

# John Taolo Gaetsewe District Municipality



## INVITATION TO BID

(In terms of the Supply Chain Management Regulations (Government Gazette 27636 of 30 May 2005))

**BID NO: 06-2019/20**

## RE-ADVERTISEMENT

### REQUEST FOR SUBMISSION OF PROPOSALS TO PROVIDE INSURANCE SERVICE OF PROPERTY AND LIABILITIES FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS

**Closing Date and Time: Friday, 6 March 2020 at 12H00**

NAME OF BIDDER:		Bidder VAT registered? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
TOTAL BID PRICE (INCL VAT): (Brought forward from MBD 3.1)		

Please note that it is compulsory for all service providers to complete the above required information

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## 1. BID CHECKLIST

Bidders are to use this checklist to ensure that the bid documentation is complete for administrative compliance. The bidder is to indicate that the documentation is complete and included in the bid document by completing the table below.

Tick to indicate that the information is included

Item	Description	Yes	No	n/a
1.	Is your business registered as accredited prospective supplier with the John Taolo Gaetsewe District Municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the bid document administration fee paid and a copy of the receipt attached to the bid document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Did you read and understand all pages of the bid document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Did you complete the bid documents in black ink?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you provide a certified copy of your company registration and VAT registration certificates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Did you provide a certified copy of your identity document in case of sole proprietorship?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Did you provide registration certificate pertaining to the relevant industry e.g. (Electrical Contractors Board), if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Did you provide a covering letter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Did you provide an original and valid tax clearance certificate? (MBD2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Did you complete and sign the Bid Declaration Form? (section 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Where applicable, is the resolution taken the Board of Directors/Members/Partners completed and signed? (section 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Where applicable, is the resolution taken the Board of Directors of a Consortium or Joint Venture completed and signed? (section 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is invitation to bid completed and signed? (MBD 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is the Declaration of Interest completed and signed? (MBD 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is the Declaration of Bidder's Past Supply Management Practices completed and signed? (MBD 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is the Certificate of Independent Bid Determination completed and signed? (MBD 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Did you complete and sign the Previous Work Experience of a Similar Nature section? (section 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Is the Preference Points Claim Form in Terms of the Preferential Procurement Regulation 2011 completed and signed? (MBD 6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Did you provide an original and valid B-BBEE status level verification certificate or a certified copy thereof or, if you qualify as an EME, did you provide a verification certificate? (MBD 6.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Does the product/service offered conform to the Bid Specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is Pricing Schedule completed? (MBD 3.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Where applicable, is the Declaration for Procurement Above R10 million (all applicable taxes included) completed and signed? (MBD 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Did you attach the annual financial statements as required in MBD 5? (For Procurements above R10 million)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. SPECIAL CONDITIONS OF BID

1. The Municipality's document must be kept as supplied and submitted with all schedules / forms fully completed.
2. Any other documents, certificates etc. must be attached as an annexure to the official Municipal document.
3. Where the Municipality's official document is taken apart and not submitted as supplied, the bid might be rejected.
4. Schedules / forms not duly completed and signed by the bidder will result in a bid not being considered.
5. All Forms of Special Conditions in Specifications should be included.
6. The bid document must be completed in black ink, and prices must be VAT inclusive, unless otherwise specified.
7. The lowest or any Bid will not be necessarily being accepted, and the John Taolo Gaetsewe District Municipality reserves the right to accept the whole or any portion of a Bid.
8. All prices and details must be legible to ensure the bid will be considered for adjudication.
9. Corrections may not be made by means of correction fluid such as Tip – Ex, or any other similar product. In the event of a mistake being made, it should be crossed out in ink and be accompanied by a full signature at each and every alteration. The Municipality reserves the right to reject the bid if corrections are not made in accordance with the above.
10. All bid documents must include the following documents:
  - Receipt (original) for bid documents;
  - Certified copies of cc/co registration certificates;
  - Certified copy of Identity document in the case of sole proprietorship;
  - Original or certified copy of B-BBEE status level verification certificate; and
  - Original copies of Tax clearance certificates.
11. The bidder may submit a comprehensive company profile, for example the founding company statements, as well as a detailed exposition of previous work done.
12. Bidders are required to be registered on the John Taolo Gaetsewe District Municipality's Supplier Database. Consultants are required to be registered on the Municipality's Consultant Roster System (Application forms are obtainable from the Finance Department of the Municipality).
13. No bid forwarded by e – mail, telegram, telex, facsimile or similar apparatus will be considered.
14. Late bids shall not be admitted for consideration.
15. Bids must be properly received and deposited in the bid box of the John Taolo Gaetsewe District Municipality on or before 12:00 on Friday, 6 March 2020. Bid offers must be submitted in a sealed envelope properly marked in terms of the bid number and bid description, at the offices of the John Taolo Gaetsewe District Municipality situated at 4 Federale Mynbou Street, Kuruman, PO Box 1480, Kuruman, 8460.
16. Copyright / Patent Rights – Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the John Taolo Gaetsewe District Municipality.

### 3. BID DECLARATION

1. I/we Mr/Mrs/Messrs \_\_\_\_\_ duly assigned to represent the bidder for the purpose of this bid, hereby bid to supply the goods and/or render services described in the attached documents to the John Taolo Gaetsewe District Municipality on terms and conditions stipulated in this bid and in accordance with the specifications stipulated in the bid documents (which shall be taken as part of, and incorporated into this bid) at the prices reflected in the Pricing Schedule.
2. I/we agree that this offer shall remain valid for a period of **90** days commencing from the closing date and time of this bid.
3. I/We further agree that:
  - 3.1 This bid and its acceptance shall be subject to the terms and conditions contained in the in the John Taolo Gaetsewe District Municipality's Supply Chain Management Policy;
  - 3.2 if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the John Taolo Gaetsewe District Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the John Taolo Gaetsewe District Municipality and I/we will then pay to the John Taolo Gaetsewe District Municipality any additional expense incurred by the John Taolo Gaetsewe District Municipality having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid; the John Taolo Gaetsewe District Municipality shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the John Taolo Gaetsewe District Municipality may sustain by reason of my/our default;
  - 3.3 If my/our bid is accepted the acceptance may be communicated to me/us by letter or order by certified mail or registered mail. Such posting shall be deemed to be proper service of such notice with effect from the date of posting/dispatch of such notice;
  - 3.4 The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served at (full street address of this place):  
  
\_\_\_\_\_  
  
\_\_\_\_\_
4. I/we furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
5. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
6. I/we agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
7. I/we declare that I/we have participation/no participation\* in the submission of any other offer for the supplies/services described in the attached documents. \*If in the affirmative, state name(s) of bid(s) involved.  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Signature \_\_\_\_\_

## 4. RESOLUTION TAKEN BY THE BOARD OF DIRECTORS / MEMBERS / PARTNERS

**RESOLUTION** of a meeting of the Board of Directors / Members / Partners of

\_\_\_\_\_  
(Name of Bidder)

Held at \_\_\_\_\_ On \_\_\_\_\_  
(Place) (Date)

**RESOLVED THAT:**

1. The enterprise submits a Bid to the John Taolo Gaetsewe District Municipality in respect of the following project:

**BID NO: 06-2019/20**

**REQUEST FOR SUBMISSION OF PROPOSALS TO PROVIDE INSURANCE SERVICE OF PROPERTY AND LIABILITIES FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

2. Mr/Mrs/Ms \_\_\_\_\_

In his/her capacity as \_\_\_\_\_ and who will sign as follows:

\_\_\_\_\_  
(Specimen Signature)

be, and is hereby, authorised to sign the Bid and/or all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any contract, and/or all documentation resulting from the award of the bid to the enterprise mentioned above.

Note: The resolution must be signed by all the directors or members/partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

Enterprise Stamp

## 5. RESOLUTION TAKEN BY THE BOARD OF DIRECTORS OF A CONSORTIUM OR JOINT VENTURE

**RESOLUTION** of a meeting of the Board of Directors / Members / Partners of

\_\_\_\_\_  
(Name of Bidder)

Held at \_\_\_\_\_ On \_\_\_\_\_  
(Place) (Date)

**RESOLVED THAT:**

- The enterprise submits a Bid to the John Taolo Gaetsewe District Municipality in respect of the following project:

**BID NO: 06-2019/20**

**REQUEST FOR SUBMISSION OF PROPOSALS TO PROVIDE INSURANCE SERVICE OF PROPERTY AND LIABILITIES FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS**

**As a Consortium/Joint Venture comprising** *(list all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)*

\_\_\_\_\_  
(Enterprise full Name and Registration Number)

\_\_\_\_\_  
(Enterprise full Name and Registration Number)

- Mr/Mrs/Ms \_\_\_\_\_

In his/her capacity as \_\_\_\_\_ and who will sign as follows:

\_\_\_\_\_  
(Specimen Signature)

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

- The enterprise in the form of a consortium or joint venture accept jointly and several liabilities with parties under item 1 above for the fulfilment of the obligations of the joint venture deriving from, and in any way connected with the contract to be entered into with the John Taolo Gaetsewe District Municipality in respect of the project described above under item 1.
- The **Consortium/Joint venture** enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and contract with the John Taolo Gaetsewe District Municipality in respect of the project under item 1:

\_\_\_\_\_  
(Physical Address)

Note: The resolution must be signed by all the directors or members / partners of the bidding enterprise. Should the space provided below not be sufficient for all directors to sign, please provide a separate sheet in the same format as below.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			

Enterprise Stamp

## 6. INVITATION TO BID (MBD 1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY**

**BID NUMBER:** 06-2019/20  
**CLOSING DATE AND TIME:** Friday, 6 March 2020 at 12H00  
**BID DESCRIPTION:** Request for submission of proposals to provide Insurance Service of Property and Liabilities for the John Taolo Gaetsewe District Municipality for a period of 36 months

**The Successful bidder will be required to fill in and sign a written Contract Form (MDB 7)**

NB: Bids must be properly received and deposited in the bid box of the John Taolo Gaetsewe District Municipality on or before the closing date and before the closing time. Bid offers must be submitted in a sealed envelope properly marked in terms of the bid number and bid description as indicated above. No bid offers will be accepted via e-mail, facsimile (fax) or telegram.

DEPOSITED IN THE BID BOX SITUATED AT:

4 Federal Mynbou Street  
 KURUMAN

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

The bid box is available during office hours (Monday to Friday, 07H30 to 16H15).

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

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

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

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER .....

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2) \*YES / NO  
\* Delete if not applicable

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) \*YES / NO  
\* Delete if not applicable

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

An accounting officer as contemplated in the Close Corporation Act (CCA)

A verification agency accredited by the South African National Accreditation System (SANAS)

A registered auditor

(Tick applicable box)

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?

\*YES / NO  
\* Delete if not applicable  
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER .....

DATE .....

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

TOTAL BID PRICE R.....

TOTAL NUMBER OF ITEMS OFFERED .....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Municipality:** John Taolo Gaetsewe District Municipality

**Department:** Budget and Treasury Office

**Contact Person:** Mr Thabo Motlhanke

**Tel:** (053) 712 8784

**Fax:** (053) 712 2502

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mrs Galaletsang Moroane

**Tel:** (053) 712 8700

**Fax:** (053) 712 2502

## 7. TAX CLEARANCE REQUIREMENTS (MBD 2)

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

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



TAX CLEARANCE

TCC 001

## Application for a Tax Clearance Certificate

### Purpose

Select the applicable option .....Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application


### Particulars of applicant

Name/Legal name (Initials & Surname or registered name)																					
Trading name (if applicable)																					
ID/Passport no						Company/Close Corp. registered no															
Income Tax ref no						PAYE ref no	7														
VAT registration no	4					SDL ref no	L														
Customs code						UIF ref no	U														
Telephone no	C O D E					N U M B E R					Fax no	C O D E					N U M B E R				
E-mail address																					
Physical address																					
Postal address																					

### Particulars of representative (Public Officer/Trustee/Partner)

Surname																					
First names																					
ID/Passport no						Income Tax ref no															
Telephone no	C O D E					N U M B E R					Fax no	C O D E					N U M B E R				
E-mail address																					
Physical address																					



## 8. PRICING SCHEDULE – FIRM PRICES (MBD 3.1)

### (PURCHASES)

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder: .....

Bid number: 06-2019/20  
 Closing day and time: Friday, 6 March 2020 at 12H00  
 Bid description: Request for submission of Proposals to Provide Insurance service of Property and Liabilities for the John Taolo Gaetsewe District Municipality for a period of 36 months

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

### 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 36 months.

### 2. BACKGROUND

- 2.1 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
  - 2.2.3 Assess the Municipality’s insurance cover and provide advice on adequate cover to be taken out.
- 2.3 The current contract for a Short-term Insurance Intermediary will expire on 30 April 2020. The insurance portfolio will then be placed with the successful Bidder as from 01 May 2020.

### 3. SCOPE

The scope of work will be as follows:

#### 3.1 Placement of the Municipality’s Insurance Portfolio

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 with regard to 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 in satisfaction of this tender;
- 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**

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:

- 3.3.1 Administer all the Municipality's insurance claims which fall under the various categories of the insurance policies;
- 3.3.2 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;
- 3.3.3 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;
- 3.3.4 Submit monthly updated reports in respect of all of the Municipality's claims submitted, indicating the status of each claim;
- 3.3.5 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 Renewal / Placement of the Municipality's Insurance Portfolio – Effective from 01 July 2019 and 01 July 2020 respectively**

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 premiums 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 April / May 2021 and in April / May 2022 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 by no later than 30 June 2021 and 30 June 2022 respectively and provide the Municipality with written confirmation thereof, together with details of the insurance cover placed by 30 June 2021 and 30 June 2022.

### **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 as at 30 April 2020, including claims with date of loss up to 30 April 2020 but only discovered and submitted on or after 01 May 2020;
- 3.5.2. Public Liability claims are dealt with on a claims-made basis, therefore any Public Liability claims received up to 30 April 2020 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 Provider, even 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 placed in the insurance market;
- 3.6.4. Provide training sessions as and when required on insurance related matters.

## 3.7. Detail of Cover Required

3.7.1. Following, please find a schedule with the details of the cover required:

SECTION INSURED AMOUNT	INSURED AMOUNT
<b>BUSINESS ALL RISK</b>	
General Specified Items	R10 669 671.47
<b>Sub-Total – Business All Risk</b>	<b>R10 669 671.47</b>
<b>SASRIA – Business All Risk</b>	
<b>COMBINED</b>	
Standard and Non-Standard Construction	R47 429 999.00
Claims Preparation Costs	R100 000.00
Debris Removal	R100 000.00
Professional Fees	R250 000.00
<b>Sub-Total – Combined</b>	<b>R47 879 999.00</b>
<b>SASRIA – Combined</b>	
<b>DIRECTORS AND OFFICIALS</b>	
Limit of Indemnity	R3 000 000.00
<b>Sub-Total – Directors &amp; Officials</b>	<b>R3 000 000.00</b>
<b>ELECTRONIC EQUIPMENT</b>	
Hardware	R4 470 910.63
Laptops, Tablets and External Hard Drives	R1 112 849.42
Reinstatement of Data	R150 000.00
Increased Cost of Working	R150 000.00
<b>Sub-Total – Electronic Equipment</b>	<b>R5 883 760.05</b>
<b>SASRIA – Electronic Equipment</b>	
<b>EMPLOYER'S LIABILITY (Workman's Comp)</b>	
Limit of Indemnity	R1 000 000.00
<b>Sub-Total – Employer's Liability</b>	<b>R1 000 000.00</b>
<b>FIDELITY GUARANTEE</b>	
Limit of Indemnity	R300 000.00
Claims Preparation Costs	R100 000.00
<b>Sub-Total – Fidelity Guarantee</b>	<b>R400 000.00</b>
<b>GLASS</b>	
General Limit	R130 000.00
<b>Sub-Total – Glass</b>	<b>R130 000.00</b>
<b>SASRIA – Glass</b>	
<b>GOODS IN TRANSIT</b>	
First Loss	R300 000.00
Debris Removal	R10 000.00
Fire Extinguishing Charges	R1 000.00
Claims Preparation Costs	R100 000.00
<b>Sub-Total – Goods in Transit</b>	<b>R411 000.00</b>
<b>SASRIA – Goods in Transit</b>	
<b>HOUSE OWNERS</b>	
Standard Construction	R0.00
Non-Standard Construction	R910 000.00
Claims Preparation Costs	R100 000.00
Debris Removal	R40 000.00
Professional Fees	R0.00

<b>Sub-Total – House Owners</b>	<b>R1 050 000.00</b>
<b>SASRIA – House Owners</b>	
<b>LOSS OF INCOME (BUSINESS INTERRUPTION)</b>	
Loss of Income and Rental	R1 000 000.00
Claims Preparation Costs	R100 000.00
<b>Sub-Total – Loss of Income (Business Interruption)</b>	<b>R1 100 000.00</b>
<b>MONEY</b>	
Major Limit	R50 000.00
Seasonal Increase	R35 000.00
Cheques	R10 000.00
Increased Limit Outside Safe	R5 000.00
<b>Sub-Total – Money</b>	<b>R100 000.00</b>
<b>SASRIA – Money</b>	
<b>OFFICE COMBINED</b>	
Contents of Office	R4 912 761.42
Loss of Documents	R500 000.00
Theft Extension	R1 225 190.36
Increased Cost of Working	R25 000.00
Claims Preparation Costs	R12 000.00
Debris Removal	R10 000.00
<b>Sub-Total – Office Combined</b>	<b>R6 684 951.78</b>
<b>SASRIA – Office Combined</b>	
<b>PERSONAL ACCIDENT</b>	
Councillors 24 Hours (2.5 X Annual Package)	8 Councillors
Spouses, Activities Only 8 Councillors	8 Councillors
<b>Sub-Total – Personal Accident</b>	<b>R9 690 730.00</b>
<b>SASRIA [8 Councillors @ R800,000 per Councillor]</b>	
<b>PUBLIC LIABILITY</b>	
Limit of Indemnity	R5 000 000.00
Salaries and Wages	R94 590 451.00
<b>Sub-Total – Public Liability</b>	<b>R99 590 451.00</b>
<b>STATED BENEFITS</b>	
All Personnel, Activities Only 2 Times	2 Times
Annual Earnings X 2	R94 590 451.00
<b>Sub-Total – Stated Benefits</b>	<b>R94 590 451.00</b>
<b>THEFT</b>	
First Loss Basis	R1 000 000.00
Total Contents of All Buildings	R10 669 671.47
Damage to Buildings	R100 000.00
Property in the Open (Within Fenced Area)	R500 000.00
<b>Sub-Total – Theft</b>	<b>R12 269 671.47</b>
<b>VEHICLE FLEET</b>	
19 x Council Vehicles	
- 17 x Council Vehicles of Limit < R500,000	R3 100 639.53
- 1 x Council Vehicles of Limit > R500,000	R525 396.93
- 1 x Council Vehicles of Limit > R1,000,000	R1 272 000.00
<b>Sub-Total – Council Vehicles</b>	<b>R4 898 036.46</b>
<b>SASRIA – Council Vehicles</b>	
6 x Fire Vehicles	

- 4 x Fire Vehicles of Limit < R500,000	R736 874.21
- 2 x Fire Vehicles of Limit > R500,000 < R1,000,000	R1 051 300.70
- 0 x Fire Vehicles of Limit > R1,000,000	R0.00
<b>Sub-Total – Fire Vehicles</b>	<b>R1 788 174.91</b>
<b>SASRIA – Fire Vehicles</b>	
<b>Grand Sub-Total – Vehicle Fleet</b>	<b>R6 686 211.37</b>
<b>SASRIA – Vehicle Fleet</b>	

CAMERAS		
Barcode No.	Item	Insured Value
11595	Camera Cannon	R3 750.00
<b>TOTAL</b>		<b>R3 750.00</b>

LAPTOPS, TABLETS & EXTERNAL HARD DRIVES		
Barcode No.	Item	Insured Value
012168	External Hard drive	R1 800.00
011721	External Hard drive	R1 679.83
012182	Hard drive	R1 096.49
010413	Hard drive	R1 644.74
012183	Hard drive	R1 486.96
012115	Hard drives	R2 900.00
012116	Hard drives	R2 900.00
IMEI: 3569	iPad	R11 538.00
011598	Laptop	R6 736.84
011608	Laptop	R17 500.00
011928	Laptop	R12 000.00
011369	Laptop	R2 608.50
011603	Laptop	R17 500.00
011919	Laptop	R0.00
012179	Laptop	R12 900.00
011609	Laptop	R0.00
012096	Laptop	R12 900.00
012083	Laptop	R12 900.00
011606	Laptop	R17 500.00
012081	Laptop	R12 900.00
011605	Laptop	R17 500.00
011807	Laptop	R13 402.22
011424	Laptop	R6 600.88
012077	Laptop	R12 900.00
011545	Laptop	R9 126.64
011906	Laptop	R7 719.30
011618	Laptop	R12 499.00
012163	Laptop	R14 887.83
012361	Laptop	R10 494.12
012362	Laptop	R10 494.12
012363	Laptop	R10 494.12

012364	Laptop	R10 494.12
012365	Laptop	R10 494.12
012366	Laptop	R10 494.12
012367	Laptop	R10 494.12
012368	Laptop	R10 494.12
012369	Laptop	R10 494.12
012370	Laptop	R10 494.12
012371	Laptop	R10 494.12
012372	Laptop	R10 494.12
012373	Laptop	R10 494.12
012374	Laptop	R10 494.12
012375	Laptop	R10 494.12
012376	Laptop	R10 494.12
012377	Laptop	R10 494.12
012378	Laptop	R10 494.12
012379	Laptop	R10 494.12
012380	Laptop	R10 494.12
012381	Laptop	R10 494.12
012382	Laptop	R10 494.12
012383	Laptop	R10 494.12
012384	Laptop	R10 494.12
012385	Laptop	R10 494.12
012122	Laptop	R14 887.83
012090	Laptop	R0.00
012157	Laptop	R14 887.83
011539	Laptop	R0.00
003722	Laptop	R6 998.60
003718	Laptop	R6 998.60
012088	Laptop	R0.00
011602	Laptop	R17 500.00
011847	Laptop	R0.00
011536	Laptop	R9 126.64
012078	Laptop	R12 900.00
003530	Laptop	R3 604.58
011976	Laptop	R0.00
011544	Laptop	R9 126.64
011718	Laptop	R17 500.00
011390	Laptop	R2 066.02
011695	Laptop	R18 631.58
011834	Laptop	R13 402.22
012092	Laptop	R0.00
012087	Laptop	R12 900.00
011837	Laptop	R13 402.22
011944	Laptop	R12 000.00
011903	Laptop	R0.00
011985	Laptop	R2 066.02
012071	Laptop	R12 900.00
002416	Laptop	R0.00
010952	Laptop	R0.00

011835	Laptop	R13 402.22
011836	Laptop	R13 402.22
011806	Laptop	R13 402.22
011805	Laptop	R13 402.22
011804	Laptop	R13 402.22
011803	Laptop	R13 402.22
012351	Laptop	R8 149.75
012120	Laptop	R7 279.83
012121	Laptop	R7 279.83
012123	Laptop	R7 279.83
012318	Laptop	R14 017.54
011799	Laptop	R23 544.30
011832	Laptop	R0.00
012124	Laptop	R7 279.83
0010611	Laptop	R6 839.00
0012121	Laptop	R6 839.00
0011747	Laptop	R6 839.00
0012383	Laptop	R6 839.00
011988	Laptop	R5 506.35
011303	Laptop	R7 000.00
011307	Laptop	R7 000.00
005286	Laptop	R6 950.35
012006	Laptop	R7 000.00
011304	Laptop	R7 000.00
011422	Laptop	R7 000.00
004163	Laptop	R0.00
003808	Laptop	R0.00
011542	LAPTOP HP ProBook  SN: 2CE339OZBK	R6 839.00
011601	Laptop: HP ProBook	R17 500.00
011747	ProBook 470	R21 000.00
011748	ProBook 470	R21 000.00
011749	ProBook 470	R21 000.00
011750	ProBook 470	R21 000.00
011751	ProBook 470	R21 000.00
352961/06/029078/7	Tablet	R6 843.75
352961/06/029071/2	Tablet	R6 843.75
352961/06/029070/4	Tablet	R0.00
352961/06/029082/9	Tablet	R6 843.75
352961/06/029090/2	Tablet	R6 843.75
12360 IMEI 358936080107348	Tablet	R6 461.25
12359 IMEI 358936080115531	Tablet	R6 461.25
012359	Tablets - Serial Number 17340B00dd eda70usbcup	R4 777.00
<b>TOTAL</b>		<b>R1 112 849.42</b>

LIST OF COMPUTER AND RELATED EQUIPMENT		
Barcode No.	Item	Insured Value
SN: W5T5TA9281622257	3G	R1 315.00
012340	Back-up System	R158 000.00
A BIO 1	Biometric devices	R51 880.00
A BIO 2	Biometric devices	R27 980.00
002617	Brush Panel	R800.00
002282	Brush Panel	R1 838.09
002284	Brush Panel	R1 838.09
011398	Brush Panel	R1 838.09
000175	Brush Panel	R2 400.00
000176	Brush Panel	R2 400.00
000177	Brush Panel	R2 400.00
010919	Brush Panel	R1 838.09
003855	Brush panel	R69.87
000774	Brush Panel	R139.74
010924	Brush Panel	R597.97
010925	Brush Panel	R597.97
010926	Brush Panel	R597.97
010929	Brush Panel	R398.64
010930	Brush Panel	R398.65
010932	Brush Panel	R664.41
010933	Brush Panel	R664.42
010917	Brush Panel	R597.97
010921	Brush Panel	R398.65
010923	Brush Panel	R664.41
010922	Brush Panel	R398.64
010918	Brush Panel	R597.97
A INV 055444	Cable	R10 981.00
003710	Computer	R3 838.80
000139	Computer	R3 802.92
001878	Computer	R5 000.00
004126	Computer	R0.00
011298	Computer	R13 733.00
003822	Computer	R78 115.10
003713	Computer	R8 826.86
010885	Computer	R5 922.30
003556	Computer	R4 988.06
002890	Computer	R4 137.32
011381 & 011845	Computer & Monitor	R4 651.04
012132 & 011707	Computer and Monitor	R12 529.20
011479	CPU	R4 303.50
003711	CPU	R3 838.80
011560	CPU	R4 651.04
012022	CPU	R4 651.04
011830	CPU	R16 766.69
003703	CPU	R3 838.80
011828 & 11824	CPU	R16 766.69
010968	CPU	R5 789.47

010947	CPU	R6 030.70
010965	CPU	R5 789.47
012130	CPU	R12 529.20
011972	CPU	R8 135.96
012356	CPU	R4 651.04
012185	CPU	R12 529.20
003701	CPU	R0.00
012136	CPU	R12 529.20
011183	CPU	R6 151.35
011372	CPU	R2 608.50
003707	CPU	R3 838.80
011825	CPU	R16 766.69
011831	CPU	R16 766.69
011826	CPU	R16 766.69
011393	CPU	R6 031.00
011556	CPU	R6 031.00
011842	CPU	R6 031.00
003645	CPU	R2 412.40
011650	CPU	R4 651.04
011691	CPU	R4 651.04
003603	CPU	R3 650.00
011612	CPU	R4 651.04
012205 / 012203 / 012204	CPU / Keyboard / Mouse	R10 434.52
012201 / 012399 / 012400	CPU / Keyboard / Mouse	R10 434.52
012397 / 012395 / 012396	CPU / Keyboard / Mouse	R10 434.52
012393 / 012391 / 012390	CPU / Keyboard / Mouse	R10 434.52
012389 / 012387 / 012386	CPU / Keyboard / Mouse	R10 434.52
012216 / 012323 / 012327	CPU / Keyboard / Mouse	R15 900.00
012161 & 011808	CPU & Monitor	R12 529.20
011904	CPU hp	R2 412.40
011556	CPU hp	R2 412.40
012175	Desktop	R7 811.30
012153	Desktop Computer and monitor	R12 529.20
012177	Desktop Computer and monitor	R12 529.20
012162 & 011815	Desktop CPU & Monitor	R12 529.20
012166	DVD ROM	R1 400.00
012317	Edge Switch	R10 273.95
012302	Edge Switch	R10 273.95
012305	Edge Switch	R10 273.95
012307	Edge Switch	R10 273.95
012314	Edge Switch	R10 273.95
012315	Edge Switch	R10 273.95
012310	Edge Switch	R10 273.95
012312	Edge Switch	R10 273.95
012320	HP Desktop	R18 500.00
012328	HP Desktop	R18 500.00
011883	HP Desktop	R13 733.00
011820	hp desktop	R13 733.00
011671	HP Monitor	R996.13

001426	Hub	R7 000.00
010874	Keyboard/Video/Mouse Switch	R5 562.58
855550K98913JZDG72BO15 G	Lenovo Monitor	R2 079.07
855550K8913JZDG72C00L	Lenovo Monitor	R2 079.07
10999	LG desktop	R13 733.00
000301	Lighting & Surge Protection Unit	R175.78
011865	mercier desktop	R8 239.80
011392	Monitor	R1 148.85
011412	Monitor	R544.17
003731	Monitor	R1 907.87
012109	Monitor	R996.13
012388	Monitor	R2 091.15
012392	Monitor	R2 091.15
012394	Monitor	R2 091.15
012398	Monitor	R2 091.15
012202	Monitor	R2 091.15
012319	Monitor	R1 950.00
010946	Monitor	R921.05
002917	Monitor	R1 909.86
003736	Monitor	R1 363.70
011429	Monitor	R964.91
010948	Monitor	R921.05
010973	Monitor	R964.91
011954	Monitor	R1 359.65
010999	Monitor	R964.91
011127	Monitor	R803.85
012131	Monitor	R996.13
011901	Monitor	R9 873.50
012189	Monitor	R996.13
012026	Monitor	R0.00
011914	Monitor	R12 000.00
010945	Monitor	R921.05
000848	Monitor	R0.00
002322	Monitor	R0.00
002258	Monitor	R132.91
004646	Monitor	R831.63
003237	Monitor	R2 079.07
010478	Monitor	R2 079.07
0011731	Monitor	R2 079.07
001817	Monitor	R2 079.07
0012023	Monitor	R2 079.07
003738	Monitor	R1 363.70
011814	Monitor	R1 000.00
003706	Monitor	R1 363.70
002877	Monitor	R1 000.00
003549	Monitor	R544.17
002875	Monitor	R1 909.86
002878	Monitor	R1 965.52

002876	Monitor	R544.17
003733	Monitor	R1 363.70
001138	Monitor	R0.00
010591	Monitor	R544.17
000024	Monitor	R0.00
003732	Monitor	R1 363.70
003555	Monitor	R544.17
003702	Monitor	R1 363.70
003737	Monitor	R1 363.70
003899	Monitor	R544.17
001975	Monitor	R0.00
003704	Monitor	R0.00
002433	Monitor	R544.17
011702	Monitor	R0.00
010881	Monitor	R1 002.06
010876	Monitor	R3 300.06
000140	Monitor	R1 000.00
002046	Monitor   Model L192WS	R544.17
03725	Monitor Acer	R2 079.07
001918	Net Gear	R1 500.00
Fibre	Network Cable	R16 109.21
000650	Network Switch Box	R250.00
004008	Patch Panel	R143.42
000776	Patch Panel	R143.42
000775	Patch Panel	R143.42
010931	Patch Panel	R892.34
000178	Patch Panel	R2 400.00
012150	Patch Panel	R2 400.00
010916	Patch Panel	R892.34
004379	Patch Panel	R143.42
010920	Patch Panel	R892.34
011780	Port Switch& Poe	R58 288.40
011764	Radio Link	R19 703.75
011765	Radio Link	R19 703.75
011766	Radio Link	R19 703.75
011767	Radio Link	R19 703.75
011768	Radio Link	R19 703.75
012411	Router	R1 900.00
ATBT 14	Routers	R111 437.50
010879	Steel Cabinet-Aros Century Multi Standard UPS	R155 499.06
001097	Switch	R1 400.00
000302	Switch	R377.94
004305	Switch	R377.94
004511	Switch	R377.94
000300	Switch	R377.94
000771	Switch	R377.94
001940	Switch	R377.94
003839	Switch	R377.94

003863	Switch	R377.94
012098	Switches	R9 544.30
012099	Switches	R15 495.40
SEBATA_IN6380	Upgrade for mSCOA	R189 501.16
000089	UPS	R72.81
012068	UPS	R2 500.00
012421	UPS	R2 500.00
012488	UPS	R2 500.00
012492	UPS	R2 500.00
012494	UPS	R2 500.00
001398	UPS	R15 000.00
012487	UPS	R2 500.00
012493	UPS	R2 500.00
010519	UPS	R0.00
011322	UPS	R2 688.00
011055	UPS	R0.00
004561	UPS	R527.40
005584	UPS	R527.40
005536	UPS	R527.40
011114	UPS	R527.40
004066	UPS	R0.00
004070	UPS	R0.00
010518	UPS	R527.40
012170	UPS	R527.40
012489	UPS	R2 500.00
012490	UPS	R2 500.00
010519	UPS	R527.40
000417	UPS	R1 500.00
012067	UPS	R0.00
011065	UPS	R0.00
012100	UPS	R12 500.00
010880	UPS Royal Battery Replacement	R56 105.26
011737	Voice Logger	R0.00
012412	Wi fi	R1 900.00
011868	Wi-Fi	R1 375.00
011875	Wi-Fi	R1 375.00
011873	Wi-Fi	R1 375.00
011874	Wi-Fi	R1 375.00
011872	Wi-Fi	R1 375.00
012249	Wi-Fi modem	R500.00
011374	Wireless	R112 743.16
011180	Wireless Access Point	R293.46
<b>TOTAL</b>		<b>R1 955 855.55</b>

SERVERS		
Barcode No.	Item	Insured Value
000166	Computer   Server	R0.00
000167	Computer   Server	R0.00
000168	Computer   Server	R0.00
010256	Server	R179 693.32
010878	Server	R89 137.65
010877	Server	R74 844.00
011840	Server	R155 763.04
011841	Server	R155 763.04
011866	Server	R27 768.00
012137	Server	R32 328.12
012133	Server	R54 650.00
012341	Server	R48 845.90
TOTAL		R818 793.07

PRINTERS, COPIERS, SCANNERS, FAX MACHINES AND PROJECTORS		
Barcode No.	Item	Insured Value
00756	desk jet 3650 hp	R5 493.20
010962	Fax Machine	R15 110.00
SDG0B - 0319	hp psc 1315 printer	R5 152.00
011505	Photocopy Machine	R170 948.00
012428	Printer	R4 561.41
012439	Printer	R4 561.41
012409	Printer	R2 192.98
011801	Printer	R2 324.56
012408	Printer	R2 192.98
002070	Printer	R0.00
011802	Printer	R2 324.56
012406	Printer	R2 719.30
012407	Printer	R2 192.98
011878	Printer	R1 142.96
002670	Printer	R687.34
001942	Printer	R6 242.19
002042	Printer	R6 242.19
011685	Printer	R1 992.92
012089	Printer	R2 856.81
001TBT	Printer	R0.00
002TBT	Printer	R0.00
003TBT	Printer	R0.00
012187a	Printer	R3 309.60
012187	Printer	R7 108.65
012181	Printer	R663.86
012151	Printer	R3 303.51
011453	Printer	R1 578.94
010950	Printer	R1 578.94
011385	Printer	R599.99

011389	Printer	R599.99
010714	Printer	R0.00
002584	Printer	R6 242.19
002505	Printer	R663.86
000969	Printer	R0.00
001960	Printer	R315 043.13
000095	Printer	R6 242.19
001768	Printer	R1 200.00
002553	Printer	R1 099.00
002737	Printer	R6 242.19
010972	Printer	R0.00
000276	Printer	R750.00
000578	Printer	R0.00
000579	Printer	R0.00
000911	Printer	R0.00
003557	Printer	R0.00
000354	Printer	R1 200.00
002392	Printer	R0.00
002978	Printer	R1 100.00
002608	Printer	R1 500.00
001683	Printer	R0.00
000625	Printer	R1 600.00
002893	Printer	R0.00
000756	Printer	R6 242.19
002490	Printer	R1 200.00
000624	Printer	R0.00
000716	Printer	R0.00
004683	Printer	R0.00
000828'	Printer	R0.00
000782	Printer	R0.00
000385	Printer Canon	R5 152.00
002276	Printer Nashua aficio 2018	R2 060.80
012425	Projector	R10 263.16
011870	Projector	R11 500.00
011871	Projector	R11 500.00
012069	Projector	R29 200.00
002738	Projector	R15 615.00
000673	Projector	R0.00
002648	Projector screen	R840.00
001020	Scanner	R49 102.51
010958	Scanner	R5 286.60
012420	Scanner	R14 947.60
012419	Scanner	R14 947.60
010961	Scanner	R5 286.60
000580	Scanner	R1 102.51
001007	Scanner	R0.00
004635	Scanner	R0.00
<b>TOTAL</b>		<b>R784 810.40</b>

TV, SOUND AND RELATED EQUIPMENT		
Barcode No.	Item	Insured Value
010883	Amplifier	R7 699.00
012166	DVD ROM	R1 400.00
005173	Amplifier	R2 251.79
012104	1400-watt power speakers	R2 500.00
011719	DSTV Decoder	R2 600.00
010887	DSTV Decoder	R599.00
003618	DSTV Decoder	R514.11
011604	Recorder	R0.00
012102	speakers	R2 500.00
012101	speakers	R2 500.00
012103	speakers	R2 500.00
012108&12101/2/3/4	Sound System	R54 642.20
012172	Television	R6 999.95
002922	Television	R9 649.08
000946	Television	R9 648.08
000898	Television	R3 500.00
010684	Television	R367.01
001211	VCR Player	R0.00
011731	Voice Recorder	R0.00
<b>TOTAL</b>		<b>R109 870.22</b>

TELEPHONE AND RADIO COMMUNICATION SYSTEMS		
Barcode No.	Item	Insured Value
011342	2 Way Radio Hand Radio	R2 743.00
011344	2 Way Radio Hand Radio	R2 743.00
011355	2 Way Radio Hand Radio	R2 743.00
011357	2 Way Radio Hand Radio	R2 743.00
012339	2 Way Radio Hand Radio	R0.00
011365	2 Way Radio Hand Radio	R3 102.39
011362	2 Way Radio Hand Radio	R3 102.39
005120	Microphone System	R367.01
004572	Microphone System	R587.66
011770	Midband Radio	R8 250.00
011771	Midband Radio	R8 250.00
011772	Midband Radio	R8 250.00
011773	Midband Radio	R8 250.00
011774	Midband Radio	R8 250.00
011775	Midband Radio	R8 250.00
011776	Midband Radio	R8 250.00
011777	Midband Radio	R8 250.00
011764	Midband Radio	R8 250.00
011797	Midband Radio	R8 250.00
012343	Midband Radio	R8 250.00
012352	Midband Radio	R8 250.00
010979	Radio	R631.30

010671	Radio - control room	R779.78
010688	Radio - control room	R779.78
010988	Radio - control room	R631.30
010989	Radio - control room	R779.78
<b>TOTAL</b>		<b>R120 733.39</b>

<b>FURNITURE &amp; FITTINGS, OFFICE FURNITURE AND EQUIPMENT</b>		
<b>Barcode No.</b>	<b>Item</b>	<b>Insured Value</b>
011637	12 wooden door cupboard	R1 887.00
000576	Aircon	R3 982.00
003758	Air conditioner	R8 874.78
005628	Air conditioner	R8 874.78
005650	Air conditioner	R6 644.62
005674	Air conditioner	R6 644.62
005832	Air conditioner	R6 644.62
005867	Air conditioner	R6 644.62
005870	Air conditioner	R6 644.62
005879	Air conditioner	R6 644.62
005893	Air conditioner	R6 644.62
005911	Air conditioner	R5 148.50
005934	Air conditioner	R0.00
010360	Air conditioner	R3 759.90
011271	Air conditioner	R3 982.00
011397	Air conditioner	R4 385.96
011471	Air conditioner	R7 950.00
011576	Air conditioner	R3 982.00
011588	Air conditioner	R6 644.62
011736	Air conditioner	R0.00
011851	Air conditioner	R3 982.00
011915	Air conditioner	R14 146.80
011955	Air conditioner	R4 385.96
011986	Air conditioner	R4 385.96
011992	Air conditioner	R4 385.96
012046	Air conditioner	R6 644.62
012052	Air conditioner	R3 982.00
012455	Air conditioner	R6 644.62
012474	Air conditioner	R14 146.80
012476	Air conditioner	R14 146.80
012479	Air conditioner	R6 644.62
012485	Air conditioner	R14 146.80
103362	Air conditioner	R3 982.00
003793	Air conditioner	R5 148.50
003843	Air conditioner	R5 148.50
003853	Air conditioner	R0.00
005890	Air conditioner	R6 644.62
010589	Air conditioner	R0.00
011628	Air conditioner	R6 644.62
012039	Air conditioner	R6 644.62

012005	Air conditioner	R4 385.96
002048	Air conditioner	R0.00
003723	Air conditioner	R0.00
003790	Air conditioner	R5 148.50
003825	Air conditioner	R0.00
003891	Air conditioner	R0.00
003907	Air conditioner	R0.00
003915	Air conditioner	R5 148.50
003920	Air conditioner	R5 148.50
003926	Air conditioner	R5 148.50
003964	Air conditioner	R5 148.50
003966	Air conditioner	R5 148.50
003990	Air conditioner	R0.00
004012	Air conditioner	R5 148.50
004039	Air conditioner	R0.00
004098	Air conditioner	R5 148.50
004106	Air conditioner	R0.00
004110	Air conditioner	R0.00
004114	Air conditioner	R0.00
004134	Air conditioner	R5 148.50
004136	Air conditioner	R5 148.50
004169	Air conditioner	R5 148.50
004246	Air conditioner	R0.00
004323	Air conditioner	R5 148.50
004328	Air conditioner	R5 148.50
004335	Air conditioner	R5 148.50
004423	Air conditioner	R5 148.50
004424	Air conditioner	R5 148.50
004437	Air conditioner	R0.00
004459	Air conditioner	R0.00
004492	Air conditioner	R5 148.50
004519	Air conditioner	R0.00
004527	Air conditioner	R0.00
004531	Air conditioner	R0.00
004546	Air conditioner	R5 148.50
004579	Air conditioner	R0.00
004637	Air conditioner	R0.00
004652	Air conditioner	R5 148.50
004668	Air conditioner	R0.00
005113	Air conditioner	R0.00
005141	Air conditioner	R5 148.50
005143	Air conditioner	R5 148.50
005168	Air conditioner	R5 148.50
005182	Air conditioner	R5 148.50
005194	Air conditioner	R5 148.50
005230	Air conditioner	R5 148.50
005233	Air conditioner	R5 148.50
005234	Air conditioner	R0.00
005235	Air conditioner	R5 148.50

005245	Air conditioner	R0.00
005265	Air conditioner	R0.00
005281	Air conditioner	R5 148.50
005342	Air conditioner	R0.00
005376	Air conditioner	R0.00
005419	Air conditioner	R0.00
005497	Air conditioner	R5 148.50
005552	Air conditioner	R0.00
005560	Air conditioner	R5 148.50
005564	Air conditioner	R5 148.50
005565	Air conditioner	R5 148.50
005641	Air conditioner	R5 148.50
005913	Air conditioner	R0.00
005954	Air conditioner	R5 148.50
010267	Air conditioner	R11 032.49
010325	Air conditioner	R0.00
010369	Air conditioner	R0.00
010375	Air conditioner	R0.00
010380	Air conditioner	R5 148.50
010390	Air conditioner	R0.00
010393	Air conditioner	R0.00
010414	Air conditioner	R5 148.50
010421	Air conditioner	R0.00
010429	Air conditioner	R0.00
010464	Air conditioner	R5 148.50
010476	Air conditioner	R0.00
010527	Air conditioner	R0.00
010562	Air conditioner	R0.00
010579	Air conditioner	R0.00
010598	Air conditioner	R0.00
010675	Air conditioner	R5 148.50
010739	Air conditioner	R0.00
010758	Air conditioner	R5 148.50
010773	Air conditioner	R5 148.50
010774	Air conditioner	R0.00
010780	Air conditioner	R5 148.50
010835	Air conditioner	R0.00
011081	Air conditioner	R0.00
011416	Air conditioner	R0.00
011613	Air conditioner	R6 644.62
011615	Air conditioner	R6 644.62
011667	Air conditioner	R6 644.62
011670	Air conditioner	R6 644.62
011922	Air conditioner	R5 148.50
012040	Air conditioner	R6 644.62
012043	Air conditioner	R6 644.62
012044	Air conditioner	R0.00
012045	Air conditioner	R6 644.62
012047	Air conditioner	R6 644.62

012140	Air conditioner	R14 266.66
012143	Air conditioner	R14 266.67
012145	Air conditioner	R14 266.67
012156	Air conditioner	R6 644.62
010469	Air conditioner   Model: 9000BTU	R5 148.50
001361	Air conditioner Remote	R1 200.00
004384	Artefact	R0.00
001463	Bar Fridge	R2 250.00
010738	Bed Base	R0.00
001715	Bench	R2 236.68
001713	Bench	R2 236.68
000148	Bench	R477.34
000149	Bench	R882.60
000150	Bench	R477.34
002636	Binder	R0.00
012440	Binding Machine	R4 385.23
NEN005	Biometric scanners	R18 112.00
Bio	Biometric System	R195 019.20
011798	Black chair	R1 011.00
	black rolling chair high back with armrest	R1 011.00
002962	Book shelf	R661.21
004074	Book shelf	R661.21
005841	Bookshelf	R0.00
011938	Bookshelf	R0.00
001723	Bookshelf	R1 034.21
004018	Bookshelf	R661.21
000672	Bookshelf	R1 200.00
001980	Bookshelf	R500.00
002451	Bookshelf	R341.56
002452	Bookshelf	R750.00
002674	Bookshelf	R2 200.00
004675	Bookshelf	R661.21
010392	Bookshelf	R0.00
011735	Bookshelf	R661.21
011021	Braai Stand	R663.86
010829	Brochure Shelf	R49.28
010831	Brochure Shelf	R49.28
010830	Brochure Shelf	R49.28
005629	Buck head	R7 631.58
000706	Cabinet	R1 470.26
000754	Cabinet	R2 200.00
000784	Cabinet	R0.00
001760	Cabinet	R2 500.00
001807	Cabinet	R1 200.00
001988	Cabinet	R1 500.00
002016	Cabinet	R1 200.00
002261	Cabinet	R2 803.65
002262	Cabinet	R996.13
003552	Cabinet	R1 470.26

004659	Cabinet	R1 315.81
005810	Cabinet	R0.00
011507	Cabinet	R1 697.37
011515	Cabinet	R1 697.37
011958	Cabinet	R12 920.00
012030	Cabinet	R2 726.24
012036	Cabinet	R2 816.52
012050	Cabinet	R2 726.24
012195	Cabinet	R3 785.80
012196	Cabinet	R0.00
012197	Cabinet	R0.00
012198	Cabinet	R3 785.80
012199	Cabinet	R3 785.80
012200	Cabinet	R3 785.80
012301	Cabinet	R12 920.00
012304	Cabinet	R12 920.00
012306	Cabinet	R12 920.00
012309	Cabinet	R12 920.00
012311	Cabinet	R12 920.00
012313	Cabinet	R12 920.00
012316	Cabinet	R12 920.00
012441	Cabinet	R1 697.37
114427	Cabinet	R400.00
NB01	Cabinet	R0.00
000014	Cabinet	R0.00
000131	Cabinet	R500.00
000707	Cabinet	R750.00
000708	Cabinet	R750.00
000743	Cabinet	R750.00
000821	Cabinet	R250.00
001058	Cabinet	R1 470.26
001102	Cabinet	R750.00
001127	Cabinet	R750.00
001133	Cabinet	R750.00
001160	Cabinet	R750.00
001189	Cabinet	R750.00
001223	Cabinet	R1 500.00
002384	Cabinet	R750.00
002450	Cabinet	R1 200.00
002453	Cabinet	R1 470.26
002660	Cabinet	R750.00
NB12	Cabinet	R0.00
004470	Cabinet	R2 205.76
002509	Cabinet Glassdoor	R3 240.00
011787	Cables	R2 474.50
003519	Cafe Bar	R0.00
000420	Calculator	R650.00
002739	Calculator	R514.11
012442	Calculator	R514.11

005980	Carpet	R0.00
00647	Carrier Air condition	R3 982.00
CCTV	CCTV	R657 894.76
CCTV3	CCTV	R146 198.83
CCTV4	CCTV	R73 099.39
CCTV2	CCTV2	R980 000.00
11752	Chair	R1 011.00
11753	Chair	R1 011.00
000012	Chair	R250.00
000015	Chair	R749.00
000020	Chair	R750.00
000021	Chair	R0.00
000033	Chair	R150.00
000034	Chair	R0.00
000045	Chair	R661.21
000063	Chair	R0.00
000064	Chair	R1 262.28
000065	Chair	R1 262.28
000067	Chair	R0.00
000068	Chair	R250.00
000090	Chair	R250.00
000091	Chair	R0.00
000118	Chair	R0.00
000119	Chair	R250.00
000120	Chair	R250.00
000132	Chair	R0.00
000133	Chair	R0.00
000142	Chair	R477.34
000143	Chair	R750.00
000144	Chair	R750.00
000192	Chair	R0.00
000193	Chair	R0.00
000209	Chair	R1 262.28
000210	Chair	R1 262.28
000211	Chair	R1 262.28
000212	Chair	R1 262.28
000242	Chair	R250.00
000243	Chair	R500.00
000245	Chair	R1 300.00
000262	Chair	R1 262.28
000263	Chair	R1 262.28
000264	Chair	R477.34
000286	Chair	R900.00
000287	Chair	R250.00
000289	Chair	R0.00
000328	Chair	R0.00
000330	Chair	R500.00
000347	Chair	R0.00
000368	Chair	R250.00

000370	Chair	R350.00
000371	Chair	R1 200.00
000381	Chair	R250.00
000382	Chair	R350.00
000395	Chair	R0.00
000399	Chair	R350.00
000431	Chair	R1 973.25
000432	Chair	R1 973.25
000433	Chair	R1 973.25
000434	Chair	R0.00
000435	Chair	R1 973.25
000436	Chair	R1 973.25
000437	Chair	R0.00
000438	Chair	R0.00
000439	Chair	R1 973.25
000440	Chair	R0.00
000441	Chair	R1 973.25
000442	Chair	R1 973.25
000443	Chair	R1 973.25
000444	Chair	R0.00
000445	Chair	R1 973.25
000446	Chair	R1 973.25
000447	Chair	R1 973.25
000448	Chair	R0.00
000449	Chair	R0.00
000450	Chair	R0.00
000451	Chair	R1 973.25
000452	Chair	R1 973.25
000453	Chair	R1 973.25
000454	Chair	R1 973.25
000455	Chair	R0.00
000456	Chair	R0.00
000457	Chair	R1 973.25
000458	Chair	R1 973.25
000459	Chair	R0.00
000460	Chair	R1 973.25
000461	Chair	R1 973.25
000462	Chair	R1 973.25
000463	Chair	R1 973.25
000464	Chair	R1 973.25
000466	Chair	R1 973.25
000467	Chair	R1 973.25
000468	Chair	R1 973.25
000469	Chair	R1 973.25
000471	Chair	R1 973.25
000472	Chair	R0.00
000473	Chair	R1 973.25
000474	Chair	R0.00
000475	Chair	R1 973.25

000476	Chair	R0.00
000477	Chair	R0.00
000478	Chair	R0.00
000479	Chair	R1 973.25
000480	Chair	R0.00
000481	Chair	R1 973.25
000482	Chair	R0.00
000490	Chair	R0.00
000491	Chair	R0.00
000492	Chair	R1 973.25
000494	Chair	R1 973.25
000495	Chair	R398.05
000496	Chair	R0.00
000497	Chair	R0.00
000498	Chair	R0.00
000499	Chair	R1 973.25
000500	Chair	R1 973.25
000501	Chair	R1 973.25
000502	Chair	R0.00
000504	Chair	R1 973.25
000505	Chair	R1 973.25
000506	Chair	R1 973.25
000508	Chair	R1 973.25
000509	Chair	R0.00
000510	Chair	R0.00
000513	Chair	R1 973.25
000514	Chair	R1 973.25
000515	Chair	R1 973.25
000519	Chair	R1 973.25
000521	Chair	R1 973.25
000522	Chair	R1 973.25
000523	Chair	R398.05
000524	Chair	R0.00
000533	Chair	R1 011.00
000545	Chair	R0.00
000546	Chair	R0.00
000547	Chair	R0.00
000548	Chair	R0.00
000549	Chair	R1 200.00
000550	Chair	R1 200.00
000551	Chair	R0.00
000552	Chair	R1 973.25
000553	Chair	R0.00
000555	Chair	R1 973.25
000556	Chair	R1 973.25
000557	Chair	R0.00
000558	Chair	R477.34
000563	Chair	R1 400.00
000564	Chair	R1 650.00

000565	Chair	R1 650.00
000566	Chair	R1 650.00
000567	Chair	R1 400.00
000568	Chair	R1 650.00
000569	Chair	R1 650.00
000594	Chair	R661.21
000595	Chair	R661.21
000596	Chair	R2 700.00
000597	Chair	R661.21
000631	Chair	R1 200.00
000640	Chair	R1 333.33
000656	Chair	R1 710.53
000664	Chair	R1 333.33
000665	Chair	R350.00
000666	Chair	R1 333.33
000667	Chair	R350.00
000686	Chair	R0.00
000691	Chair	R477.34
000692	Chair	R500.00
000699	Chair	R350.00
000702	Chair	R850.00
000709	Chair	R500.00
000721	Chair	R250.00
000733	Chair	R0.00
000734	Chair	R0.00
000735	Chair	R0.00
000757	Chair	R1 300.00
000758	Chair	R2 677.34
000760	Chair	R0.00
000799	Chair	R250.00
000809	Chair	R500.00
000817	Chair	R250.00
000818	Chair	R250.00
000836	Chair	R0.00
000840	Chair	R477.34
000853	Chair	R0.00
000866	Chair	R423.04
000867	Chair	R423.04
000868	Chair	R423.04
000869	Chair	R423.04
000870	Chair	R423.04
000871	Chair	R423.04
000872	Chair	R423.04
000873	Chair	R423.04
000874	Chair	R423.04
000875	Chair	R423.04
000876	Chair	R423.04
000877	Chair	R423.04
000878	Chair	R423.04

000879	Chair	R423.04
000880	Chair	R423.04
000885	Chair	R900.00
000886	Chair	R900.00
000895	Chair	R125.00
000904	Chair	R1 650.00
000918	Chair	R0.00
000926	Chair	R661.21
000957	Chair	R0.00
000959	Chair	R350.00
000960	Chair	R350.00
000971	Chair	R250.00
000982	Chair	R350.00
000983	Chair	R0.00
000984	Chair	R350.00
000993	Chair	R750.00
001004	Chair	R256.69
001015	Chair	R256.69
001051	Chair	R0.00
001079	Chair	R350.00
001085	Chair	R250.00
001110	Chair	R0.00
001111	Chair	R661.21
001126	Chair	R350.00
001129	Chair	R350.00
001130	Chair	R0.00
001144	Chair	R750.00
001163	Chair	R350.00
001164	Chair	R350.00
0011714	Chair	R1 011.00
001191	Chair	R250.00
001192	Chair	R0.00
00123	Chair	R1 011.00
001234	Chair	R350.00
001236	Chair	R0.00
001269	Chair	R350.00
001271	Chair	R350.00
001275	Chair	R350.00
001278	Chair	R500.00
001293	Chair	R250.00
001304	Chair	R0.00
001413	Chair	R1 262.28
001419	Chair	R1 298.25
001420	Chair	R1 298.25
001423	Chair	R1 298.25
001429	Chair	R1 300.00
001430	Chair	R1 300.00
001431	Chair	R1 300.00
001432	Chair	R1 300.00

001434	Chair	R1 300.00
001435	Chair	R1 300.00
001447	Chair	R250.00
001453	Chair	R2 000.00
001476	Chair	R0.00
001487	Chair	R2 279.82
001490	Chair	R1 279.82
001492	Chair	R1 279.82
001565	Chair	R250.00
001732	Chair	R250.00
001733	Chair	R250.00
001734	Chair	R0.00
001736	Chair	R0.00
001755	Chair	R750.00
001757	Chair	R2 700.00
001765	Chair	R0.00
001771	Chair	R2 700.00
001773	Chair	R2 700.00
001774	Chair	R477.34
001778	Chair	R477.34
001782	Chair	R1 973.25
001791	Chair	R477.34
001796	Chair	R0.00
001797	Chair	R1 200.00
001799	Chair	R750.00
001804	Chair	R0.00
001805	Chair	R250.00
001808	Chair	R250.00
001811	Chair	R477.34
001812	Chair	R0.00
001816	Chair	R477.34
001818	Chair	R0.00
001822	Chair	R1 300.00
001832	Chair	R750.00
001833	Chair	R0.00
001834	Chair	R661.21
001844	Chair	R125.00
001845	Chair	R125.00
001846	Chair	R125.00
001847	Chair	R125.00
001849	Chair	R661.21
001850	Chair	R0.00
001851	Chair	R1 011.00
001852	Chair	R661.21
001853	Chair	R125.00
001854	Chair	R125.00
001855	Chair	R125.00
001856	Chair	R125.00
001857	Chair	R125.00

001858	Chair	R0.00
001859	Chair	R125.00
001880	Chair	R0.00
001885	Chair	R350.00
001886	Chair	R350.00
001894	Chair	R350.00
001895	Chair	R350.00
001896	Chair	R350.00
001900	Chair	R900.00
001901	Chair	R900.00
001902	Chair	R900.00
001909	Chair	R1 622.81
001915	Chair	R350.00
001927	Chair	R250.00
001937	Chair	R256.69
001949	Chair	R0.00
001964	Chair	R661.21
001965	Chair	R661.21
001972	Chair	R0.00
002003	Chair	R661.21
002021	Chair	R250.00
002030	Chair	R1 300.00
002031	Chair	R0.00
002032	Chair	R1 300.00
002037	Chair	R0.00
002051	Chair	R661.21
002052	Chair	R350.00
002055	Chair	R477.34
002064	Chair	R1 272.36
002065	Chair	R1 272.36
002066	Chair	R0.00
002073	Chair	R0.00
002108	Chair	R0.00
002111	Chair	R518.33
002119	Chair	R0.00
002121	Chair	R351.54
002128	Chair	R398.05
002152	Chair	R350.00
002153	Chair	R0.00
002158	Chair	R56.48
002159	Chair	R56.48
002160	Chair	R56.48
002161	Chair	R56.48
002162	Chair	R59.14
002163	Chair	R56.48
002164	Chair	R56.48
002166	Chair	R351.54
002167	Chair	R477.34
002168	Chair	R663.86

002177	Chair	R351.54
002178	Chair	R351.54
002179	Chair	R663.86
002230	Chair	R256.69
002243	Chair	R250.00
002267	Chair	R0.00
002268	Chair	R794.11
002269	Chair	R794.11
002295	Chair	R0.00
002304	Chair	R0.00
002372	Chair	R0.00
002377	Chair	R1 227.34
002404	Chair	R350.00
002405	Chair	R350.00
002406	Chair	R0.00
002407	Chair	R0.00
002431	Chair	R550.00
002432	Chair	R550.00
002442	Chair	R750.00
002448	Chair	R550.00
002449	Chair	R550.00
002455	Chair	R350.00
002476	Chair	R550.00
002477	Chair	R550.00
002478	Chair	R350.00
002479	Chair	R0.00
002493	Chair	R518.33
002494	Chair	R350.00
002495	Chair	R518.33
002496	Chair	R518.33
002498	Chair	R794.11
002500	Chair	R518.33
002528	Chair	R0.00
002551	Chair	R1 262.28
002552	Chair	R1 262.28
002572	Chair	R0.00
002649	Chair	R1 403.50
002654	Chair	R0.00
002677	Chair	R550.00
002688	Chair	R550.00
002719	Chair	R0.00
002720	Chair	R0.00
002853	Chair	R890.00
002899	Chair	R931.00
002905	Chair	R477.34
002918	Chair	R0.00
002923	Chair	R1 272.36
002926	Chair	R1 272.36
002928	Chair	R1 272.36

002958	Chair	R750.00
002959	Chair	R350.00
002969	Chair	R477.34
002971	Chair	R750.00
002990	Chair	R250.00
002998	Chair	R250.00
003479	Chair	R2 500.00
003480	Chair	R1 200.00
003486	Chair	R1 200.00
003487	Chair	R1 200.00
003518	Chair	R0.00
003525	Chair	R250.00
003528	Chair	R661.21
003532	Chair	R750.00
003553	Chair	R477.34
004117	Chair	R477.34
004623	Chair	R0.00
005089	Chair	R0.00
005110	Chair	R0.00
005129	Chair	R661.21
005156	Chair	R0.00
005178	Chair	R0.00
005473	Chair	R0.00
005685	Chair	R897.11
005852	Chair	R897.11
005863	Chair	R897.11
005887	Chair	R897.11
005916	Chair	R661.21
006528	Chair	R350.00
010339	Chair	R477.34
010348	Chair	R477.34
010357	Chair	R477.34
010361	Chair	R477.34
010372	Chair	R477.34
010557	Chair	R0.00
010582	Chair	R661.21
010583	Chair	R1 322.42
010584	Chair	R661.21
010618	Chair	R0.00
010710	Chair	R0.00
010711	Chair	R0.00
010728	Chair	R0.00
010740	Chair	R0.00
010741	Chair	R661.21
010742	Chair	R661.21
010743	Chair	R661.21
010744	Chair	R661.21
010915	Chair	R2 590.00
010942	Chair	R2 925.44

010975	Chair	R477.34
010985	Chair	R477.34
010992	Chair	R350.00
011214	Chair	R0.00
011218	Chair	R1 011.00
011222	Chair	R830.66
011378	Chair	R1 621.00
011379	Chair	R1 621.00
011386	Chair	R2 721.00
011387	Chair	R1 621.00
011388	Chair	R1 621.00
011402	Chair	R4 486.50
011403	Chair	R398.05
011414	Chair	R830.66
011452	Chair	R830.66
011472	Chair	R3 864.50
011473	Chair	R3 864.50
011475	Chair	R830.66
011476	Chair	R1 063.25
011477	Chair	R4 303.50
011480	Chair	R4 303.50
011481	Chair	R4 303.50
011482	Chair	R4 303.50
011483	Chair	R4 303.50
011484	Chair	R4 303.50
011485	Chair	R3 864.50
011486	Chair	R3 864.50
011487	Chair	R4 486.50
011502	Chair	R915.00
011503	Chair	R240.00
011504	Chair	R240.00
011506	Chair	R915.00
011509	Chair	R915.00
011511	Chair	R915.00
011513	Chair	R915.00
011514	Chair	R915.00
011517	Chair	R915.00
011519	Chair	R915.00
011532	Chair	R915.00
011533	Chair	R915.00
011534	Chair	R915.00
011535	Chair	R915.00
011562	Chair	R1 896.27
011565	Chair	R1 089.21
011566	Chair	R550.00
011568	Chair	R1 535.00
011570	Chair	R3 785.80
011578	Chair	R1 896.27
011579'	Chair	R0.00

011587	Chair	R872.81
011592	Chair	R1 321.06
011593	Chair	R1 321.06
011594	Chair	R2 299.78
011596	Chair	R1 535.00
011629	Chair	R1 535.00
011631	Chair	R830.66
011632	Chair	R1 535.00
011633	Chair	R350.00
011635	Chair	R830.66
011662	Chair	R350.00
011669	Chair	R830.66
011676	Chair	R996.13
011682	Chair	R1 535.00
011701	Chair	R1 116.67
011706	Chair	R1 116.67
011709	Chair	R1 116.67
011710	Chair	R1 116.67
011711	Chair	R1 116.67
011712	Chair	R1 116.67
011713	Chair	R1 116.67
011715	Chair	R1 116.67
011717	Chair	R1 116.67
011722	Chair	R1 116.67
011818	Chair	R0.00
011846	Chair	R1 011.00
011849	Chair	R0.00
011850	Chair	R1 089.21
011869	Chair	R0.00
011876	Chair	R661.21
011884	Chair	R993.34
011885	Chair	R4 898.00
011886	Chair	R810.67
011889	Chair	R993.34
011890	Chair	R993.34
011894	Chair	R810.67
011895	Chair	R993.34
011897	Chair	R993.34
011898	Chair	R0.00
011899	Chair	R993.34
011900	Chair	R993.34
011926	Chair	R2 664.26
011933	Chair	R0.00
011950	Chair	R2 664.26
011953	Chair	R745.61
011961	Chair	R3 764.26
011964	Chair	R2 664.26
011971	Chair	R2 664.26
011977	Chair	R2 664.26

011979	Chair	R2 664.26
011983	Chair	R1 535.00
011984	Chair	R2 664.26
011987	Chair	R2 664.26
011991	Chair	R1 140.35
012023	Chair	R1 535.00
012025	Chair	R889.64
012031	Chair	R495.18
012033	Chair	R1 181.58
012034	Chair	R560.00
012035	Chair	R560.00
012037	Chair	R921.15
012038	Chair	R495.18
012042	Chair	R1 011.00
012048	Chair	R495.18
012049	Chair	R495.18
012051	Chair	R2 182.92
012080	Chair	R2 780.70
012112	Chair	R2 558.40
012114	Chair	R2 558.40
012135	Chair	R2 200.00
012144	Chair	R661.21
012159	Chair	R0.00
012191	Chair	R1 535.00
012194	Chair	R1 535.00
012330	Chair	R810.67
012331	Chair	R810.67
012336	Chair	R125.00
012338	Chair	R661.21
012350	Chair	R0.00
012358	Chair	R350.00
012401	Chair	R872.81
012402	Chair	R872.81
012403	Chair	R872.81
012404	Chair	R872.81
012405	Chair	R872.81
012434	Chair	R915.00
012436	Chair	R897.11
012443	Chair	R1 535.00
012457	Chair	R1 535.00
012481	Chair	R1 535.00
012495	Chair	R1 535.00
012496	Chair	R550.00
012497	Chair	R550.00
012499	Chair	R550.00
NB02	Chair	R0.00
NB03	Chair	R0.00
000329	Chair	R0.00
000700	Chair	R350.00

001169	Chair	R1 000.00
001491	Chair	R1 279.82
001803	Chair	R250.00
001843	Chair	R0.00
002165	Chair	R250.00
002632	Chair	R381.50
010608	Chair	R661.21
011581	Chair	R550.00
011584	Chair	R550.00
012129	Chair	R830.66
012190	Chair	R830.66
012192	Chair	R1 535.00
012193	Chair	R1 535.00
012458	Chair	R550.00
012473	Chair	R550.00
000046	Chair	R150.00
000047	Chair	R250.00
000386	Chair	R477.34
001416	Chair	R2 750.00
001493	Chair	R1 279.82
002029	Chair	R1 300.00
002588	Chair	R0.00
002598	Chair	R0.00
002900	Chair	R931.00
000759	Chair	R1 300.00
001162	Chair	R0.00
002927	Chair	R1 272.36
000156	Chair	R477.34
001205	Chair	R0.00
001448	Chair	R250.00
001996	Chair	R0.00
003488	Chair	R0.00
000066	Chair	R650.00
001842	Chair	R954.68
003485	Chair	R2 200.00
000934	Chair	R1 650.00
000936	Chair	R1 650.00
000937	Chair	R1 650.00
000938	Chair	R1 650.00
000939	Chair	R1 650.00
001470	Chair	R1 650.00
003481	Chair	R1 200.00
011321	Chair	R5 790.00
011363	Chair	R0.00
002499	Chair Armrest blue material	R1 011.00
002120	Chair Mid Back   maroon   Swivel   Armrest   Material	R1 011.00
002680	Chair Mid Back   maroon   Swivel   Armrest   Material	R1 011.00

002176	Chair swivel	R1 011.00
012348	Chair typist, black material	R1 011.00
ATBT 13	Chairs	R95 000.00
011518	Chairs Visitors with Arms	R1 011.00
012173	Chairs Visitors with Arms	R1 011.00
011888	Cluster desk and credenza	R3 064.06
000609	Coat Hanger	R195.00
000949	Coat Hanger	R195.00
000534	Coffee Table	R500.00
000571	Coffee Table	R3 500.00
000573	Coffee Table	R462.63
000671	Coffee Table	R1 000.00
000901	Coffee Table	R500.00
000944	Coffee Table	R462.63
000986	Coffee Table	R750.00
001714	Coffee Table	R1 128.36
001721	Coffee Table	R0.00
001888	Coffee Table	R500.00
011454	Coffee Table	R462.63
012167	Coffee Table	R1 128.36
004436	Coffee Table	R403.79
005210	Column Speaker	R2 500.00
005211	Column Speaker	R2 500.00
004032	Computer Stand	R0.00
005558	Computer Stand	R955.41
010554	Computer Stand	R631.79
001199	Convection Oven	R100.00
001277	Couch	R0.00
010399	Couch	R1 650.00
011856	Couch	R2 499.95
011909	Couch	R4 685.86
011995	Couch	R4 685.86
012117	Couch	R2 499.95
000903	Couch	R1 500.00
000530	Couch	R0.00
000931	Couch	R1 650.00
002628	Couch	R0.00
002639	Couch	R0.00
002642	Couch	R350.00
002643	Couch	R0.00
010398	Couch	R0.00
010832	Couch	R0.00
010837	Couch	R0.00
010838	Couch	R0.00
011791	Couch	R0.00
012354	Couch	R1 650.00
010707	Counter	R205.94
000113	Credenza	R300.00
000266	Credenza	R0.00

000584	Credenza	R1 838.75
000585	Credenza	R2 000.00
000586	Credenza	R2 000.00
000638	Credenza	R350.00
000950	Credenza	R2 500.00
001017	Credenza	R1 838.75
001108	Credenza	R1 838.75
001438	Credenza	R2 746.50
001747	Credenza	R0.00
001772	Credenza	R0.00
001891	Credenza	R1 500.00
001933	Credenza	R3 240.00
002109	Credenza	R1 495.19
002508	Credenza	R1 401.49
002676	Credenza	R2 200.00
003978	Credenza	R1 838.75
010446	Credenza	R1 838.75
012346	Credenza	R1 838.75
001730	Credenza	R1 500.00
000588	Credenza	R2 000.00
000964	Credenza	R2 500.00
010402	Credenza	R1 838.75
001790	Credenza	R1 200.00
000587	Credenza	R2 500.00
000051	Credenza	R150.00
000639	Credenza	R350.00
000061	Credenza	R150.00
002131	Credenza	R1 196.15
002136	Credenza	R1 196.15
000965	Credenza	R750.00
001107	Credenza	R1 838.75
001109	Credenza	R1 838.75
001981	Credenza	R750.00
003513	Credenza	R0.00
000687	Credenza	R250.00
000991	Credenza	R750.00
001497	Credenza	R0.00
001887	Credenza	R2 500.00
002071	Credenza	R750.00
001117	Credenza	R1 838.75
000606	Credenza	R2 000.00
010336	Credenza	R1 838.75
001166	Credenza	R1 838.75
011139	Credenza	R756.83
012349	cube desk	R13 733.00
012355	cube desk	R13 733.00
01344	cube desk	R13 733.00
012334	Cube Table	R514.11
000610	Cupboard	R2 000.00

0011563	Cupboard	R1 887.00
001897 & 002590	Cupboard	R0.00
002211	Cupboard	R996.13
002296	Cupboard	R0.00
003922	Cupboard	R1 315.81
003996	Cupboard	R2 192.95
005217	Cupboard	R0.00
010366	Cupboard	R1 315.81
010726	Cupboard	R1 315.81
010735	Cupboard	R1 315.81
010736	Cupboard	R1 315.81
010748	Cupboard	R1 315.81
010873	Cupboard	R0.00
011478	Cupboard	R4 303.50
011574	Cupboard	R6 259.00
011580	Cupboard	R3 785.80
011590	Cupboard	R3 785.80
011597	Cupboard	R3 785.80
011800	Cupboard	R1 887.00
011918	Cupboard	R996.13
011934	Cupboard	R996.13
012066	Cupboard	R13 750.00
012141	Cupboard	R6 259.00
012418	Cupboard	R7 974.35
012432	Cupboard	R929.68
012469	Cupboard	R6 259.00
012480	Cupboard	R6 259.00
012498	Cupboard	R3 785.80
012500	Cupboard	R3 785.80
NB13	Cupboard	R0.00
001478	Cupboard	R147.10
001496	Cupboard	R2 368.42
002403	Cupboard	R750.00
001735	Cupboard	R750.00
002429	Cupboard	R2 500.00
010732	Cupboard	R1 315.81
003989	Cupboard	R1 315.81
000394	Cupboard	R100.00
001495	Cupboard	R2 368.42
003991	Cupboard	R1 315.81
004102	Cupboard	R1 315.81
005253	Cupboard	R1 315.81
010265	Cupboard	R2 500.00
003954	Cupboard	R1 315.81
004684	Cupboard	R1 315.81
010430	Cupboard	R1 315.81
001873	Cupboard	R1 500.00
003771	Cupboard	R1 315.81
000269	Cupboard	R2 500.00

001161	Cupboard	R1 315.81
000755	Cupboard	R2 500.00
001196	Cupboard	R750.00
004119	Cupboard	R1 315.81
004139	Cupboard	R1 315.81
005297	Cupboard	R1 315.81
010306	Cupboard	R1 315.81
010570	Cupboard	R1 315.81
003824	Cupboard	R1 315.81
003847	Cupboard	R1 315.81
003859	Cupboard	R1 315.81
004027	Cupboard	R1 315.81
004375	Cupboard	R1 315.81
004559	Cupboard	R1 315.81
005569	Cupboard	R1 315.81
003763	Cupboard	R1 315.81
003910	Cupboard	R1 315.81
004133	Cupboard	R1 315.81
004155	Cupboard	R1 315.81
005634	Cupboard	R1 315.81
005654	Cupboard	R1 315.81
010576	Cupboard	R1 315.81
010747	Cupboard	R1 315.81
000374	Cupboard	R1 315.81
000753	Cupboard	R2 500.00
001874	Cupboard	R1 500.00
003916	Cupboard	R1 315.81
003997	Cupboard	R1 315.81
004373	Cupboard	R1 315.81
010428	Cupboard	R1 315.81
010431	Cupboard	R1 315.81
010734	Cupboard	R0.00
010854	Cupboard	R1 315.81
003901	Cupboard	R1 315.81
004096	Cupboard	R1 315.81
004146	Cupboard	R1 315.81
004187	Cupboard	R1 315.81
004191	Cupboard	R1 315.81
004512	Cupboard	R1 315.81
004577	Cupboard	R1 315.81
005198	Cupboard	R1 315.81
005268	Cupboard	R1 315.81
005532	Cupboard	R0.00
005625	Cupboard	R1 315.81
005647	Cupboard	R1 315.81
000718	Cupboard	R2 500.00
001101	Cupboard	R1 315.81
001103	Cupboard	R1 315.81
001202	Cupboard	R750.00

001238	Cupboard	R750.00
005105	Cupboard	R1 315.81
010474	Cupboard	R1 315.81
010870	Cupboard	R1 315.81
010871	Cupboard	R0.00
012082	Cupboards	R13 750.00
000011	Desk	R6 500.00
000025	Desk	R0.00
000084	Desk	R899.00
000104	Desk	R3 800.00
000116	Desk	R0.00
000146	Desk	R3 684.21
0002128	Desk	R13 733.00
000232	Desk	R5 000.00
000235	Desk	R0.00
000265	Desk	R0.00
000318 & 010317	Desk	R250.00
000333	Desk	R0.00
000367	Desk	R2 500.00
000379	Desk	R0.00
000409	Desk	R0.00
000583	Desk	R955.41
000637	Desk	R0.00
000690	Desk	R2 500.00
000701	Desk	R2 500.00
000732	Desk	R955.41
000736	Desk	R750.00
000769	Desk	R0.00
000803	Desk	R955.41
000812	Desk	R500.00
000825	Desk	R500.00
000826 & 004671	Desk	R250.00
000846	Desk	R955.41
000863	Desk	R750.00
000908	Desk	R1 800.00
000951	Desk	R7 500.00
000967	Desk	R750.00
000985 & 005295	Desk	R3 500.00
001027	Desk	R0.00
001119	Desk	R955.41
001122	Desk	R0.00
001154	Desk	R750.00
001165	Desk	R500.00
001174	Desk	R955.41
001180	Desk	R0.00
0012357	Desk	R13 733.00
001237	Desk	R955.41
001415	Desk	R2 500.00
001427	Desk	R3 500.00

001433	Desk	R730.98
001446	Desk	R0.00
001486	Desk	R2 000.00
001725	Desk	R750.00
001740	Desk	R0.00
001756	Desk	R2 500.00
001758	Desk	R1 500.00
001786	Desk	R750.00
001798	Desk	R0.00
001801	Desk	R1 500.00
001863	Desk	R0.00
001907	Desk	R1 200.00
001907 & 005543 & 005553	Desk	R264.04
001914	Desk	R2 500.00
001967	Desk	R955.41
002018	Desk	R750.00
002041	Desk	R955.41
002062	Desk	R955.41
002063	Desk	R955.41
002106	Desk	R1 495.19
002107	Desk	R1 495.19
002116	Desk	R1 495.19
002126 & 005695	Desk	R794.11
002126?	Desk	R1 495.19
002175	Desk	R750.00
002244	Desk	R1 300.00
002255 & 005883	Desk	R1 063.25
002256	Desk	R963.57
002374	Desk	R0.00
002385	Desk	R750.00
002394	Desk	R1 500.00
002413	Desk	R0.00
002420	Desk	R1 250.00
002424	Desk	R2 500.00
002456	Desk	R0.00
002491	Desk	R750.00
002498 & 005619	Desk	R3 455.55
002498 & 005691	Desk	R94.88
002506	Desk	R963.57
002550 & 3787	Desk	R500.00
002581	Desk	R750.00
002650	Desk	R2 798.25
002651	Desk	R2 833.33
002683	Desk	R2 200.00
002684	Desk	R2 200.00
002691	Desk	R550.00
002895	Desk	R0.00
002896	Desk	R0.00

002898	Desk	R177.80
002901	Desk	R0.00
003551	Desk	R150.00
003806	Desk	R0.00
003852	Desk	R0.00
003968	Desk	R955.41
004108	Desk	R0.00
004195	Desk	R0.00
004196	Desk	R0.00
004312	Desk	R0.00
004313	Desk	R0.00
004692	Desk	R955.41
005238	Desk	R955.41
005642	Desk	R8 572.42
005935	Desk	R0.00
010260	Desk	R955.41
010331	Desk	R955.41
010370	Desk	R955.41
010434	Desk	R955.41
010733	Desk	R0.00
010956	Desk	R8 448.00
010957	Desk	R2 404.79
011161	Desk	R0.00
011216	Desk	R0.00
011501	Desk	R1 348.50
011508	Desk	R897.11
011510	Desk	R1 348.50
011512	Desk	R2 784.67
011516	Desk	R2 399.40
011528/011521	Desk	R3 402.00
011529/011523	Desk	R3 402.00
011530/011520	Desk	R3 402.00
011531/011522	Desk	R3 402.00
011572	Desk	R6 416.00
011577 & 11600 & 11569	Desk	R13 223.81
011583 & 012158 & 011582	Desk	R8 582.24
011634	Desk	R1 063.25
011657	Desk	R0.00
011857	Desk	R13 733.00
011891	Desk	R3 064.06
011896	Desk	R3 064.06
011996	Desk	R9 249.00
012029	Desk	R2 695.41
012032	Desk	R9 249.00
012111	Desk	R11 174.09
012119	Desk	R350.00
012147	Desk	R955.41

012462	Desk	R16 518.00
012475	Desk	R9 249.00
012484	Desk	R16 518.00
NB04	Desk	R0.00
NB05	Desk	R0.00
NB06	Desk	R0.00
NB07	Desk	R0.00
NB08	Desk	R0.00
NB09	Desk	R0.00
NB10	Desk	R0.00
NB11	Desk	R0.00
000906	Desk	R750.00
001904	Desk	R750.00
001966	Desk	R750.00
011638	Desk	R1 063.25
012424	Desk	R13 733.00
002548 & 002549	Desk	R0.00
003774	Desk	R955.41
004193	Desk	R955.41
004433	Desk	R955.41
004477	Desk	R955.41
005135	Desk	R264.04
011575	Desk	R955.41
000582	Desk	R264.04
000581	Desk	R264.04
000662	Desk	R2 387.54
002415	Desk	R750.00
002599	Desk	R0.00
004174	Desk	R603.11
011589 & 011927	Desk and pedestal	R3 900.00
011599 & 011567	Desk and pedestal	R3 900.00
005862	Desk Drawer	R13 733.00
001016 & 001017	Desk with Credenza	R955.41
001479& 001480	Desk with Credenza	R0.00
001789 & 001788	Desk with Extension	R150.00
001043& 005392	Desk with Glass top	R150.00
011591	Desk with Pedestal	R3 135.48
011697	Desk with pedestal	R3 135.48
011905 & 011942	Desk with Pedestal	R3 815.79
011975 & 011925	Desk with Pedestal	R3 815.79
011136	Desk Wooden	R13 733.00
11561	desk wooden L Shape 5 drawer	R13 733.00
004587	Display Cabinet	R6 188.19
004537	Document Shelf	R293.46
004654	Document Shelf	R293.46
012426	Drawer	R1 063.25
004370	Drum	R0.00
002012	Dustbin	R400.00
001993	Dustin / black	R400.00

STALL	Exhibition stall	R206 297.00
001369	Exhibition Stand	R367.01
019949	Fan	R600.00
11341	Fan Heater	R600.00
000267	File Cabinet	R750.00
000295	File Cabinet	R750.00
000296	File Cabinet	R750.00
000297	File Cabinet	R750.00
000298	File Cabinet	R750.00
000305	File Cabinet	R750.00
000307	File Cabinet	R750.00
000308	File Cabinet	R750.00
000412	File Cabinet	R1 470.26
000688	File Cabinet	R750.00
000689	File Cabinet	R750.00
000824	File Cabinet	R500.00
000842	File Cabinet	R1 470.26
000843	File Cabinet	R1 470.26
000883	File Cabinet	R1 470.26
000897	File Cabinet	R750.00
000907	File Cabinet	R1 200.00
001057	File Cabinet	R1 470.26
001059	File Cabinet	R1 470.26
001060	File Cabinet	R1 470.26
001061	File Cabinet	R1 470.26
001062	File Cabinet	R1 470.26
001063	File Cabinet	R1 470.26
001064	File Cabinet	R1 470.26
001065	File Cabinet	R1 470.26
001066	File Cabinet	R1 470.26
001067	File Cabinet	R1 470.26
001068	File Cabinet	R1 470.26
001069	File Cabinet	R1 470.26
001070	File Cabinet	R1 470.26
001071	File Cabinet	R1 470.26
001072	File Cabinet	R1 470.26
001073	File Cabinet	R1 470.26
001074	File Cabinet	R1 470.26
001075	File Cabinet	R1 470.26
001076	File Cabinet	R1 470.26
001106	File Cabinet	R1 470.26
001128	File Cabinet	R750.00
001131	File Cabinet	R750.00
001151	File Cabinet	R1 470.26
001152	File Cabinet	R1 470.26
001153	File Cabinet	R750.00
001182	File Cabinet	R750.00
005461	File Cabinet	R1 470.26
000413	File Cabinet	R600.00

000414	File Cabinet	R1 470.26
000647	File Cabinet	R1 500.00
000841	File Cabinet	R1 470.26
001785	File Cabinet	R750.00
002475	File Cabinet	R1 750.00
000013	Filling Cabinet	R750.00
000703	Filling Cabinet	R750.00
000844	Filling Cabinet	R1 315.81
000889	Filling Cabinet	R1 470.26
000890	Filling Cabinet	R1 470.26
000891	Filling Cabinet	R1 470.26
000892	Filling Cabinet	R1 470.26
002192	Filling Cabinet	R929.68
002194	Filling Cabinet	R996.13
002195	Filling Cabinet	R996.13
002198	Filling Cabinet	R996.13
002199	Filling Cabinet	R996.13
002200	Filling Cabinet	R996.13
002210	Filling Cabinet	R996.13
004391	First Aid Kit	R168.43
000484	Flip Chart	R646.50
002673	Flip Chart Stand	R646.50
000975	Footrest	R271.40
011852	Franking Machine	R12 146.00
010990	Fridge	R2 352.94
011989	Fridge	R1 842.10
012093	Fridge	R2 486.00
012094	Fridge	R2 486.00
001959	Giant Punch	R0.00
001134	Giant Puncher	R0.00
002005	Giant Puncher	R72.81
003502	Giant Puncher	R29.42
001135	Giant Stapler	R0.00
001883	Giant Stapler	R72.81
005899	Glass top	R543.80
005883	Glass	R963.57
012337	Green Plastic Chair	R1 011.00
001459	Hat & Coat Stand	R200.00
005530	Ice Machine	R0.00
003860	Keyholder Box	R587.66
005262	Keyholder Box	R190.49
005263	Keyholder Box	R190.49
011268	Keyholder Box	R190.49
001724	Ladder	R1 620.00
005767	Ladder	R700.00
001516	Laminator	R587.66
002635	Laminator	R500.00
003727	Laptop	R6 998.60
011716	leather black chair	R1 011.00

011455	Lounge Chair	R2 853.34
011456	Lounge Chair	R2 853.34
011464	Lounge Chair	R1 982.53
011465	Lounge Chair	R3 335.03
011474	Lounge Chair	R3 335.03
004319	Magazine Rack	R34.57
00971	Maroon Turning chair	R1 011.00
004650	Mesh Dustbin	R400.00
000527	Microwave	R0.00
011208	Microwave	R450.00
011960	Microwave	R587.72
012095	Microwave	R683.29
012414	Microwave	R763.54
001077	Microwave	R500.00
001466	Microwave	R750.00
011863	Microwave	R0.00
011720	Mirror	R2 503.51
005655	Mirror	R1 323.16
011723	Mirror	R1 323.16
010436	Mop station with Bucket	R514.11
001213	Network Cabinet	R3 240.00
0001660	Notice Board	R543.80
011636	notice board	R543.80
001428	Oak Pot Plant Holder	R120.00
011725	Oil Painting	R3 677.50
011726	Oil Painting	R3 677.50
011732	Oil Painting	R3 677.50
012471	Oil Painting	R1 500.00
011493	Open Shelves	R8 656.28
011963	Open shelves	R850.00
011729	Painting	R3 000.00
001104	Paper Cutter	R0.00
001746	Pedestal	R0.00
002902	Pedestal	R177.80
011491	Pedestal	R8 937.14
001769	Pedestal	R750.00
000233	Pedestal	R0.00
000966	Pedestal	R350.00
000995	Pedestal	R756.83
001026	Pedestal	R756.83
001759	Pedestal	R0.00
001767	Pedestal	R750.00
001802	Pedestal	R750.00
001806	Pedestal	R750.00
001999	Pedestal	R756.83
002019	Pedestal	R750.00
002036	Pedestal	R756.83
002038	Pedestal	R756.83
002685	Pedestal	R756.83

002897	Pedestal	R177.80
003984	Pedestal	R0.00
012128	Pedestal	R0.00
Picnic	Picnic	R14 184.21
002949	Picture Frame	R1 500.00
005378	Pigeon Box	R756.83
000185	Plastic Chair	R0.00
000215	Plastic Chair	R1 000.00
001910	Plastic Mat	R350.00
001957	Plastic Mat	R350.00
005292	Plastic Mat	R350.00
012415	Portable Fridge	R10 855.26
010996	Power Dock Vertical	R2 009.50
000213	Printer Stand	R500.00
003865	Protector	R4 412.26
000915	Red chair	R1 011.00
011727	Red chair	R1 011.00
000202	Refrigerator	R2 200.00
000528	Refrigerator	R1 800.00
000643	Refrigerator	R1 200.00
001078	Refrigerator	R1 800.00
001175	Refrigerator	R1 500.00
001195	Refrigerator	R0.00
002950	Refrigerator	R1 500.00
003490	Refrigerator	R1 800.00
000649	Ring binder	R400.00
005603	S door cupboard wooden	R1 887.00
001877	Safe	R250.00
001340	Scale	R50.00
000170	Server Cabinet	R7 500.00
001222	Server Cabinet	R0.00
000218	Server Cabinet	R7 500.00
011245	Server Cabinet	R7 776.18
005876	Shelf	R2 192.95
003820	Shelf	R661.21
002963	Shelf	R661.21
003802	Shelf	R661.21
003812	Shelf	R661.21
003837	Shelf	R661.21
003838	Shelf	R661.21
003841	Shelf	R661.21
003842	Shelf	R661.21
003874	Shelf	R661.21
003876	Shelf	R661.21
003878	Shelf	R661.21
003883	Shelf	R661.21
003892	Shelf	R661.21
003894	Shelf	R661.21
003900	Shelf	R661.21

004011	Shelf	R661.21
004042	Shelf	R661.21
004053	Shelf	R0.00
005838	Shelf wall mounted	R3 240.00
011459	Shredder	R5 429.00
011469	Shredder	R0.00
011819	Shredder	R5 429.00
000611	Side Lamp	R72.81
011962	Stand wooden	R420.00
001031	Standing Fan	R0.00
002570	Steel Cooler Box	R0.00
000884	Step Ladder	R734.76
000531	Stool	R0.00
000535	Stool	R0.00
000536	Stool	R0.00
000798	Stool	R150.00
001080	Stool	R250.00
001081	Stool	R250.00
001082	Stool	R250.00
001083	Stool	R250.00
001084	Stool	R250.00
001086	Stool	R250.00
001087	Stool	R250.00
001370	Stool	R50.00
001779	Stool	R0.00
002606	Stool	R150.00
004073	Stool	R219.91
005822	Stool	R0.00
0010934	Switch	R160.00
000290	Table	R750.00
000644	Table	R95.00
000654	Table	R0.00
000742	Table	R0.00
001233	Table	R1 014.30
001995	Table	R1 014.30
002127	Table	R9 346.23
002155	Table	R1 196.15
002443 & 011421	Table	R2 500.00
002497	Table	R730.98
002925	Table	R6 000.00
005211	Table	R1 014.30
005257	Table	R1 014.30
005264	Table	R1 014.30
005266	Table	R1 014.30
005892	Table	R0.00
010389	Table	R403.79
011159	Table	R0.00
011488	Table	R0.00
011490	Table	R5 332.46

011654	Table	R0.00
011859	Table	R95.00
011911	Table	R3 687.04
011957	Table	R2 723.56
011993	Table	R11 705.50
000940	Table	R403.79
000026	Table	R350.00
000027	Table	R95.00
000359	Table	R1 500.00
005379	Table	R955.41
000206	Table	R3 000.00
000207	Table	R1 670.00
000348	Table	R403.79
000820	Table	R95.00
000894	Table	R95.00
001099	Table	R403.79
001184	Table	R0.00
001203	Table	R667.20
001239	Table	R95.00
001279	Table	R1 500.00
001835	Table	R1 800.00
001836	Table	R0.00
001866	Table	R0.00
001868	Table	R95.00
001903	Table	R1 800.00
001916	Table	R95.00
002010	Table	R403.79
002991	Table	R750.00
004586	Table	R403.79
000311	Table	R1 800.00
000511	Table	R1 200.00
000543	Table	R403.79
000598	Table	R2 500.00
001200	Table	R0.00
001494	Table	R4 661.46
001783	Table	R1 200.00
002957	Table	R750.00
004567	Table	R403.79
004582	Table	R403.79
011434	Table	R403.79
'012333	Table	R1 200.00
000184	Table	R95.00
000789	Table	R0.00
000790	Table	R0.00
000850	Table	R0.00
000887	Table	R95.00
000888	Table	R0.00
001861	Table	R0.00
001862	Table	R0.00

001864	Table	R95.00
001865	Table	R0.00
001867	Table	R95.00
001869	Table	R0.00
001876	Table	R95.00
002020	Table	R1 200.00
002035 & 005698	Table	R403.79
004614	Table	R403.79
011155	Table	R0.00
011489	Table Corner piece	R0.00
10375	Techno Air conditioner	R3 982.00
012322	Television Hisense	R5 027.00
4437	Train Air Condition	R3 982.00
010875	Tray	R11 043.32
000882	Trolley	R250.00
000928	Trolley	R1 250.00
004387	Trophy Holder	R450.00
010724	Trunk	R514.11
010789	Trunk	R514.11
005127	Trypot Stand	R440.56
005259	Trypot Stand	R440.56
011844	Urge Switch	R180.00
001105	Vacuum Cleaner	R0.00
012448	Visitors Chair	R550.00
012477	Visitors Chair	R550.00
005853	Voice tax modem	R600.00
011494	Wall Unit	R9 558.38
011495	Wall Unit	R0.00
001809	Water dispenser	R0.00
001984	Water Dispenser	R2 150.00
001500	Water Dispenser	R3 163.50
001717	Water Dispenser	R3 163.50
002613	Water Dispenser	R5 300.00
012347	White Board	R543.80
00822	white board	R543.80
4639	white board	R543.80
000695	Whiteboard	R250.00
000705	Whiteboard	R350.00
000822	Whiteboard	R646.50
000845	Whiteboard	R646.50
001280	Whiteboard	R646.50
001875	Whiteboard	R646.50
001889	Whiteboard	R646.50
001962	Whiteboard	R646.50
001963	Whiteboard	R646.50
002006	Whiteboard	R646.50
002078	Whiteboard	R646.50
002401	Whiteboard	R646.50
002480	Whiteboard	R646.50

002667	Whiteboard	R730.32
005284	Whiteboard	R646.50
012332	Whiteboard	R597.41
004509	Whiteboard/Flip Chart	R0.00
001968	With a Link	R750.00
012107	wooden coffee table	R1 014.30
011642	wooden notice board	R543.80
<b>TOTAL</b>		<b>R4 912 761.42</b>

LEASED ASSETS		
Barcode No.	Item	Insured Value
A799021001406	Photocopier - Bizhub - Pro1100	R373 919.00
A7PU021022125	Photocopier - Bizhub - C368	R142 281.00
A789021005789	Photocopier - Bizhub - C367	R52 221.00
AA6T021000194	Photocopier - Bizhub - 558E	R112 427.00
A7AK027002322	Photocopier - Bizhub - B227	R0.00
<b>TOTAL</b>		<b>R680 848.00</b>

OTHER PROPERTY, PLANT AND EQUIPMENT		
Barcode No.	Item	Insured Value
012139	5D Motor Gates	R11 613.00
011746	5D Motor Gates	R11 613.00
010779	Air compressor	R955.41
001148	Battery charger	R219.91
Cover	Cover	R3 412.28
002239	GPS	R0.00
000773	Lighting & Surge Protection Unit	R175.78
000173	Lighting & Surge Protection Unit	R1 800.00
000174	Lighting & Surge Protection Unit	R1 800.00
Invoice '511	Marnet Radio	R798.00
011120	Microphone stand	R0.00
000677	Microscope	R1 176.06
010437	Mop station	R0.00
012139	Motor gate	R9 889.42
010673	Motor gate	R0.00
ATBT 12	Tent	R95 000.00
010777	Toolbox	R367.01
010858	Torch	R367.01
010859	Torch	R367.01
010860	Torch	R367.01
011733	Trophy	R514.11
<b>TOTAL</b>		<b>R140 435.01</b>

VEHICLES			
Registration No.	Description	Make & Model	Insured Value
10JTGDMNC	Vehicle	Nissan 4x4 Mobile Clinic 2004	R16 158.00
09JTGDMNC	Vehicle	Isuzu KB200LE SWB P/U S/C 2011	R73 098.17
08JTGDMNC	Vehicle	Isuzu KB200LE SWB P/U S/C 2011	R140 000.00
04JTGDMNC	Vehicle	Toyota Hilux 3.0D 4D Raider 2008	R243 364.90
05JTGDMNC	Vehicle	Toyota Hilux 3.0D Raider 2009	R245 692.98
11JTGDMNC	Vehicle	Toyota Corolla 1.6 Esteem VIN: AHTBBOJE000001620	R274 758.07
12JTGDMNC	Vehicle	Toyota Corolla 1.6 Esteem VIN: AHTBBOJE900002555	R274 758.07
13JTGDMNC	Vehicle	Toyota Corolla 1.6 Esteem VIN: AHTBBOJE100003067	R274 758.07
14JTGDMNC	Vehicle	Toyota Corolla 1.6 Esteem VIN: AHTBBOJE200001487	R274 758.07
06JTGDMNC	Vehicle	Toyota Hilux 3.0D 4D Raider 2008	R285 816.23
BRX383NC	Vehicle	Toyota Dyna 3Ton 2008	R291 316.50
03JTGDMNC	Vehicle	Toyota Hilux-Single Cab   AHTDR22G205537018   CLM 637 NC	R319 296.04
17JTGDMNC	Vehicle	Toyota Hilux-Single Cab   AHTDR22G705537015   CLM 638 NC	R319 296.04
18JTGDMNC	Vehicle	Toyota Hilux-Single Cab   AHTDZ29G709307540   CLM 635 NC	R369 542.64
07JTGDMNC	Vehicle	Toyota Landcruiser PU	R434 899.98
19JTGDMNC	Vehicle	Toyota Hilux - Land cruiser   JTELB71JX0430867   CLM 631 NC	R510 828.29
15JTGDMNC	Vehicle	Toyota hilux-4x4 4D   AHTFZ29G809122115   CLM 641 NC	R525 396.93
BSC459NC	Vehicle	SMARAG 70K 4 X 2 FIRE TRUCK	R525 650.35
CSG074NC	Vehicle	Mercedes - Benz GLC250 Cope Series: C253   VIN: wdc2533462f432912   ENGINE NO: 27492031438631	R1 272 000.00
TOTAL			R6 671 389.31

TRAILERS			
Registration No.	Description	Make & Model	Insured Value
CMX389NC	Trailer	Krurekpro VIN: AA9T118TM8PYR1003	R15 800.00
CMX480NC	Trailer	Krurekpro VIN: AA9T118TM8PYR1002	R15 800.00
CMX390NC	Trailer	Kidostaal Commercial 11 VIN: AF9B116BM9KEK1395	R22 600.00
CMX391NC	Trailer	Kido Trailer VIN: AF9B116BM9KEKO1396	R22 600.00
CNC406NC	Trailer	Kidostaal Commercial111 VIN: AF9B227BMFKEK1007	R148 760.00
BSJ256NC	Trailer	Fire Trailer 2005	R525 650.35
TOTAL			R751 210.35

**ANNEXURE A:****Comprehensive list of Assets to be insured with insured value as at 30 June 2019**

<b>ALL RISK</b>		
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>SUM INSURED</b>
1	Cameras - Refer to list	R3 750.00
2	Laptops, tablets and external hard drives - Refer to list	R1 112 849.42
3	List of Computer and related Equipment - Refer to list	R1 955 855.55
4	Servers - Refer to list	R818 793.07
5	Printers, Copiers, Scanners, Fax Machines and Projectors - Refer to list	R784 810.40
6	TV, Sound and related Equipment - Refer to list	R109 870.22
7	Telephone and Radio Communication Systems - Refer to list	R120 733.39
8	Furniture, Fittings and Office Equipment - Refer to list	R4 912 761.42
	<b>Leased equipment (also on Electronic)</b>	
9	Photocopier (finance lease)	R373 919.00
10	Photocopier (finance lease)	R142 281.00
11	Photocopier (finance lease)	R52 221.00
12	Photocopier (finance lease)	R112 427.00
13	Photocopier (finance lease)	R0.00
14	<b>Other items to be insured under All Risk</b>	
15	Employee's personal belongings and apparel while on duty	R48 400.00
16	Council - Mayoral chains and medals	R121 000.00
<b>TOTAL</b>		<b>R10 669 671.47</b>

<b>COMBINED - NON-STANDARD</b>				
<b>No.</b>	<b>Description</b>	<b>Detail</b>	<b>Buildings Insured Value</b>	<b>Contents</b>
	All property values include fences, walls and gates, carports unless specifically noted.			
	<b>Buildings include standard and non-standard construction</b>			
1	Office contents (Schedule)			R10 669 671.47
	<b>Office Buildings (use by employees)</b>			
2	Farm Surprise - buildings	Surprise 33 in extent, Kuruman	R492 832.00	
3	Kalahari-Oos - buildings	Farm Ptn 70 of Kalahari-Oos No. 410	R210 736.00	
4	Disaster Management Centre	ERF 940, Kuruman	R4 885 874.00	
5	District Municipal Offices - Main Building	ERF 4471, Kuruman	R28 885 621.00	
6	Basic Services and Infrastructure Workshops	ERF 1973, Kuruman	R8 792 238.00	
7	Kuruman Campus	ERF 2617, Kuruman	R3 839 038.00	

3.7.2. The detailed schedules are included as part of the pricing schedule.

3.7.3. The detailed schedules must be signed and dated and included with the bid submission.

### 3.8. Claims History

Following please find a schedule with the claims history of the Overstrand Municipality for the past three financial years up to 31 January 2020:

CLASS OF INSURANCE	2017/2018	2018/2019	2019/2020
			Up to January 2020
Business All Risk	R0.00	R10 408.50	R2 698.00
Combined	R11 794.19	R0.00	R16 322.94
Directors & Officials	R0.00	R0.00	R0.00
Electronic Equipment	R93 890.31	R36 562.75	R0.00
Employer's Liability	R0.00	R0.00	R0.00
Fidelity Guarantee	R0.00	R0.00	R0.00
Glass	R0.00	R0.00	R0.00
Goods in Transit	R0.00	R0.00	R0.00
House Owners	R0.00	R0.00	R0.00
Loss of Income	R0.00	R0.00	R0.00
Machinery Breakdown	R0.00	R0.00	R0.00
Marine	R0.00	R0.00	R0.00
Money	R0.00	R0.00	R0.00
Office Combined	R0.00	R0.00	R0.00
Personal Accident	R0.00	R0.00	R0.00
Public Liability	R0.00	R0.00	R0.00
Stated Benefits	R0.00	R0.00	R0.00
Theft	R11 890.71	R0.00	R0.00
Vehicle Fleet	R34 437.65	R852 202.79	R153 240.33
<b>Total Claims</b>	<b>R152 012.86</b>	<b>R899 174.04</b>	<b>R172 261.27</b>

### 3.9. Deductions (Excess)

Deductions (Excess) are to be shown clearly, otherwise the Municipality will accept that no deductible will apply and this may not be rectified afterwards.

### 3.10. Estimated Quantities Required

- 3.10.1. The values and amounts indicated in the tender document fairly represent the value of assets and / or cover required by the Municipality, but will inevitably be amended upon conclusion of the final contract as the Asset Register is continuously updated and new budgets considered.
- 3.10.2. These are the values to be applied for the purpose of this tender assessment, based on the assumption that the portfolio will remain unchanged.

## 4. GENERAL

### 4.1. Period of the contract

The services of the successful tenderer will be for a contract period from 01 May 2020, ending on 30 April 2023. The Short-Term Insurance Cover of the Municipality is due for placing effective from 01 May 2020 and then for renewal / re-structuring by the appointed Service Provider effective from 01 May 2021 and 01 May 2022.

### 4.2. Validity period of tender/quotation

Tenders must remain valid for a period of 90 days.

### 4.3. Evaluation

4.3.1. Tenders will be evaluated on a comparative basis, which is the reason for the design of the tender specification and additional schedules containing the detail information for inclusion on the insurance portfolio;

4.3.2. All tenders received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying Supply Chain Management Regulations), Johan Taolo

Gaetsewe District Municipality's SCM Policy and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).

## 5. TECHNICAL REQUIREMENTS

5.1. In order to ensure that the Municipality's assets are adequately insured and any risk exposure is minimized, including keeping abreast with the latest insurance developments, it is imperative that the relevant industry related administrative assistance is provided in order to support the existing capacity that the Municipality has.

5.2. The Service Provider must meet the following minimum requirements:

Minimum Requirements:		Please indicate with an "X" whether the offer complies with the requirements.			Reference (Supporting documents attached)
		YES	NO	Comment	
5.2.1.	The tenderer must be a member of the Financial Intermediaries Association (F.I.A.). An originally certified copy of such membership certificate must be submitted with the tender.				
5.2.2.	The tenderer must provide details of their Financial Advisory and Intermediary Services (F.A.I.S.) Act compliancy; i.e. a copy of the F.A.I.S. Certificate. An originally certified copy of such certificate must be submitted with the tender.				
5.2.3.	The tenderer must have a minimum limit of R100,000,000 (100 million rand) Professional Indemnity insurance. An originally certified copy of the insurance policy schedule reflecting the limit, excess, Insurers and renewal date must be submitted with the tender.				
5.2.4.	The tenderer must have a minimum limit of R50,000,000 (50 million rand) Fidelity Guarantee insurance. An originally certified copy of the insurance policy schedule reflecting the limit, excess, Insurers and renewal date must be submitted with the tender.				

5.3. Notwithstanding the aforementioned, the following documentation must also be submitted as part of the tender:

- 5.3.1. Proof of Insurers Solvency Margin;
- 5.3.2. Letter of Authority;
- 5.3.3. Company Registration Certificate;
- 5.3.4. Ownership Certificate & Change of Name Certificate;
- 5.3.5. Audited financial statements of the last 3 years for both the Broker **and** the proposed Underwriter.

5.4. Tenderers must submit fully completed schedules of items for insurance cover together with each tender submitted, containing the detailed premium calculations for each class of insurance. Tenderers must ensure that the tender submission and all the relevant schedules are duly signed off.

5.5. The tenderer must disclose the insurer or consortium of insurers on each policy type.

5.6. The tenderer must submit the draft proposed Policy Documents on each policy type.

5.7. The tenderer must submit a tender for **Full Insurance Cover** as per detailed schedules that are provided as part of the tender documents.

5.8. The tenderer may submit additional alternative tenders for **Partial Self Insurance** as per detailed schedules that are provided as part of the tender documents. The tenderer's proposal in this regard should be accompanied by a detailed summary of the relevant features of before-mentioned insurance structure.

5.9. The Municipality reserves the right to accept alternative tenders. The Municipality is not bound to accept the lowest or any tender and reserves the right to accept any tender either wholly or a part thereof.

5.10. Unless otherwise specified, it is accepted that, in the case of every type of policy tendered for, the tenderer will be willing to underwrite any individual policy type at the premium tendered, without any other individual policies being awarded to him.

- 5.11. A detail description of the assets, amounts insured, et cetera, is furnished herewith according to information currently available. However, the Municipality reserves the right to adjust details in respect of final number, description and value of individual items for insurance cover, if necessary, at the final placement of the insurance.
- 5.12. The submission of a tender signifies complete acceptance of the conditions contained in these instructions, the Form of Tender and the annexures.
- 5.13. Any deviations, limitations or unfamiliar conditions in respect of each policy type must be clearly stipulated and highlighted in the tender submission to enable the municipality to consider the impact thereof on the cover and the cost.
- 5.14. The Municipality reserves the right to notify the tenderer of any adjustments, additions and or disposals during the period of the contract, for which the appropriate adjustments in premium payable / refundable must be affected.

## 6. PRE-QUALIFICATION CRITERIA

- 6.1. The tender will firstly be evaluated in terms of the specified pre-qualification criteria;
- 6.2. A tender will NOT be regarded as an acceptable tender / responsive if it fails to achieve the minimum qualifying score of 35 out of a maximum of 50;
- 6.3. Tenderers must ensure that all relevant information as required per the pre-qualification criteria as set out in 6.5 below, has been submitted with the tender submission to ensure optimal scoring;
- 6.4. Tenders that have achieved the minimum qualifying score shall be evaluated further in terms of the preference point system;
- 6.5. The evaluation of tenders will be done in terms of compliance to the below-mentioned criteria and bidders can potentially score a total of 50 points for the following:

#	Criteria	Evaluation Criteria	Measurement	Points
6.5.1.	Experience of the tenderer (enterprise) in years of operation as Short-Term Insurance Portfolio Manager / Broker	Experience as a Company	1 Point for every year of experience	10 (Max)
6.5.2.	Track record of the tenderer (enterprise) with private sector clients (business / commercial)	Track record of the Company	1 Point for every private sector contract	10 (Max)
6.5.3.	Track record of the tenderer (enterprise) with local government sector (Municipal)	Track record of the Company	1 Point for every local government contract	10 (Max)
6.5.4.	Methodology and framework (Refer 6.6 below)	Poor Average Good Excellent	Score 6 Score 12 Score 16 Score 20	20 (Max)
<b>Total</b>				<b>50</b>

- 6.6. For Criteria 4 above, tenderers must submit a thorough methodology, with a framework, which shall be evaluated on services as indicated under the scope of works. The scoring on the methodology and framework, with a maximum of 20 points, will be as follows:

	Quality of Methodology and Framework
Poor (Score = 6)	The methodology and framework are poor and unlikely to satisfy the required objectives or requirements. The bidder has misunderstood the scope of work and does not deal with the critical aspects of the insurance portfolio.
Average (Score = 12)	The approach is too generic and not tailored to address specific objectives and requirements. It does not adequately deal with critical characteristics of the insurance portfolio.
Good (Score = 16)	The approach is specifically tailored to address specific objectives and requirements and is sufficiently flexible to accommodate changes that may be made to the portfolio.
Excellent (Score = 20)	Besides meeting the "Good" rating, the critical components are approached and dealt with in such a way that it indicates the bidder's exceptional knowledge of the industry.

**7. INFORMATION TO BE PROVIDED BY THE TENDERER****7.1. Checklist of documentation to be submitted:**

No.	No Information required	Submitted	
		Yes	No
7.1.1.	Completed Tender Form and Pricing Schedule		
7.1.2.	Originally certified copy of Financial Intermediaries Association (FIA) membership certificate (refer Item 5.2.1.)		
7.1.3.	Originally certified copy of Financial Advisory and Intermediary Services (FAIS) Act compliancy certificate (refer Item 5.2.2)		
7.1.4.	Originally certified copy of proof of Professional Indemnity Insurance Cover (refer Item 5.2.3)		
7.1.5.	Originally certified copy of proof of Fidelity Guarantee insurance cover (refer Item 5.2.4)		
7.1.6.	Documented proof of the Insurer's Solvency Margins (refer item 5.3.1)		
7.1.7.	Signed Letter of Authority (refer Item 5.3.2)		
7.1.8.	Originally certified copy of Company Registration Certificate (refer Item 5.3.3)		
7.1.9.	Originally certified copy of Ownership / Change of Name Certificate (refer Item 5.3.4)		
7.1.10.	Audited financial statements of the last 3 years for both the Broker and the proposed underwriter (refer Item 5.2.5)		
7.1.11.	Draft proposed Policy Document(s) on each policy type, disclosing the insurer or consortium of insurers on each policy type (refer Items 5.5 and 5.6)		
7.1.12.	Evidence of experience of the tenderer (enterprise) in years of operation as Short-Term Insurance Portfolio Manager / Broker (refer Items 6.5.1; 6.5.2 and 6.5.3)		
7.1.13.	Referee contact details (refer Items 6.5.2 and 6.5.3)		
7.1.14.	Detailed service offering outlining proposed service rendering as Short-Term Insurance Portfolio Manager / Broker (refer Item 6.6)		

Does offer comply with the specifications?

\*YES / NO

\* Delete if not applicable

If not to specification, indicate deviation(s): .....

.....

Period required for delivery: ..... \*Delivery: Firm/not firm

\* Delete if not applicable

Delivery basis: .....

**Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.**

### 8.1. PRE-QUALIFICATION SCORE SHEET

1. The tender will firstly be evaluated in terms of the specified pre-qualification criteria;
2. A tender will NOT be regarded as an acceptable tender / responsive if it fails to achieve the minimum qualifying score of 35 out of a maximum of 50;
3. Tenderers must ensure that all relevant information as required per the pre-qualification criteria as set out in 6.5 below, has been submitted with the tender submission to ensure optimal scoring;
4. Tenders that have achieved the minimum qualifying score shall be evaluated further in terms of the preference point system;
5. The evaluation of tenders will be done in terms of compliance to the below-mentioned criteria and bidders can potentially score a total of 50 points for the following:

#	Criteria	Maximum points attainable	Points awarded
<b>1</b>	<b>Experience of the tenderer (enterprise) in years of operation as Short-Term Insurance Portfolio Manager / Broker</b>		
	Experience as a Company	10	
	1 Point for every year of experience		
<b>2</b>	<b>Track record of the tenderer (enterprise) with private sector clients (business / commercial)</b>		
	Track record of the Company	10	
	1 Point for every private sector contract		
<b>3</b>	<b>Track record of the tenderer (enterprise) with local government sector (Municipal)</b>		
	Track record of the Company	10	
	1 Point for every local government contract		
<b>4</b>	<b>Methodology and framework (Refer 6 below)</b>		
	Poor	6	20
	Average	12	
	Good	16	
	Excellent	20	
<b>Total</b>		<b>50</b>	

6. For Criteria 4 above, tenderers must submit a thorough methodology, with a framework, which shall be evaluated on services as indicated under the scope of works. The scoring on the methodology and framework, with a maximum of 20 points, will be as follows:

	Quality of Methodology and Framework
Poor (Score = 6)	The methodology and framework are poor and unlikely to satisfy the required objectives or requirements. The bidder has misunderstood the scope of work and does not deal with the critical aspects of the insurance portfolio.
Average (Score = 12)	The approach is too generic and not tailored to address specific objectives and requirements. It does not adequately deal with critical characteristics of the insurance portfolio.
Good (Score = 16)	The approach is specifically tailored to address specific objectives and requirements and is sufficiently flexible to accommodate changes that may be made to the portfolio.
Excellent (Score = 20)	Besides meeting the "Good" rating, the critical components are approached and dealt with in such a way that it indicates the bidder's exceptional knowledge of the industry.

## DECLARATION

1. I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise (if applicable) declare that points claimed qualifies the firm for the point(s) shown and I / we acknowledge that:
2. The information furnished is true and correct.
3. In the event of a contract being awarded because of points claimed, the bidder may be required to furnish documentary proof to the satisfaction of the Municipality that the claims are correct.
4. If the claims are found to be incorrect, the Municipality may, in addition to any other remedy it may have-
  - a. recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
  - b. 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.

**SIGNATURE OF BIDDER .....**

**DATE .....**

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

## 8.2. PRICING SCHEDULE

### NOTE:

1. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
2. Document **MUST** be completed in non-erasable black ink.
3. **NO** correction fluid/tape may be used.
  - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
4. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
  - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding **AND** including VAT) must reflect the same amount.

	INDICATE WITH AN "X"									
Are you/is the firm a registered VAT Vendor	YES					NO				
If "YES", please provide VAT number										

I / We

(full name of Bidder) the undersigned in my capacity as

of the firm

hereby offer to John Taolo Gaetsewe District Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the John Taolo Gaetsewe District Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

### PRICING:

- 1.1. Tender prices must be in ZAR Currency (Rand);
- 1.2. Tender rates must be submitted exclusive of VAT, but the final bid price submitted must include VAT;
- 1.3. The tenderer must provide maximum amounts payable per line item, in respect of Excess Payments for each asset, as per applicable column in the detailed pricing schedules. In these instances where maximum amounts will not be tendered on any specific asset, this should be stated clearly as such next to the particular line item, and the applicable rate must then be stated for these exceptions;
- 1.4. All Brokers fees and any other administrative fees that will be payable, must be indicated as separate items in the Gross insurance premium tendered;
- 1.5. Where extensions are granted free of charge, please state "free" in the premium column;
- 1.6. Where a line of cover or an extension is not tendered for, please state "No Tender" in the premium column;
- 1.7. The liability for payment of Assessor Fees must be for the account of the tenderer in all instances, inclusive of alternative tenders.
- 1.8. The premium tendered must remain firm for the initial period of 12 months, thereafter the annual escalation in the Rand value of the premium for year 2 and 3 must not exceed the reasonably anticipated industry-related CPI as at 30 April of each year;

- 1.9. The annual renewal premium for the outer two years will be based on the escalated premiums quoted as per paragraph 1.8, subject to any additions and / or reductions required as per the updated information supplied by the Municipality.
- 1.10. The tenderer may submit tenders with Fixed Premiums for the full duration of approximately 3 (three) years of the tender as per detailed schedules that are provided as part of the tender documents.
- 1.11. The Broker Fee and Underwriting Premium as detailed in the Pricing Schedule are payable annually by the Municipality and will be paid by 1 May of each year in respect of the fee for each respective period being insured.
- 1.12. Following please find a summary schedule to be completed in respect of the quoted premium(s) as contained in the detailed schedules attached hereto, to be used as a basis for the duration of the proposed contract period up to 30 April 2023:

PRICING SCHEDULE (% Escalation)					
	Class of Insurance	Cover Needed	01/05/2020 - 30/04/2021 (12 Months)	01/05/2021 - 30/04/2022 (12 Months)	01/05/2022 - 30/04/2023 (12 Months)
	<b>Comprehensive Insurance Premium</b>			<b>Escalation %</b>	<b>Escalation %</b>
1.12.1	Business All Risk	R10 669 671	R		
1.12.2	Combined	R47 879 999	R		
1.12.3	Directors and Officials	R3 000 000	R		
1.12.4	Electronic Equipment	R5 883 760	R		
1.12.5	Employer's Liability	R1 000 000	R		
1.12.6	Fidelity Guarantee	R400 000	R		
1.12.7	Glass	R130 000	R		
1.12.8	Goods in Transit	R411 000	R		
1.12.9	House Owners	R843 568	R		
1.12.10	Loss of Income	R1 100 000	R		
1.12.11	Money	R100 000	R		
1.12.12	Office Combined	R6 684 952	R		
1.12.13	Personal Accident	R9 690 730	R		
1.12.14	Public Liability	R99 590 451	R		
1.12.15	Stated Benefits	R94 591 451	R		
1.12.16	Theft	R12 269 671	R		
1.12.17	Vehicle Fleet	R6 686 211	R		
	<b>Sub-Total – Comprehensive Insurance</b>		R	%	%
1.12.18	<b>SASRIA</b>		R	%	%
1.12.19	<b>Broker's Fee</b>		R	%	%
	<b>Sub-Total for Year 1 (Excluding VAT)</b>		R		
1.12.20	<b>VAT</b>		R		
	<b>Total for Year 1 (Including VAT)</b>		R		

**SUMMARY PRICING SCHEDULE FOR INSURANCE COVER:  
ARRANGEMENT FOR SHORT TERM INSURANCE COVER FOR A CONTRACT PERIOD ENDING 30 APRIL 2023 AS PER ALL THE FOLLOWING SECTIONS AND SCHEDULES**

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/05/2020 - 30/04/2021)	MAXIMUM EXCESS AMOUNT
<b>BUSINESS ALL RISK</b>							
General Specified Items	R10 669 671						
	<b>R10 669 671</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>COMBINED</b>							
Standard / Non-Standard Construction	R47 429 999						
Claims Preparation Costs	R100 000						
Debris Removal	R100 000						
Professional Fees	R250 000						
	<b>R47 879 999</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>DIRECTORS AND OFFICIALS</b>							
Limit of Indemnity	R3 000 000						
	<b>R3 000 000</b>						
<b>TOTAL</b>							

<b>ELECTRONIC EQUIPMENT</b>							
Hardware	R4 470 911						
Laptops, Tablets and External Hard Drives	R1 112 849						
Reinstatement of Data	R150 000						
Increased Cost of Working	R150 000						
	<b>R5 883 760</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>EMPLOYER'S LIABILITY (Workman's Comp)</b>							
Limit of Indemnity	R1 000 000						
	<b>R1 000 000</b>						
<b>TOTAL</b>							
<b>FIDELITY GUARANTEE</b>							
Limit of Indemnity	R300 000						
Claims Preparation Costs	R100 000						
	<b>R400 000</b>						
<b>TOTAL</b>							
<b>GLASS</b>							
General Limit	R130 000						
	<b>R130 000</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							

<b>GOODS IN TRANSIT</b>							
First Loss	R300 000						
Debris Removal	R10 000						
Fire Extinguishing Charges	R1 000						
Claims Preparation Costs	R100 000						
	<b>R411 000</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>HOUSE OWNERS</b>							
Standard Construction	R0						
Non Standard Construction	R910 000						
Claims Preparation Costs	R100 000						
Debris Removal	R40 000						
Professional Fees	R0						
	<b>R1 050 000</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>LOSS OF INCOME (BUSINESS INTERRUPTION)</b>							
Loss of Income and Rental	R1 000 000						
Claims Preparation Costs	R100 000						
	<b>R1 100 000</b>						
<b>TOTAL</b>							

<b>MONEY</b>							
Major Limit	R50 000						
Seasonal Increase	R35 000						
Cheques	R10 000						
Increased Limit Outside Safe	R5 000						
	<b>R100 000</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>OFFICE COMBINED</b>							
Contents of Office	R4 912 761						
Loss of Documents	R500 000						
Theft Extension	R1 225 190						
Increased Cost of Working	R25 000						
Claims Preparation Costs	R12 000						
Debris Removal	R10 000						
	<b>R6 684 952</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>PERSONAL ACCIDENT</b>							
Councillors 24 Hours (2.5 X Annual Package)	8 Councillors						
Spouses, Activities Only 8 Councillors	8 Councillors						
	<b>R9 690 730</b>						

<b>SASRIA (8 Councillors @ R800,000 each)</b>							
<b>TOTAL</b>							
<b>PUBLIC LIABILITY</b>							
Limit of Indemnity	R5 000 000						
Salaries and Wages	R94 590 451						
	<b>R99 590 451</b>						
<b>TOTAL</b>							
<b>STATED BENEFITS</b>							
All Personnel, Activities Only 2 Times	2 Times						
Annual Earnings X 2	R94 590 451						
	<b>R94 590 451</b>						
<b>TOTAL</b>							
<b>THEFT</b>							
First Loss Basis	R1 000 000						
Total Contents of All Buildings	R10 669 671						
Damage to Buildings	R100 000						
Property in the Open (Within Fenced Area)	R500 000						
	<b>R12 269 671</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							

<b>VEHICLE FLEET</b>							
19 x Council Vehicles							
- 17 x Council Vehicles of Limit < R500,000	R3 100 640						
- 1 x Council Vehicles of Limit > R500,000	R525 397						
- 1 x Council Vehicles of Limit > R1,000,000	R1 272 000						
6 x Fire Vehicles							
- 4 x Fire Vehicles of Limit < R500,000	R736 874						
- 2 x Fire Vehicles of Limit > R500,000 < R1,000,000	R1 051 301						
- 0 x Fire Vehicles of Limit > R1,000,000	R0						
	<b>R6 686 211</b>						
<b>SASRIA</b>							
<b>TOTAL</b>							
<b>GRAND TOTAL</b>	<b>R301 137 897</b>						

9. PREVIOUS WORK EXPERIENCE OF A SIMILAR NATURE

List main work experience of a **similar nature to this bid** successfully executed and completed (or on-going) in the last five (5) years:

No	Institution / client / employer	Project description	Date started	Date completed (indicate projected completion if on-going)	Project value in Rand	Name and contact details of contact person / reference at institution
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Representatives of the #Municipality# are hereby authorized to contact the above contact persons / references of the various institutions to verify the correctness of the information as supplied.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## 10. DECLARATION OF INTEREST (MBD 4)

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  
\* Delete if not applicable
  - 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  
\* Delete if not applicable
  - 3.7.1 If so, furnish particulars.  
 .....  
 .....
  - 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  
\* Delete if not applicable
  - 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  
\* Delete if not applicable
  - 3.9.1 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.

- 3.10

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

\*YES / NO  
\* Delete if not applicable
- 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  
\* Delete if not applicable
- 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

## 11. DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED) (MBD 5)

**For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:**

1. Are you by law required to prepare annual financial statements for auditing? \*YES / NO  
\* Delete if not applicable
  
- 1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.  
 .....  
 .....
  
- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? \*YES / NO  
\* Delete if not applicable
  
- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.
  
- 2.2 If yes, provide particulars.  
 .....  
 .....  
 .....  
 .....
  
- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? \*YES / NO  
\* Delete if not applicable
  
- 3.1.1 If yes, furnish particulars  
 .....  
 .....  
 .....  
 .....
  
- 4 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? \*YES / NO  
\* Delete if not applicable
  
- 4.1 If yes, 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

## 12. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1)

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, 2011.**

### 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 R1 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- 1.2 Preference points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.3.1 The maximum points for this bid are allocated as follows:
- |                |  |               |
|----------------|--|---------------|
|                |  | <b>POINTS</b> |
| <b>1.3.1.1</b> | <b>PRICE</b>   | 80            |
| <b>1.3.1.2</b> | <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>               | 20            |
|                | <b>Total points for Price and B-BBEE must not exceed</b> | <b>100</b>    |
- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 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

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;

- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less;
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

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

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

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

Where

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

## 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA)

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted? .....%

(ii) the name of the sub-contractor? .....

(iii) the B-BBEE status level of the sub-contractor? .....

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of firm : .....

9.2 VAT registration number : .....

9.3 Company registration number : .....

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated .....

Registered Account Number .....

Stand Number .....

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS? .....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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. ....

<p>.....</p> <p>SIGNATURE (S) OF BIDDER (S)</p> <p>DATE: .....</p>
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### 13. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

1. This serves as a declaration 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.
2. The bid of any bidder may be rejected if that bidder or any of its directors have:
  - a. abused the municipality'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. wilfully 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).
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	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"/>
3.3.1	If so, furnish particulars:		
3.4	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"/>
3.4.1	If so, furnish particulars:		
3.5	Was any contract between the bidder and the municipality 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"/>
3.5.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TO BE 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

## 14. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

- 1 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). \* Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 2 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. takes all reasonable steps to prevent such abuse;
  - b. rejects 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. cancels 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.
- 3 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.
- 4 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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\* 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 BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**BID NO: 06-2019/20:**  
**REQUEST FOR SUBMISSION OF PROPOSALS TO PROVIDE INSURANCE SERVICE OF PROPERTY AND LIABILITIES FOR THE**  
**JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY FOR A PERIOD OF 36 MONTHS**  
 in response to the invitation for the bid made by:

**John Taolo Gaetsewe District Municipality**

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium\* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

..... Signature	..... Date
..... Position	..... Name of Bidder

\* 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.

**15. Annexure A: Government Procurement: General Conditions of Contract  
(July 2010)**

**THE NATIONAL TREASURY  
Republic of South Africa**

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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**  
July 2010

**TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
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15. Warranty
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17. Prices
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20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
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28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. Transfer of contracts
34. Amendments of contracts
35. Prohibition of restrictive practices

## **General Conditions of Contract**

### **1. Definitions**

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignee's store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

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

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

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

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

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

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

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

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

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

1.26 “Tort” means in breach of contract.

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

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

## **2. Application**

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

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

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

## **3. General**

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

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

#### **4. Standards**

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

#### **5. Use of contract documents and information inspection**

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

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

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

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

#### **6. Patent Rights**

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

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

#### **7. Performance security**

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

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

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

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

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

## **8. Inspections, tests and analyses**

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

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

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

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

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

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

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

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

## **9. Packing**

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

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental Services**

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

## **14. Spare parts**

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:
  - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

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

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract,

or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

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

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

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

## **16. Payment**

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

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

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

16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. Prices**

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

## **18. Variation orders**

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

## **19. Assignment**

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

## **20. Subcontracts**

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

## **21. Delays in the supplier's performance**

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

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

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

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

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

## **22. Penalties**

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

## **23. Termination for default**

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within

the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

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

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

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

## **24. Antidumping and countervailing duties and rights**

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

## **25. Force Majeure**

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

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

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. Limitation of Liability**

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

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

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

## **30. Applicable law**

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

## **31. Notices**

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

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

### **32. Taxes and duties**

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

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

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

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

### **33. Transfer of contracts**

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

### **34. Amendment of contracts**

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

### **35. Prohibition of restrictive practices**

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

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

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