipe line	R3,637,301		
12	Community Hall	R2,756,708	R130,205	
13	Mortuary	R165,000	R15,753	
14	Streetlights	R41,351		
15	LV Network			R2,959,154
16	MV Network			R216,874
17	Luckhoff Sewer Pump Station			R275,000
18	Luckhoff Raw Water PS	R308,000	R1,100,000	R530,904
19	Luckhoff Booster Pump			R99,916
20	Luckhoff WTW			R5,120,694
21	Water/Sanitation Reticulation			R38,913,324
	RESERVOIRS			
1	Luckhoff Reservoir Pump Room			R217,231
2	Luckhof Reservoir and pump site			R358,303
3	Luchoff Reservoir			R5,450,693
4	Luckhof Town Brick Reservoir			R1,255,508
5	Luchof Reservoir and Pump site			R6,747,620
	JACOBSDAL			
1	Offices and stores - Ratanangand Admin Building	R3,347,431	R984,539	
2	City hall, offices and library	R1,533,512		
3	Store (as per no 10 - Koffiefontein)	R330,000		
4	Community Hall - Sandershoogte	R368,052		
5	Historical buildings and monuments	R220,000		
6	Sports clubhouse & sportgrounds	R2,200,000		
7	3 X Pump houses with equipment	R55,000		R1,433,189
8	LV Network			R487,775
9	Sewerage pump station	R3,128,440	R920,129	
	Sewerage pump station			R805,952
10	Raw Water Pump station	R89,574		R2,970,000
11	Sandershoogte pump station	R44,788		R752,880
12	Jacobsdal WWTW			R14,912,470
13	Jacobsdal : WTW			R7,596,830
14	Water/Sanitation Reticulation			R108,051,636
	RESERVOIRS			
1	Ratanang Reservoirs			R387,034
2	Ratanang Reservoirs			R3,648,756
3	3 X pump Reservoirs (steel)			R1,650,000
	OPPERMANSGRONDE			
1	Office Building	R984,539	R165,000	

COMBINED-STANDARD

2	Koffiefontein)	R240,228	R60,500	
3	Oppermansgronde Borehole			R198,000
4	Oppermansgronde RAW B/hole Miad 4005(1)			R220,000
5	Oppermansgronde Sewer Pump Station	R55,000		R385,000
6	Channel - Koffiefontein PS (Oppermansgronde)			R1,533,813
7	Oppermansgronde WWTW			R3,270,222
8	Oppermansgronde WTW			R13,621,047
9	Water/Sanitation Reficulation			R16,390,784
10	Raw dam			R385,000
	RESERVOIRS			
1	Reservoir Oppermans vanaf kanaal			R1,870,000
2	2ml Reservoir			R3,300,000
3	6 small Reservoirs			R6,600,000
	HIGH MASS LIGHTS			
1	FAR_9835: High Mast Light			R392,724
2	FAR_9847: High Mast Light			R392,724
3	FAR_9833: High Mast Light			R435,296
4	FAR_9834: High Mast Light			R435,296
5	FAR_9836: High Mast Light			R435,296
6	FAR_9837: High Mast Light			R435,296
7	FAR_9843: High Mast Light			R435,296
8	FAR_9844: High Mast Light			R435,296
9	FAR_9845: High Mast Light			R435,296
10	FAR_9846: High Mast Light			R435,296
11	FAR_9848: High Mast Light			R435,296
12	FAR_9849: High Mast Light			R435,296
13	FAR_9838: High Mast Light			R392,724
14	FAR_9839: High Mast Light			R392,724
15	FAR_9857: High Mast Light			R392,724
16	FAR_9871: High Mast Light			R392,724
17	FAR_9872: High Mast Light			R392,724
18	FAR_9856: High Mast Light			R435,296
19	FAR_9858: High Mast Light			R435,296
20	FAR_9859: High Mast Light			R435,296
21	FAR_9860: High Mast Light			R435,296
22	FAR_9861: High Mast Light			R435,296
23	FAR_9862: High Mast Light			R435,296
24	FAR_9863: High Mast Light			R435,296
25	FAR_9864: High Mast Light			R435,296
26	FAR_9865: High Mast Light			R435,296
27	FAR_9866: High Mast Light			R435,296
28	FAR_9867: High Mast Light			R435,296
29	FAR_9868: High Mast Light			R435,296
30	FAR_9869: High Mast Light			R435,296

COMBINED-STANDARD

31	FAR_9870: High Mast Light			R435,296
32	FAR_9873: High Mast Light			R435,296
33	FAR_9874: High Mast Light			R435,296
34	FAR_9875: High Mast Light			R435,296
35	FAR_9826: High Mast Light			R435,296
36	FAR_9827: High Mast Light			R435,296
37	FAR_9828: High Mast Light			R435,296
38	FAR_9829: High Mast Light			R435,296
39	FAR_9830: High Mast Light			R435,296
40	FAR_9831: High Mast Light			R435,296
41	FAR_9832: High Mast Light			R435,296
42	FAR_9840: High Mast Light			R435,296
43	FAR_9841: High Mast Light			R435,296
44	FAR_9842: High Mast Light			R435,296
45	FAR_9855: High Mast Light			R392,724
46	FAR_9850: High Mast Light			R435,296
47	FAR_9851: High Mast Light			R435,296
48	FAR_9852: High Mast Light			R435,296
49	FAR_9853: High Mast Light			R435,296
50	FAR_9854: High Mast Light			R435,296
51	FAR_9877: High Mast Light			R392,724
52	FAR_9878: High Mast Light			R392,724
53	FAR_9876: High Mast Light			R435,296
54	FAR_9879: High Mast Light			R435,296
55	FAR_9880: High Mast Light			R435,296
56	FAR_9881: High Mast Light			R435,296
57	FAR_9882: High Mast Light			R435,296
58	FAR_9883: High Mast Light			R435,296
59	FAR_9884: High Mast Light			R435,296
60	FAR_9885: High Mast Light			R435,296
61	FAR_9886: High Mast Light			R435,296
62	FAR_9887: High Mast Light			R435,296
63	FAR_9888: High Mast Light			R435,296
64	FAR_9889: High Mast Light			R435,296
65	FAR_9890: High Mast Light			R435,296
	Property as per Machinery Breakdown			R80,295,713
	BUILDINGS	R105,618,193		
	CONTENTS		R20,070,219	
	PROPERTY MORE SPECIFIC INSURED			R907,142,887
	Total			R1,032,831,299

COMBINED-NON STANDARD

[illegible]

HOUSEOWNERS-STANDARD

[illegible]

SASRIA COUNCILLORS



NO	INITIALS AND SURNAME	ID NO	YEAR OF VEHICLE	DISCRIPTION	REG NO	MARKET VALUE
1	MM Terblanche	8409070156083	2011	Nissan Quasqua 2.0 Diesel	FPC 211 FS	R 150,000.00
2	MA Lebaka	7709055421084	2021	BMW 320D G20	LEBAKA2 FS	R 750,000.00
3	MA Lebaka	7709055421084	2009	Mazda3 Sedan 1.6	FXV 286 FS	R 90,000.00
4	IT Ramohlabi	8612285221085	1995	Toyota corolla 1.6	CFY 366NC	R 60,000.00
5	IT Ramohlabi	8612285221085	2011	VW Polo	HPR 122 FS	R 300,000.00

SASRIA COUNCILLORS - LETSEMENG AFTER ELECTIONS

NO	INITIALS AND SURNAME	ID NO	STREET ADDRESS	VALUE OF BUILDING	VALUE OF CONTENTS
1	TS Nthapo	8212075615081	657 Selemela Str	R 60,000.00	R 25,000.00
2	AN November	7302141042088	1109 Vukuzenzele Str Chrishani	R 25,000.00	R 45,000.00
3	MM Terblanche	8409070156083	3 Brand street, Petrusburg 9932	R 480,000.00	R 500,000.00
4	MA Lebaka	7709055421084	1129 Winky Direko street, Petrusburg 9932	R 900,000.00	R 500,000.00
5	HX Mthukwane	9305055226082	853 Sizakhele street, Koffiefontein 9986	R 550,000.00	R 350,000.00
6	IT Ramohlabi	8612285221085	T542 Relebohile ext 3	R 60,000.00	R 230,000.00

ITEM	DESCRIPTION	REG NO	VALUE
	SUBSIDIZED VEHICLES		
	SUBSIDIZED VEHICLES		
1	2011 Hyundai IX-C5 CRDi - FG Siqwana	BHC820FS	R 175,000
2	BMW X1 - Lerato Singonzo	HKG379 FS	R 294,750
3	2014, Toyota Corolla Quest 1.6 - LV Kolomba	FMH251FS	R 165,000
4	2014, Ford Fiesta 1.4 Ambiente - MC Modise	FMK107FS	R 125,000
5	2014, Isuzu 300 KB 300 Crew Cab LX - SG Qwelane	FMJ015FS	R 340,000
6	2015, Chevrolet Captiva - Mogade TJ	FTM636FS	R 265,000
7	Isuzu bakkie - Phithi	FTH093FS	R 150,000
8	2022 Ford Ranger 2.2 TDCI Double cab- PJ Modise	TBA	R 552,311
9	2015 Ford ranger TDI Wildtrack - L Manwele	HFR645FS	R 350,000
10	2014, Polo VW 1.4 - Mr T Lichaba	FSG353FS	R221,754
11	2014, Polo VW 1.4 - Mr L Leeuw	FRF174FS	R132,000
12	2013 FORD FOCUS - MPHO TSOENE	HKC846 FS	R200,000
13	WV Polo - Bonani	HLY499FS	R 250,000
14	Kia Rio - Metsimetsi	FVS437FS	R200,000
15	BMW 4 SERIS COUPE - Mrs Tsikang		R715,000

ITEM	DESCRIPTION	REG. NUMBER
1	1990 Nissan CM15 Vullis Vragmotor	CTG308FS
2	2005 Toyota Quantum 2.7 14 seater	LELOMUFS
3	Iveco Compact Truck	CRW329FS
4	Hyundai 2.6 Tipper	DFJ482FS
5	Landini 7860 Tractor	DGB990FS
6	Landini 7860 Tractor	DGB992FS
7	2008 Isuzu FTR 800 Tipper	DLN516FS
8	2008 Isuzu FTR 800 Tipper	DLN519FS
9	2008 Isuzu FTR 800 Tipper	DLN514FS
10	Isuzu Cherry Picker (R945 392)	DMJ930FS
11	Isuzu Tank & Truck (R505 000)	DLV524FS
12	2011, Nissan LAW - DVD761FS	DVD761FS
14	2011, Toyota Hilux LAW (extras, as per list - R24 080)	DYG838FS
15	Toyota DA Series	CHL510FS
16	Hartland Trailer	CHL506FS
17	RSA Trailer	CHB410FS
18	Henred Fruehat Trailer	CHB412FS
19	Hartland Trailer	CHB423FS
20	Henred Fruehat Trailer	CHB411FS
21	Tow- XLY Bessie II Trailer	CPK909FS
22	2011, Landini tractor	TBA
23	2014, Trailer Monted Versa Express (R283 290)	TBA
24	toyota fortuner (Speaker car)	HKK713 FS
25	FORD RANGER	HKL312FS
26	FORD TRANSIT	HJW598FS
27	small electrical trailer	FLJ456FS
28	jet blaster	HLP381FS

LETSEMENG MUNICIPALITY

Claims Statistics

POLICY SECTION	01Jun2018-30May2019		01Jun2019-30May2020		01Jun2020-30May2021		01Jun2021-05May2022	
	Qty	Gross Value	Qty	Gross Value	Qty	Gross Value	Qty	Gross Value
Combined		R -		R -		R -		R -
Houseowners		R -		R -		R -		R -
Business Interruption		R -		R -		R -		R -
Office Contents		R -		R -		R -		R -
Accounts Receivable		R -		R -		R -		R -
Business All Risks	3	R 39 398	5	R 29 264	5	R 21 497		R -
Theft	1	R 50 999	2	R 62 000	1	R 41 898		R -
Glass		R -		R -		R -		R -
Money		R -		R -		R -		R -
Fidelity		R -		R -		R -		R -
Accidental Damage		R -		R -		R -		R -
Transit		R -		R -		R -		R -
Personal Accident		R -		R -		R -		R -
Stated Benefits		R -		R -		R -		R -
Electronic Equipment		R -		R -		R -		R -
Machinery Breakdown		R -		R -		R -		R -
Machinery Bus Interruption		R -		R -		R -		R -
Motor Fleet	4	R 103 768	6	R 127 606	4	R 465 768	2	R 236 980
Motor Liability		R -		R -		R -		R -
General Liability		R -		R -		R -		R -
Subsidised Vehicles		R -		R -		R -		R -
Motor Vehicle Guarantees		R -		R -		R -		R -
Marine Small Craft		R -		R -		R -		R -
Aerodrome Owners		R -		R -		R -		R -
SASRIA Non Motor		R -		R -		R -		R -
SASRIA Motor		R -		R -		R -		R -
TOTAL	8	R 194 165,00	13	R 218 870,00	10	R 529 163,00	2	R 236 980,00

33 = ALL GROSS CLAIMS

R 1 179 178,00