

TENDER DOCUMENT



Project Name	Project Number
APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.	SCM/TSW/18/2025-2026

Contact: Mr. Thabiso Matyesini / Mr. Sello Tsoleli

Tel: (051) 8531111

Fax: (051)8531332 (during office hours)

Name of the Bidder.....

Amount (vat inclusive)

Address.....

.....

.....

Contact Number.....

E-mail Address.....

Closing date: 13 May 2026 at 12H00

Initial here: _____

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

BY SUBMITTING THE BID THE BIDDER UNDERTAKES TO ABIDE BY THE TERMS AND CONDITIONS OF THIS TENDER INCLUDING BUT NOT LIMITED TO THE RULES OUTLINED BELOW

- A bid not complying with the requirements stated hereunder will be regarded as not being an “Acceptable bid”, and as such will be rejected.
- “Acceptable bid” means any bid which, in all respects, complies with the conditions of bid and specifications as set out in the bid documents, including conditions as specified in the Preferential Procurement Policy Framework Act (Act 5 of 2000) and related legislation and regulations, in terms of which provision is made for this policy.
- In this document and other documents referred to but not attached, the following words are synonymous with each other.
 - a. CLIENT, EMPLOYER, TSWELOPELE LOCAL MUNICIPALITY.
 - b. BID, TENDER AND VARIATIONS THEREOF
 - c. JOINT VENTURE / CONSORTIUM
 - d. TENDERER, BIDDER, CONTRACTOR

1. FULL DESCRIPTION OF THE TENDER

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS:

BY SUBMITTING THE BID THE BIDDER UNDERTAKES TO ABIDE BY THE

2. RULES FOR BIDDING

- 2.1 The municipality is not bound to accept any of the proposals submitted and reserves the right to call for presentations from short-listed bidders before final selection,
- 2.2 Documents submitted by bidders will not be returned. The municipality reserves the right to return late bid submission unopened,
- 2.3 The municipality reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, at any stage of completion should the municipality decide not to proceed with the bid,

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- 2.4 The service provider must be a single legal entity with all other necessary expertise secured via sub-contract, or under a joint venture arrangement.
- 2.5 The bidding entity shall be the same entity that will execute the bid. Any bid found to be fronting for another entity or entities shall be disqualified immediately,
- 2.6 Bidders may ask for clarification on these bid documents or any part thereof up to close of business week before the deadline for the submission of the bids,
- 2.7 Bidders may not contact the municipality on any matter pertaining to their bid from the time when the bids are submitted to the time the contract is awarded. Any effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, may result in rejection of the bid concerned,
- 2.8 Should the contract between the municipality and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee bid by the service provider for the appropriate phase of the project during which the appointment was terminated,
- 2.9 Bidders should not scratch out without initialling next to the amended rates or information, affecting the evaluation of the bid,
- 2.10 The Bid document must be properly signed by a party having the authority to do so, according to the example of “Authority or Signatory”,
- 2.11 Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached (Invoice/statement from the Lessor), lease agreement alone will not be accepted,
- 2.12 Bidders will be disqualified if any bidders who during the last five years has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after a reasonable written notice was given to that bidder that performance was unsatisfactory or appears on the register / database of defaulters,
- 2.13 The Accounting officer must ensure that irrespective of the procurement process followed, no award may be given to a person –
 - 2.13.1 Who is in the service of the state, or;
 - 2.13.2 If that person is not a natural person, of which any Director, Manager, Principal Shareholder or Stakeholder, is a person in the service of the state; or;
 - 2.13.3 Who is an advisor or consultant contracted with the municipality in respect of contract that would cause a conflict of interest?

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2.14 Failure by the bidder to disclose with the bid submission any form of conflict of interest including disclosure on a person(s) who is in the service of the state or any immediate blood relative in the service of the state will lead to disqualification,

2.15 **All functionality and all other returnables will be exposed to verification process, and any returnable proven to be a fake document, the bidders document will be rejected o subjected to disqualification.**

2.26 The municipality is not liable for any documents delivered via courier companies and by post. No official is going to sign the receipt of the tender document,

2.27 Tender documents must be submitted in a sealed envelope clearly marked with the project name and number,

2.28 Fully completed and signed tender documents must be deposited into the tender box located at: 01 Bosman Street, Civic Centre, Bultfontein,9670. The sealed envelope must specify the following:

2.28.1 Bid number

2.28.2 Closing Date and time

2.28.3 The name and address of the tenderer

2.29 The service provider must ensure that all staff working under this contract are adequately trained prior to the commencement of the contract.

2.30. The Municipality has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.

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T1.1 BID NOTICE AND INVITATION TO BID

SCM/TSW/18/2025-2026: APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

Tswelopele Local Municipality hereby invites suitably qualified Bidder for the APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

Bids marked for the attention of the Municipal Manager must be submitted in a sealed envelope marked **“SCM/TSW/18/2025-2026: APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.** must be deposited in the tender box located at Tswelopele Local Municipality no later than **13 May 2026 at 12H00.**

Offices; No. 1 Bosman Street; Civic Centre, Bultfontein; 9670.

Tender documents are available from Tswelopele Local Municipality Website www.tswelopele.gov.za and www.etenderportal.gov.za from the 12 April 2026.

The tenders will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of Tswelopele Local Municipality using 80/20 preference point system in accordance with the Preferential Procurement Policy Framework Act.

The tenders will also be adjudicated and evaluated using:

1. Returnables.
2. Functionality
3. PPP Calculations = 80
4. Specified Goals = 20 (Race, Gender, Disability and Youth)

There is no site briefing for the tender.

Tenders which are late or submitted by facsimile or electronically will not be accepted. Prices quoted must be valid for 60 days from closing date of this tender. The municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender either wholly or a part thereof or to disclose reasons for their decision.

Enquiries can be directed to SCM Unit at (051) 853 1111 during office hours.

There will be no briefing session. Tender documents containing the Conditions of Tender, Evaluation criteria as well as the applicable procurement terms and conditions will be available on E-tender portal (www.etender.gov.za) as well as on municipal website (www.tswelopele.gov.za) When downloaded from the municipal website, tender documents are uncontrolled and the responsibility

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lies with the bidder to ensure the printout is in line with the Authorized Version on the system.

Complete tender documents, fully priced and signed with all the necessary documents attached, must be sealed in an envelope marked TENDER" Description of Project / Project Number" as mentioned above.

Closing date of this tender is 13 May 2026 at 12H00 and should be deposited in the tender box at Tswelopele Local Municipality. Documents must be submitted at 12H00 at 1 Bosman Street, Civic Centre, Bultfontein, 9670. Late submission will be returned unopened.

Preferential Procurement Policy Framework of 2022, on 80/20-point system. Tenders will remain valid for 90 (ninety) days.

Enquiries related to this tender should be addressed to Mr Thabiso Matyesini or Mr Sello Tsoleli at (051) 8531111 during working hours.

T Manele
TSWELOPELE MUNICIPALITY
01 BOSMAN STREET
CIVIC CENTRE
BULTFONTEIN
9670

MBD1

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	SCM/TSW/18/2025-2026	CLOSING DATE:	13 May 2026	CLOSING TIME:	12:00
DESCRIPTION	Appointment of service provider for provision of short-term insurance at Tswelopele local municipality for a period of three (3) years.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

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

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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

Initial here: _____

T1.2 BID DATA

The **Standard Conditions of Bid** makes several references to the bid data for details that apply specifically to this bid. The bid data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of bid.

Clause number	Data
F.1.1 ACTIONS	The Employer is: The Municipal Manager Tswelopele Local Municipality 01 Bosman Street Civic Centre Bultfontein 9670
F.2.1 ELIGIBILITY	Companies that fit all the requirements of this bid as specified.
F.2.7 CLARIFICATION MEETING	<i>NONE</i>
F.2.12 ALTERNATIVE TENDER OFFERS	<i>No alternative bid is to be accepted!</i>
F.2.13.2 SUBMITTING A TENDER OFFER	The <u>whole original</u> bid document, as issued by the Municipality , shall be submitted. Bids may only be submitted on the Bid documentation issued by the municipality
F.2.14 CLOSING TIME	The closing time for submission of bid offers is: Date: 13 May 2026 Time: 12H00 Telephonic, telegraphic, facsimile or e-mailed bid offers will not be accepted.
F.2.15 TENDER OFFER VALIDITY	1. The employer will have up to 90 days (working days) from the closing date within which to consider submitted bids. 2. The successful bidder will have up to 10 days to respond to the service offer.

Clause number	Data
F.1.9 INSPECTIONS, TESTS AND ANALYSIS	Access should be provided to the municipality for the inspection of the tenderer's offices if required.

Initial here: _____

<p>F.1.10 CERTIFICATES AND ATTACHMENTS</p>	<p>The bidder is required to attach the following Valid documents to the tender document:</p> <ol style="list-style-type: none"> a. Proof of registration on Central Supplier Database [Last verified between the date of advert and the closing date] detailing all compliance requirements of the Bidder; b. SARS Pin to be attached – the Municipality will be verifying the tax status of the bidder on evaluation before the award. c. Evidence (invoice/account statement) that the municipal rates and taxes or municipal charges owed by the bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached (Invoice/statement from Lessor), lease agreement alone will not be accepted, d. Affiliation/accreditation certificate (FSCA), e. Valid proof of minimum professional indemnity of R10 000 000, f. Prospective bidder must comply with any related legislation. g. Submit the above documents (a to c) for each company if bidding as a joint venture h. Joint venture, consortium agreements (if applicable). <p>Note: Failure to attach the above documents will lead to automatic disqualification from further evaluation</p>
<p>F.1.11 OPENING OF BID SUBMISSIONS</p>	<p>There will be public opening of bids. The Municipality will publicise the tender opening register on the website: www.tswelopele.gov.za after the closing date.</p>
<p>F.1.12 TWO-ENVELOPE SYSTEM</p>	<p>A two-envelope procedure will not be followed.</p>
<p>F.1.12 ARITHMETICAL ERRORS</p>	<ol style="list-style-type: none"> a) Where there is a discrepancy between the amounts in figures and in words, the amount in figures shall govern. b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, <u>the rate shall govern and the line-item total shall be corrected.</u> c) Where there is an error in the total of the prices either as a result of corrections required by this checking process or in the tenderer's addition of
<p>Clause number</p>	<p>Data</p>

Initial here: _____

	<p>prices, the total of the prices shall be adjusted to reflect the arithmetically correct summation of corrected line-item totals.</p> <p>Consider the rejection of a tender offer if the tenderer does not accept the correction of the arithmetical errors in the manner described above.</p>
F.1.13 EVALUATION OF BID OFFERS	<p>The preference procedure for evaluation of responsive bid offers shall be the 80/20-point preference system.</p> <ul style="list-style-type: none"> - where 80 points will be allocated in respect of price - 20 points will be allocated towards specific goals - Note: All bids will be evaluated firstly on returnable compliance and functionality before the evaluation on 80/20-point system - Evaluation will take place as follows <p>Stage 1: Returnable schedule</p> <p>Stage 2: Functionality</p> <p>Stage 3: Calculation of specified Goals (Race, gender, Youth and Disability).</p>
F.1.14 ACCEPTANCE OF BID OFFER	<p>Bids containing any one or more of the errors or omissions, or bids not having complied with any one of the required bid conditions shall not be considered and shall automatically be rejected. Administrative and arithmetic errors will be dealt with as documented in F.2.11 and F.3.9</p>
F.1.15 PROVIDE COPIES OF THE CONTRACTS	<p>The number of paper copies of the signed contract to be provided by Tswelopele Municipality is one.</p>
ADDITIONAL CONDITIONS APPLICABLE TO THIS BID	<p>The additional conditions of bid are:</p> <ol style="list-style-type: none"> 1 The Employer may also request that the bidder provide written evidence on the adequacy of financial, labour and other resources for carrying out the contract. 2 <i>The Municipal shall confirm validity of all functionality documents attached with relevant person indicated, we may require Previous Purchase Orders or previous payments from the reference contact person indicated in the returnable claiming functionality points. It will take 3 attempts for the Municipality to do so if the committee fails to confirm the validity of the returnable from the reference contact person such returnable will not be awarded a point.</i> 3 The Employer reserves the right to appoint a firm of chartered accountants and auditors and/or execute any other financial investigations on the financial resources of any bidder. The bidder shall provide all reasonable assistance in such investigations. 4 The bidder shall be required to complete the Form of Offer and Acceptance (C1.1) and Bills of Quantity for all the regions as specified in the tender document. 5 The bid document shall be submitted as a whole and not in parts. 6 List of returnable documents (PART T2) must be completed in full. (i.e.: A bidder's company profile will not be used by the TLM to complete PART T2 on behalf of the bidder) <p>NB: If PART T2 is not completed in full by the bidder, the offer will be rejected.</p>

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F.1 General

F.1.1 Actions

The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly with openness and transparency.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1. the tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2. these conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling of expressions of interest, the following definitions apply:

- a) Comparative offer means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and
- c) Fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

F.1.4 Communication and employer's agent

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Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 The employer's right to accept or reject any tender offer

F.1.5.1 The employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

F.2 Tenderer's obligations

F.2.1 Eligibility

Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his/ her principals, is not under any restriction to do business with the employer.

F.2.2 Cost of tendering

Accept that the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer to satisfy requirements.

It is a term of this bid that the employer is indemnified from any liability arising or accruing from expenses or damages or losses incurred by the bidder including in the event the employer opts to cancel or discontinue the bidding process of this tender.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

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F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting are stated in the tender data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing date stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is required to seek adequate cover for covering liability that may ensue during the contract term.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes, Value Added Tax (VAT), and other levies payable to the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

F.2.10.2 Provide rates and prices that are fixed for the duration of the contract inclusive of applicable projected escalation as provided for in the conditions of contract identified in the contract data and not subject to any further adjustment; payable on a monthly basis.

F.2.10.3 State the rates and prices in South African Rand only.

F.2.10.4 The municipality has limited resources and bids must be competitive, with market related pricing, as this will be one of the deciding factors in the final award of the contract

F.2.11 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.12 Alternative tender offers

F.2.12.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements of the tenderer proposes.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

F.2.13 Submitting a tender offer

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F.2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English.

F.2.13.4 Sign the original copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state; which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original package marking the package as "ORIGINAL"

F.2.13.6 Seal the original tender offer package in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.7 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, will be regarded by the employer as non-responsive.

F.2.15 Closing Time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept tender offers submitted by telegraph, facsimile or e-mail.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender Offer Validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

F.2.16.3 The contract will be valid for a period of three (3) year.

It would be expected of the successful Service Provider to assume duty upon appointment on the date to be determined by the municipality.

Initial here: _____

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (Or both).

No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), referencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds, policies, etc.

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so, instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

Initial here: _____

F.3 The employer's undertakings

F.3.1 Respond to clarification

Respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven (7) days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advice tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

Initial here: _____

F.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a. Complies with the requirements of these Conditions of Tender,
- b. Has been properly and fully completed and signed, and
- c. Is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a. Detrimentially affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b. Change the Employer's or the tenderer's risks and responsibilities under the contract,
- c. Affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

F.3.9 Arithmetical errors

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in figures shall govern.
- b. If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the rate shall govern and the total shall be corrected.

Initial here: _____

- c. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the rate shall govern and the tenderer will be asked to revise selected item prices to achieve the tendered total of the prices.

F.3.9.2 Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his/ her arithmetical errors in the manner described in F.3.9.1.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 EVALUATION METHODOLOGY

- a. In addition to all items highlighted under Page 2 titled **“Very Important Notice on Disqualifications”**, the tenders will be evaluated in terms of the Municipality Supply Chain Management policy, Preferential Procurement Framework Act (Act 5 of 2000) and its regulations as enacted in 2001.
- b. Tenders will be evaluated using the 80/20 points allocation system. The total points out of a possible maximum of 100 will be calculated using various formulae to calculate price as well as for preferential procurement.

F.3.13 Acceptance of tender offer

F.3.13.1 Accept tender offer only if the tenderer complies with the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful tenderer of the employer's acceptance of his/her tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.

F.3.14 Notice to unsuccessful tenderers

After the successful tenderer has acknowledged the employer's notice of acceptance, the employer will publicise a list of successful bidders on the municipal website

F.3.14 Municipality's right to accept or reject any or all Bids

The municipality reserves the right to:

- Accept or reject any bid;
- Annul the tender process and reject all bids at any time prior to contract award;
- Award the contract to one or more bidders; without thereby incurring any liability to the affected Bidder or bidders.
- Accept one or more bids submissions.
- Reject all bids submitted.
- Request further information from any bidder after the closing date.
- Cancel this bid or any part thereof any time, or

Initial here: _____

- Award this bid or any part thereof to any one or more bidders.
- Vary the site or number of sites and/or guards due to operational or budgetary requirements.

F.3.15. Prepare contract documents

Revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- **addenda issued during the tender period,**
- **inclusion of the returnable documents,**
- **other revisions agreed between the employer and the successful tenderer, and**
- **the schedule of deviations attached to the form of offer and acceptance, if any.**

F.3.16 Issue final contract

Prepare and issue the final draft of contract documents to the successful tenderer for acceptance within fourteen (14) days after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only those documents that the conditions of tender require the tenderer to submit, after acceptance by the employer, shall be included.

F.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

3. List of attachments required for Evaluation Purposes

- a. Proof of registration on Central Supplier Database [Last verified between the **date of advert** and the **closing date**] detailing all compliance requirements of the bidder;
- b. SARS Pin must accompany the tender document
- c. Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that Municipal charges owed on the premises are not in arrears for more than 90 days must be attached (invoice/statement from the Lessor), lease agreement alone will not be accepted,
- d. Affiliation/accreditation certificate (FSCA),
- e. Valid proof of minimum professional indemnity of R10 000 000 and above,
- f. Return all fully completed and duly signed bidding documents (MBD), returnable schedules and Contract Data forms,
- g. Submit the above documents (a to c) for each company if bidding as a joint venture
- h. Joint venture, consortium agreements (if applicable).

Initial here: _____

APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE TO TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

3. EVALUATION METHODOLOGY

Stages of Evaluation

- Guidelines for Evaluation using the Points method
 - a. Score sheets will be prepared and provided to evaluation committee members to evaluate the bids.
 - b. The score sheet should contain all the criteria for points as well as the values to be applied for evaluation as indicated in the bid documents.
 - c. Each evaluation Committee member should after thorough evaluation independently award his / her own value to each individual points.
 - d. Score sheets should be signed by evaluation committee members and if necessary, written motivation may be requested from evaluation committee members where vast discrepancies in the values awarded for each point exist.
 - e. If the minimum qualifying score for functionality is indicated as points in the bid documents, the points scored for functionality may be calculated as follows:
 - i. The scores for each point should be added to obtain the total score; and
 - ii. The following formula should be used for the total score for functionality:

Ps = Points

Stage 1: Evaluation on functionality

Under functionality, Bidders must achieve a minimum of 60 Points of the total points (rounded to the nearest decimal point) for functionality (quality of service) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specified Goals).

Initial here: _____

	The minimum qualifying score for functionality is 60 points to be further evaluated	
ITEM	CRITERIA	WEIGHT
A	Bidder must provide AT LEAST (1-5) appointment/purchase order and reference letters for short-term insurance.	40
	<p>1. 4 > x Appointment/order and reference letters</p> <p>2. 2-3x Appointment/order and reference letters</p> <p>3. 1 x Appointment/order and reference letters</p> <p><i>Reference letters must include (Duration of contract, type of service rendered, contract value, name of company and contact person for verification)</i></p>	<p>40</p> <p>30</p> <p>10</p>
B.	The bidder must provide their Disaster recovery plan with regard to insurance claims	10
	<p>-Copy of disaster recovery plan attached</p> <p>- Copy disaster recovery plan not attached</p>	<p>10</p> <p>0</p>
C	Affiliation/accreditation certificate (FSCA)	20
	<p>1. Accredited</p> <p>2. Not accredited</p>	<p>20</p> <p>0</p>
D	Professional indemnity	30
	<p>1. More than R30 000 000</p> <p>2. R20 000 000 – R30 000 000</p> <p>3. R10 000 000 and less than R20 000 000</p> <p>4. Less than R10 000 000</p> <p><i>Valid proof of professional indemnity must be attached.</i></p>	<p>30</p> <p>20</p> <p>10</p> <p>0</p>
TOTAL POINTS		100

Failure to submit all valid/credible documents will result in the bidder not being further evaluated.

Initial here: _____

Stage 2: Evaluation on Price and specified Goals 80/20

2.1 Financial offer and evaluation on price points

- Score Bid evaluation points for financial offer.
- Confirm that Bidders are eligible for the Specific Goals claimed, and if so, score Bid evaluation points for specific Goals.
- Calculate total Bid evaluation points (Price points plus specified goals points)
- Rank Bid offers from the highest number of Bid evaluation points to the lowest.
- The bidder obtaining the highest number of total points will be awarded the contract.
- 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;
- Points scored must be rounded off to the nearest 2 decimal places.
- In the event that two or more bids have scored equal total points, the successful bids must be the one scoring the highest number of preference points for Specific goals Points
- However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for specific Goals, the successful bid must be the one scoring the highest score for functionality.
- Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

2.2 Price formula

$$Np = \frac{80[1 - (Pt - Pmin)]}{Pmin}$$

- Where: Np = the number of bid/tender adjudication points awarded for price.
- Pt = the bid/tender sum (corrected if applicable) of the responsive bid under consideration.
- Pmin = the bid/tender sum (corrected if applicable) of the lowest responsive tender/bid.

2.3 Scoring for Specific Goals

Initial here: _____

Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million.

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race:

Black-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100%Black-owned enterprise	8	3	CSD Report and ID Copy
41-50% Black-owned enterprise	6	2	CSD Report and ID Copy
31-40%Black-owned enterprise	4	1	CSD Report and ID Copy
21-30% Black-owned enterprise	2	0	CSD Report and ID Copy
0-20% Black-owned enterprise	1	0	CSD Report and ID Copy

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of gender:

Women-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100% Women-owned enterprise	4	3	CSD Report and ID Copy
31-50% Women-owned enterprise	3	1	CSD Report and ID Copy
11-30% Women-owned enterprise	2	1	CSD Report and ID Copy
1-10% Women-owned enterprise	1	1	CSD Report and ID Copy

Initial here: _____

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of disability:

Disability-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100% Disabled-owned enterprise	4	2	ID Copy, CSD Report and medical certificate
31-50% Disabled-owned enterprise	3	1	ID Copy, CSD Report and medical certificate
11-30% Disabled-owned enterprise	2	1	ID Copy, CSD Report and medical certificate
1-10% Disabled-owned enterprise	1	0	ID Copy, CSD Report and medical certificate

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of youth:

Youth-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100% Youth-owned enterprise	4	2	CSD Report and ID Copy
31-50% Youth-owned enterprise	3	1	CSD Report and ID Copy
11-30% Youth-owned enterprise	2	1	CSD Report and ID Copy
1-10% Youth-owned enterprise	0	0	CSD Report and ID Copy

Initial here: _____



PART T2 LIST OF RETURNABLE DOCUMENTS

The bidder must complete the following returnable documents.

- T2.1 RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES
- T2.2 OTHER DOCUMENTS REQUIRED FOR BID EVALUATION PURPOSES
- T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED IN THE CONTRACT.....
- T2.4 OTHER DOCUMENTS THAT WILL BE INCLUDED IN THE CONTRACT

NOTE:

Although the documents under Part T2 is headed “Returnable Documents” in line with the CIDB model, these are not the only documents to be returned together with the bid. **All** the documents indicated on Part T1 must be completed and signed where applicable and submitted as a **complete set of documents**.

Initial here: _____

T2.1 RETURNABLE SCHEDULES REQUIRED FOR BID EVALUATION PURPOSES

CONTENTS

FORM 2.1.1: SCHEDULE OF EQUIPMENTS REQUIRED FOR THE CONTRACT

FORM 2.1.2: SIZE OF ENTERPRISE AND CURRENT WORKLOAD

FORM 2.1.3: PROPOSED KEY PERSONNEL

FORM 2.1.4: SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

FORM 2.1.5: AUTHORITY FOR SIGNATORY

FORM 2.1.6: SCHEDULE OF PROPOSED SUB-CONTRACTORS

FORM 2.1.7: FINANCIAL REFERENCES

FORM 2.1.8 DETAILS OF ALTERNATIVE BIDS SUBMITTED

FORM 2.1.9 AMENDMENTS & QUALIFICATIONS BY BIDDER

FORM 2.1 SCHEDULE OF EQUIPMENTS REQUIRED FOR THE CONTRACT

FORM 2.1.1 SIZE OF ENTERPRISE AND CURRENT WORKLOAD

- a) Total Turnover in the previous financial year? R _____
b) Estimated turnover for current financial year? R _____

Physical facilities: Provide information on Company offices/Premises

Description	Address	Area (m ²)

List current contracts and obligations [maximum]:

Description	Location	Value (R)	Start date	Expected completion date

FORM 2.1.2 PROPOSED KEY PERSONNEL

The Bidder shall list below the key personnel (including first nominee and the second-choice alternate), whom he proposes to employ on the project should his Bid be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

DESIGNATION	INITIALS & SURNAME	HIGHEST QUALIFICATION	EXPERIENCE [NO OF YEARS]
<u>HEADQUARTERS</u> Partner/director			
Project Manager (s)			

FORM 2.1.3 SCHEDULE OF PREVIOUS WORK CARRIED OUT BY BIDDER

Provide the following information on **relevant previous experience**. Indicate comparable projects of similar or larger size. This information is material to the award of the Contract.

Give names and telephone numbers and e-mail address per reference. Please provide latest contact details.

CLIENT NAME AND PLACE WHERE PROJECT WAS IMPLEMENTED	TEL NO, FAX NO, EMAIL	DESCRIPTION OF WORK	CONTRACT VALUE (R)	CONTRACT PERIOD

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FORM 2.1.4 AUTHORITY FOR SIGNATORY

All signatories, including sole proprietors, shall confirm their authority by **attaching to this bid** a duly signed and **dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

FORM 2.1.5 SCHEDULE OF PROPOSED SUB-CONTRACTORS (PLEASE WRITE N/A IF NO SUBCONTRACTOR WILL BE USED)

Provide details on all sub-contractors you intend utilising for this contract

Type of work to be used for	a % of contract	Name of subcontractor	b % HDI ownership	c = a x b Total contribution to HDI ownership
Total % of contract subcontracted		Total contribution of HDI ownership:		

FORM 2.1.6 FINANCIAL REFERENCES

DETAILS OF BIDDING ENTITY'S BANK

If the bidder is a Joint Venture or partnership, the information requested below is required for each member / partner.

I/ We hereby authorise the Employer to approach all or any of the following banks for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO BIDDER
Name of bank	
Contact person	
Branch name & code	
Street address	
Bank Telephone number	()
Account number	
Type of account, (i.e. cheque account)	

Attach Bank letter with Company Bank Rating

FORM 2.1.7 DETAILS OF ALTERNATIVE BIDS SUBMITTED

See condition of bid.

DESCRIPTION

FORM 2.1.8 AMENDMENTS AND QUALIFICATIONS BY BIDDER

See condition of bid

Attach additional information on a separate sheets and initial all of them

PAGE	DESCRIPTION

T2.2 OTHER DOCUMENTS REQUIRED FOR BID EVALUATION PURPOSES

CONTENTS

FORM 2.2.1 DECLARATION

FORM 2.2.2 DECLARATION OF INTEREST

FORM 2.2.3 CERTIFICATION

FORM 2.2.4 MBD 9

FORM 2.2.1 DECLARATION:

I/ We, the undersigned:

- (a) Bid to provide to APPOINTMENT OF SERVICE PROVIDER PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS. at all municipal premises/facilities described both in this and the other Schedules to this Contract to which I shall annex my signature;
- (b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding execution of duties;
- (c) Further agree to be bound by those conditions, set out in, "PARTS T1; T2; C1; C2; and C3", attached hereto, should this bid be accepted;
- (d) Confirm that this bid may only be accepted by Tswelopele Local Municipality by way of a duly authorised Letter of Acceptance within fourteen (14) days from the date of appointment;
- (e) Declare that we are fully acquainted with the Bid document and Schedules and the contents thereof and that we have signed the Bill of Quantities and completed the Returnable Schedules and declarations, attached hereto;
- (f) Declare that all amendments to the bid document have been initialled by the relevant authorised person and that the document constitutes a proper contract between TLM and the undersigned;
- (g) Certify that the item/s mentioned in the bid document, qualifies/qualify for the preference(s) shown.
- (h) Acknowledge that the information furnished is true and correct;
- (i) Accept that in the event of the contract being awarded as a result of preference claimed in this bid document, I may be required to furnish documentary proof to the satisfaction of TLM that the claims are correct. If the claims are found to be inflated, TLM may in addition to any other remedy it may have, recover from the company or me all costs, losses or damages incurred or sustained by TLM as a result of the award of the contract and/or cancel the contract and claim any damages which TLM may suffer by having to make less favourable arrangements after such cancellation;
- (j) Declare that no municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three (3) months; and

- (k) Declare that I have not failed to perform satisfactorily during the last five (5) years on a previous contract with the Municipality, Municipal entity or any other organ of state, after written notice was given to me that my performance was not satisfactory.

Signed at _____ on this _____ day of _____ 20 _____

Authorised Signature: _____

Name of Bidding Entity: _____

Date: _____

Sign as witness: _____

FORM 2.2.2 DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state including in instances of non-directors of the entity and also those who may be sub-contracting.
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 with honesty and submitted with the bid.

Full Name: _____

Identity Number: _____

Tax Number: _____

VAT Number: _____

3.1 Are you presently in the service of the state[□] **YES / NO** _____

If yes, furnish particulars _____

3.2 Have you been in the service of the state for the past twelve (12) months? **YES / NO**

If yes, furnish particulars _____

3.3 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 _____

If yes, furnish particulars _____

□ SCM 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.

3.4 Are any of the company's directors, managers, shareholders or stakeholders in service of the state? YES / NO

If yes, furnish particulars _____

3.5 Are any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO

If yes, furnish particulars _____

FORM 2.2.3 CERTIFICATION

I, THE UNDERSIGNED (NAME) _____ CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. THAT ANY MISREPRESENTATION OF INFORMATION MAY LEAD TO IMMEDIATE CANCELLATION OF THE AGREEMENT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SHOULD THE INFORMATION REQUIRED ON THIS FORM NOT DULY BE SUPPLIED, THIS BID WILL BE AUTOMATICALLY REJECTED.

_____ Signature	_____ Date
_____ Company Name	_____ Position

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals

are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

MBD 8

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

FORM 2.2.4 CERTIFICATE OF INDEPENDENT BID DETERMINATION

- a) This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- b) Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- c) Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - i. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - ii. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- d) 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.
- e) In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by: TSWELOPELE LOCAL MUNICIPALITY
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of

(Name of Bidder)

that:

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:
 - has been requested to submit a bid in response to this bid invitation;
 - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

Signature

Date

Company Name

Position



T2.3 RETURNABLE SCHEDULES THAT WILL BE INCORPORATED IN THE CONTRACT

FORM 2.3.1 RECORD OF ADDENDA TO BID DOCUMENTS

We confirm that the following communications received from the Procuring Department before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer:

	Date	Title or Details
1		
2		
3		
4		
5		

Attach additional pages if more space is required.

Signature of Authorized person: _____ Date: _____

Name of authorized person: _____ Position: _____

PART C1 PRICING DATA

C1.1 PRICING INSTRUCTIONS

C1.2 SCOPE OF WORK

C1.3 PRICING STRUCTURE

C1.1 PRICING INSTRUCTIONS

- 1 The General Conditions of Contract, the Contract Data, the Specifications (including the Project Specifications) and the Drawings shall be read in conjunction with the Bill of Quantities.
- 2 The Bill comprises items covering the Contractor's profit and costs of general liabilities and of the construction of Temporary and Permanent Works.

Although the Bidder is at liberty to insert a rate of his own choosing for each item in the Bill, he should note the fact that the Contractor is entitled, under various circumstances, to payment for additional work carried out.

Clause 8 of each Standardized Specification, and the measurement and payment clause of each Particular Specification, read together with the relevant clauses of the Project Specifications, all set out which ancillary or associated activities are included in the rates for the specified operations.

- 3 Descriptions in the Bill of Quantities are abbreviated and may differ from those in the Standardized and Project Specifications. No consideration will be given to any claim by the Company submitted on such a basis. Should any requirement of the measurement and payment clause of the appropriate Standardized or Project Specification(s) be contrary to the terms of the Bill the requirement of the appropriate Standardized, Project, or Particular Specification as the case may be, shall prevail.
- 4 Unless stated to the contrary, items are measured net in accordance with the sites without any allowance having been made for waste.
- 5 The amounts and rates to be inserted in the Bill of Quantities shall be the full inclusive amounts to the Employer for the work described under the several items. Such amounts shall cover all the costs and expenses that may be required in and for the provision of services in identified sites, and shall cover the costs of all general risks, profits, taxes (but excluding value-added tax), liabilities and obligations set forth or implied in the documents on which the Bid is based.

- 6 The quantities set out in the schedule of quantities are only approximate quantities. The quantities of work finally accepted and certified for payment, and not the quantities given in the schedule of quantities, will be used to determine payments to the contractor.
- 7 An amount or rate shall be entered against each item in the Bill of Quantities, whether or not quantities are stated. An item against which no amount or rate is entered will be considered to be covered by the other amounts or rates in the Bill.

The Bidder shall also fill in a rate against the items where the words "rate only" appear in the amount column. Although no work is foreseen under these items and no quantities are consequently given in the quantity column, the stated rates shall apply should work under these items actually be required.

Should the Bidder group a number of items together and bid one sum for such group of items, the single stated sum shall apply to that group of items and not to each individual item, or should he indicate against any item that full compensation for such item has been included in another item, the rate for the item included in another item shall be deemed to be nil.

The stated rates, prices and sums shall, subject only to the provisions of the Conditions of Contract, remain valid irrespective of any change in the quantities during the execution of the Contract.

Rates quoted are fixed and quoted in ZAR currency; and shall not in any way be affected by rand/dollar exchange rate or any currency.

- 8 The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Contractor. The validity of the Contract shall in no way be affected by differences between the quantities in the Bill of Quantities and the quantities certified for payment.
- 9 For the purposes of this Bill of Quantities, the following words shall have the meanings hereby assigned to them:

- Unit : The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications
- Quantity : The number of units of work for each item
- Rate : The payment per unit of work at which the Bidder bids to do the work. Should be quoted in ZAR currency only
- Amount : The quantity of an item multiplied by the bidder's rate of the (same) item. Should be quoted in ZAR currency only
- Sum : An amount bid for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units. Should be quoted in ZAR currency only

10 The units of measurement indicated in the Bill of Quantities are metric units. The following abbreviations may appear in the Bill of Quantities:

No	=	No
%	=	Percentage
Prov Sum	=	Provisional Sum

C1.2 SCOPE OF WORK

1. The Directorate of Finance at Tswelopele Local Municipality requires the services of professional Short Term Insurance / Brokers that can review and advise the Municipal Manager in terms of the following aspects:
 - a. Insurance of fixed assets.
 - b. Insurance of moveable assets.
 - c. Insurance of infrastructure assets.
 - d. Insurance of public liability.

2. In addition to the above, the Insurers must indicate the following:
 - a. Indicate the assets they insure
 - b. Insurance Schedules must be available in a hard and electronic copy
 - c. Claims procedures must clearly be stated.
 - d. Excess payment on the claims must be clearly stated in the below tables
 - e. Provide premiums as set out in the table. Estimated Premiums for the 2026-2027; 2027-2028 and 2028-2029 financial year must be included in the document.
 - f. Bidders must clearly outline the finalized claims period after the registration of the claims.

3. The Bidder must provide effective training to officials regarding
 - a. the reading of the insurance schedules to understand it properly
 - b. the registration process of a claim
 - c. the procedure to add or remove an asset from the insurance policy

- d. provide professional and technical advice to the management of the municipality on high and low risk assets

CLAIM HISTORY AND RISK MANAGEMENT

TSWELOPELE LOCAL MUNICIPALITY				
CLAIM DESCRIPTION	SECTION	DOL(Loss)	Comment/St atus	VALUE
Ms Saliwe Polo HDK024FS windscreen damaged	Motor	19-Sep-23	finalised	R 3 899
Insured Mayor's Volvo HWB217FS windscreen damaged	Motor	18-Sep-23	finalised	R 7 890
Insured Isuzu HPT386NW LDV hit a pothole	Motor	09-Oct-23	finalised	R 43 900
Insured Mitsubishi HWC031FS windscreen damaged	Motor	19-Jan-24	finalised	R 6 219
Insured Massey Ferguson caught fire and damaged	Motor	18-Dec-23	finalised	R 32 752
Insured Ms Saliwe Polo HDK024FS front bumper damaged	Motor	09-Feb-24	finalised	R 32 990
Mayor's Volvo HWB217FS	Motor	02-Mar-24	finalised	R 7 890

windscreen damaged				
Speakers laptop fell and damaged	Allrisk	29-Mar-24	finalised	R 21 999
Insured Isuzu HYT195FS hit the store room and damaged	Motor	18-Dec-24	finalised	R 27 970
Insured Isuzu JCF947FS hit a pole and damaged	Motor	19-Dec-24	finalised	R 14 900
Insured Toyota Hilux FXY726FS in accident with TP	Motor	11-Dec-24	finalised	R 43 899
Insured Dmax HPT389FS lost control and damaged	Motor	10-Feb-25	finalised	R 40 711
Pothole liability by HP Goosen	Liability	11-Aug-24	Within excess	R 7 100
Insured TLB JDY244FS window damaged by a tree	Motor	11-Aug-25	Awaiting info	R 3 999
Employee Mr Maji's laptop stolen	Allrisk	02-Jul-25	finalised	R 18 990
Insured Toyota Corolla FNP094FS hit wild animal and damaged	Motor	29-Aug-25	finalised	R 24 900

TA Lekhila's HP laptop damaged	Allrisk	01-Sep-25	finalised	R 14 999
Break in and theft of equipmnt at Bultfontein stadium	Theft	06-Sep-25	finalised	R 45 399
Clearview fence stolen at Bultfontein water pumpstation	Theft	13-Oct-25	Awaiting info	R 258 890
Insured Polo HDK024FS was reversing rear bumper damaged	Motor	17-Sep-25	finalised	R 23 999
Pitso's insured HP Laptop damaged and not functioning	Allrisk	03-Nov-25	finalised	R 18 990

TSWELOPELE LOCAL MUNICIPALITY RISK MANAGEMENT AND INSURANCE NEEDS

01 JULY 2024 TO 30 JUNE 2025

<i>POLICY CLASS</i>	<i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i>	<i>INSURANCE LIMITS / INDEMNITY LIMIT</i>	<i>DEDUCTIBLES</i>	<i>REMARKS</i>
1. COMBINED	<p>1. All Buildings, Structures and Erections including fixtures and fittings therein, thereto or thereon, boundary walls, gates, posts and fences belonging thereto and All Contents contained in any building, structure or erection, including underground fuel storage tanks and their contents and lampposts</p> <p>2. All Substations, Mini-substations, Transformers, Electrical Switchgear including fixtures and fittings relating thereto</p> <p>3. All Water Purification Works and Pump-stations, Reservoirs, Water Towers and property relating thereto</p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>) Standard construction</p> <p>) R350 434 054</p> <p>)</p> <p>) 10% escalation</p> <p>) R 35 043 405</p> <p>)</p> <p>) Thatch: R14 352 573</p> <p>)</p> <p>) 10% escalation</p> <p>) R1 435 257</p> <p>)</p>	<p>5% of claim minimum R2 500 each and every claim, but</p> <p>i) storm & flood damage 10% minimum R5 000 each and every claim</p> <p>ii) Traffic signs, lights, parking meters & lampposts (if specifically insured), 10% minimum R2 500 each and every claim (no malicious damage/impact cover)</p> <p>iii) 25% of the claim with a minimum of R5 000 in respect of loss or damage as a result of malicious damage to and theft of unoccupied buildings within first 4 weeks of unoccupancy (no cover after 4 weeks)</p>	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	<p>4. All Sewerage Works and Pump stations and property relating thereto)</p> <p>)</p> <p>5. Property in the Open)</p> <p>6. Private dwellings, residential Units, hostels)</p> <p>R 6 416 198</p> <p>10% escalation to be included R 641 620</p> <p>7. Vehicles whilst parked R 5 000 000</p> <p>Extensions to be included:</p> <p>1. Clearance Costs R 5 000 000</p> <p>2. Architects & Professional fees R 5 000 000</p> <p>3. Fire Brigade charges R 1 000 000</p> <p>4. Capital additions 20%</p> <p>5. Malicious damage Full value</p> <p>6. Claims Preparation Costs R 100 000</p> <p>7. Municipal plans & scrutiny fees R 1 000 000</p>		<p>iv) R100 000 for parked vehicles</p> <p>v) R20 000 in respect of water pipelines (if specifically insured)</p> <p>vi) 10% of claim minimum R5 000 for all lightning and power surge claims</p> <p>vii) All transformer claims: 0-5 years old: 10% of claim min. R2 500 6-10 years old: 15% of claim min. R3 000 Over 10 years: 20% of claim min R5 000</p> <p>viii) Housing: R2 500 each/every loss per unit</p>	
	<p>8. Reasonable precautions</p> <p>9. Leakage of oils, chemicals and other fluids</p> <p>10. Wash basins and Sanitary ware</p>	<p>R100 000</p> <p>Full value</p> <p>Full value</p>	<p>ix) Thatch excess</p> <p>a) 20% minimum R5000 for structures with values < R200 000 with no</p>	<p>Thatch Risk Requirements are</p> <p>1) Lightning protection: SABS lightning conductor required</p>

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	11. Loss of rent Excluded property which is re-included 1. Reservoirs 2. Stadiums, spectator stands and alike	25%) Included in sum) insured	minimum requirements b) structures > R200 000, if requirements not observed, 50% of claim, but if requirements in place, 10% of claim minimum R5 000	2) Bush clearance: 25 meters from all sides of insured property 3) Application of a fire retardant substance/ material: retards the spread of fire
2. BUSINESS INTERRUPTION (12 months indemnity period)	1. Income (Water/Electricity/Abattoir/Levies) 2. Rent Receivable 3. Increase in Cost of working 4. Additional Increase in Cost of Working 5. Fines and Penalties 6. Claims Preparation Costs	R - R - R5 000 000 R - R 50 000 R 100 000	Follow Combined Section.	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
<p>3. OFFICE CONTENTS</p> <p>Insured property in terms of the Contents section refer to Konica Minolta equipment on rental</p>	<p>1. Contents</p> <p style="text-align: center;">Theft forcible & violent limited to</p> <p>2. Loss of Documents</p> <p>3. Legal Liability (Documents)</p> <p>4. Extensions to be included</p> <p>4.1) Locks & keys</p> <p>4.2) Loss of rent</p> <p>4.3) Increase in cost of working</p> <p>4.4) Reasonable Precautions</p> <p>4.5) Claims preparation costs</p> <p>4.6) Capital additions</p> <p>4.7) Clearance costs</p> <p>4.8) Architects & Professional fees</p> <p>4.9) Property of employees / Councillors (if not otherwise insured)</p>	<p>R2 139 000</p> <p>R 500 000</p> <p>R 500 000</p> <p>R 500 000</p> <p>R 10 000</p> <p>25% of (1) above</p> <p>25% of (1) above</p> <p>R 50 000</p> <p>R 100 000</p> <p>Up to 20% of (1)</p> <p>Up to R200 000</p> <p>Up to 15% of claim</p> <p>R 5 000</p>	<p>5% of claim minimum R2 500 each and every loss, but</p> <p>R500 for locks & keys</p> <p>R500 for employee/Councillor property</p>	<p>NOTE: employee / Councillor property</p> <p>excludes own cell phones, notebooks, ipads, tablets, jewelry and money</p>

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
4. ACCOUNTS RECEIVABLE	1. Outstanding debit balance 2. Reasonable precautions 3. Claims Preparation Costs	R10 000 000 R 20 000 R 100 000	R2 500 each and every claim	
5. BUSINESS ALL RISKS	1. Cellular Phones 2. Laptops / Tablets and alike 3. All Other Items 4. Increase in Cost of Working 5. Locks & keys 6. Claims preparation costs	R 24 500 R338 226 R687 616 R 25 000 R 10 000 R100 000	5% of claim minimum R2 500 each and every loss, but i) Laptops & other portable computer equipment: 10% of claim minimum R2500 ii) Cell phones: 10% of claim min. R500 iii) Locks & keys: R500	
6. THEFT	1. First Loss	R 50 000	R5 000 each and every loss, but	NOTE: Employee / Councillor property

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	2. Property in the Open (within security fenced off area) 3. Locks and Keys 4. Reasonable Precautions 5. Malicious Damage 6. Claims Preparation Costs 7. Theft of employee property (if not otherwise insured)	R 50 000 R 10 000 R 20 000 R 50 000 R100 000 R 5 000	i) R500 each and every loss in respect of locks and keys ii) R Nil in respect of reasonable precautions iii) R500 in respect of loss of Employees / Councillors property	excludes own cell phones, notebooks, ipads, tablets, jewelry and money
7. GLASS	1. All premises of insured 2. Claims preparation costs	R 30 000 R100 000	R2 500 each and every claim	
8. MONEY	1. In respect of money not contained in a locked safe or strong room:		R2 500 each and every loss or damage, but	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	<p>(a) in the custody of any authorised employee, Council Member or Principal of the Insured while away from the Insured's premises on a business trip anywhere in the world</p> <p>(b) while on the Insured's premises outside the hours during which the business operations of the Insured are conducted</p> <p>2. In respect of loss of or damage to crossed cheques or crossed money or postal orders.</p> <p>3. In respect of any other loss of or damage to money</p> <p>- specific periods as follows:</p> <p>7 days every month (salaries/wages payday and cutoff date for Municipal Accounts)</p> <p>- at any other time</p>	<p>a) R 5 000</p> <p>b) R 5 000</p> <p>R1 000 000</p> <p>R150 000</p> <p>R100 000</p>	<p>Loss of or damage to money arising from dishonesty of any person or persons in the employ discovered within 14 days of the loss</p> <p>- 2% of the applicable limit</p> <p>PLUS</p> <p>- a further 10% of the net amount payable after deduction of the 2%</p> <p>Crossed cheques: 25% of loss if not correctly crossed</p> <p>R500 in respect of locks & keys</p>	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	4. In respect of loss of or damage to receptacles and clothing (as defined) including firearms as a result of theft of money or any attempt thereat. 5. Reasonable Precautions 6. Claims Preparation Costs 7. Trauma Counseling 8. Additional death cover for money handler 9. Credit cards	R 20 000 R 20 000 R 100 000 R 2 500 R 10 000 R 50 000		
	Personal Accident - Capital amount - Weekly amount - Medical Expenses - Number of persons (money handlers)	R 25 000 R 1 000 - R 10 000 5		
9. FIDELITY GUARANTEE (Number of employees : 321 + 15 Councilors)	1. Limit any one period 2. Recovery cost	R100 000 - R 25 000 -	Loss of or damage to money arising from dishonesty of any person or persons in the employ discovered within 14 days of the loss	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	3. Claims Preparation Costs	R100 000	-	- 2% of the applicable limit PLUS
	4. Retro Active Cover to be included	5 years	-	- a further 10% of the net amount payable after the deduction of the
	5. Re-instatement	One	-	2%
	6. Computer losses	included	-	
10 ACCIDENTAL DAMAGE Applicable to Combine and Office contents sections	1. Total value of property	R394 032 657	-	R2 500 each and every loss
	2. Limit of indemnity	R 1 000 000	-	
	3. Claims Preparation Costs	R 100 000	-	
11. TRANSIT Cover : All Risks basis	1. Limit of Indemnity	R100 000	-	R2 500 each and every loss, but theft and hijack 20% of claim minimumR2 500
	2. Removal of Debris	R 50 000	-	
	3. Reasonable Precautions	R 20 000	-	
	4. Claims Preparation Costs	R100 000	-	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	5. Fire extinguishing charges	R 10 000		
<p>12. PERSONAL ACCIDENT</p> <p>Insured Persons: 15 Unnamed Councillors</p> <p>Cover: 24 hour + War</p>	<p>1. Death</p> <p>2. Permanent Disability</p> <p>3. Temporary Total Disability</p> <p>4. Medical Expenses</p> <p>5. Funeral Costs/additional death cover</p> <p>6. Repatriation</p> <p>7. Mobility</p> <p>8. Relocation</p> <p>9. Claims Preparation Costs</p>	<p>R150 000 -</p> <p>% of Death Benefit</p> <p>R1500 per week/104week</p> <p>R 20 000</p> <p>R 10 000</p> <p>R 10 000</p> <p>R 10 000</p> <p>R 10 000</p> <p>-</p> <p>R100 000</p>	<p>R nil</p> <p>R nil</p> <p>7 days time exclusion</p> <p>R500 on medical expenses</p> <p>R nil</p> <p>R nil</p> <p>R nil</p> <p>R nil</p> <p>-</p> <p>R nil</p>	

<i>POLICY CLASS</i>	<i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i>	<i>INSURANCE LIMITS / INDEMNITY LIMIT</i>	<i>DEDUCTIBLES</i>	<i>REMARKS</i>
<p>13. STATED BENEFITS</p> <p>Insured Persons:</p> <p>All permanent employees</p> <p>Cover:</p> <p>Business hours + Commuting</p> <p>Gross wage role: R36 000 000</p>	<p>1. Death</p> <p>2. Permanent Disability</p> <p>3. Temporary Total Disability</p> <p>4. Medical Expenses</p> <p>4. Funeral Costs/additional death cover</p> <p>5. Repatriation</p> <p>6. Mobility</p> <p>7. Relocation</p> <p>8. Claims Preparation Costs</p>	<p>3x annual earnings</p> <p>% of death benefit</p> <p>100% for 104 weeks</p> <p>R20 000</p> <p>R10 000</p> <p>R10 000</p> <p>R10 000</p> <p>R10 000</p> <p>R100 000</p>	<p>R nil</p> <p>R nil</p> <p>First 7 days</p> <p>R500 on medical expenses</p>	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
14. ELECTRONIC EQUIPMENT	1. Specified Property (other than laptops) 2. Laptops / tablets and alike 3. Reconstruction of Data 4. Increase in Cost of Working 5. Claims Preparation Costs 6. Extensions to be included - 10% escalation (not to laptops) - Prevention of access - Capital additions - Clearance costs - Incompatibility - Telkom Access Lines - Utilities - Express deliveries	R842 556 - R338 226 R100 000 R100 000 - R100 000 R 84 256 10% 10% 50% of repair costs R 50 000]5% min.R2 500 each and every loss, but]Power surge & lightning 10% of claim]minimum R5 000 R2 500 each and every loss in respect of Reconstruction of data - 24 hours time excess in respect of Increased Cost of working with an Indemnity period of 3 months	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	(f) Emergency vehicles	Number of Units 0	busses and mini busses vii) Windscreen: 25% minimum R500 all	
	iii. Motor Cycles	Number of Units 1	Vehicles, but Special types, Fire Engines and Commercial trucks 25% of Claim minimum R2 500	
	iv. Buses and minibuses seating more than 16 Persons	Number of Units 0	viii) Loss of keys: R750 ix) Theft of radio & sound equipment: R750	
	v. Trailers	Number of Units 31	x) Theft of motor telephones (excl cell Phones: R750	
	vi. Special type vehicles i.e. roadmaking and construction vehicles/machinery, refuse removal, caravans, implements, etc.	Number of Units 5		
	TOTAL	87		
	VEHICLES IN ACCESS OF R500 000	None		
		...		
	2. FIRE AND THEFT	Not Applicable		

<i>POLICY CLASS</i>	<i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i>	<i>INSURANCE LIMITS / INDEMNITY LIMIT</i>	<i>DEDUCTIBLES</i>	<i>REMARKS</i>
	<p>3. ADDITIONAL CONTINGENCIES</p> <p>3.1 Medical Expenses</p> <p>3.2 Loss of Keys</p> <p>3.3 Theft or attempted theft of radios/sound equipment</p> <p>3.4 Theft or attempted theft of telephones (excluding cellular phones)</p> <p>3.5 Claims Preparation Costs</p>	<p>R 5 000 - Per occupant</p> <p>R 5 000 -</p> <p>R 5 000 -</p> <p>R 5 000 -</p> <p>R100 000</p>		
	<p>3.6 Wreckage removal</p> <p>3.7 Fire extinguishing expenses</p> <p>3.8 Car Hire costs – Mayoral vehicle for 30 days</p> <p>3.9 Airfreight of replacement parts</p> <p>3.10 Trauma treatment after theft/hijack</p>	<p>R 15 000</p> <p>R 10 000</p> <p>Included</p> <p>50%</p> <p>R 3 000</p>		

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
<p>16. PUBLIC LIABILITY</p> <p>(Salary and Wage Roll</p> <p>R36 400 000)</p>	<p>1. General Liability (unlimited any one period)</p> <p>2. Additional Contingencies (any one period)</p> <p>2.1 Wrongful arrest and defamation</p> <p>2.2 Errors and omissions</p> <p>2.3 Products liability and defective workmanship</p> <p>2.4 Pedal cycles (comprehensive)</p> <p>2.5 Municipal Policing</p> <p>- use of fire arms</p> <p>- wrongful arrest/defamation</p> <p>2.6 Vibration, Removal or weakening of support</p>	<p>R25 000 000</p> <p>R 2 250 000</p> <p>R 2 250 000</p> <p>R 2 250 000</p> <p>Market value</p> <p>R 2 000 000</p> <p>R 250 000</p> <p>R 250 000</p> <p>R NIL</p>	<p>R5 000 each and every loss, but</p> <p>R50 000 each and every loss in respect of spread of fire from dump sites</p> <p>R50 000 each and every loss in respect of Sudden and unforeseen pollution</p> <p>R20 000 each and every loss in respect of potholes, uneven pavements and open manholes</p>	

<i>POLICY CLASS</i>	<i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i>	<i>INSURANCE LIMITS / INDEMNITY LIMIT</i>	<i>DEDUCTIBLES</i>	<i>REMARKS</i>
	2.7 Legal Defence Cost 2.8 Professional Liability in respect of Medical Practitioners and/or other Medical Officials 2.9 Spread of Fire	R 2 250 000 R 2 250 000 R 25 000 000		
	2.10 Deterioration of carcasses 3. Third Party Liability (Motor) 3.1 Fire and Explosion 3.2 Passenger Liability - Farepaying Passengers - Other 3.3 Conveyance of explosives 4. Claims Preparation Costs	R NIL units R25 000 000 R NIL R25 000 000 R NIL R 100 000	R3 000 each and every claim in respect of of Motor vehicles	

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	5. Retroactive cover to be included from	1 July 2004		
17. EMPLOYERS LIABILITY	1. Limit of indemnity 2. Claims Preparation Costs 3. Retroactive cover to be included from	R25 000 000 R 100 000 1 July 2004	R5 000 each and every incident	
18. SASRIA (POLITICAL & NON POLITICAL RIOT AND STRIKE)	1. Combined & House owners			
NON-MOTOR	1.1) Insured property in terms of Combine 1.2) Vehicles whilst parked (subject to conditions) 1.3) 25% Rental 1.4) 10% Escalation 1.5) 20% Capital additions 1.6) Insured property in terms of House owners 1.7) 25% Rental 1.8) 20% Capital additions 1.9) 10% Escalation	R364 786 627 R - R 91 196 657 R 36 478 663 R 72 957 325 R 6 416 198 R 1 604 050 R 1 283 240 R 641 620		

<i>POLICY CLASS</i>	<i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i>	<i>INSURANCE LIMITS / INDEMNITY LIMIT</i>	<i>DEDUCTIBLES</i>	<i>REMARKS</i>
	EXTENSIONS APPLICABLE TO BOTH			
	1.10) Claims Preparation Costs	R 100 000		
	1.11) Reasonable Precautions	R 100 000		
	1.12) Architects & other Professional fees	R 5 000 000		
	1.13) Fire Brigade Charges	R 1 000 000		
	1.14) Fire extinguishing costs	R 1 000 000		
	1.15) Clearance costs	R 5 000 000		
	1.16) Municipal Plans Scrutiny Fees	R 1 000 000		
	1.17) Public authorities requirements	R 1 000 000		
	2. Office section			
	2.1) Insured items as contents	R 2 139 000		

<i>POLICY CLASS</i>	<i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i>	<i>INSURANCE LIMITS / INDEMNITY LIMIT</i>	<i>DEDUCTIBLES</i>	<i>REMARKS</i>
	2.2) Insured documents	R 500 000		
	2.3) Locks and keys	R 10 000		
	2.4) Claims Preparation Costs	R 100 000		
	2.5) Architects & Professional fees	R 200 000		
	2.6) Fire Brigade charges			
	2.7) 20% Capital additions	R 200 000		
	2.8) Clearance Costs			
	2.9) 25% Rental	R 427 800		
	2.10) 15% Temporary removal	R 200 000		
	2.11) Reasonable Precautions	R 534 750		
	3. All Risks	R 320 850		
	3.1) Insured items			
	3.2) Locks & Keys	R 50 000		
	3.3) Claims Preparation Costs			
	4. Money inclusive of extensions	R 1 050 342		
		R 10 000		
	5. Goods in Transit inclusive of extensions	R 100 000		
	6. Electronic Equipment			
	6.1) Insured items			
	6.2) Express delivery	Policy limits		
	6.3) Professional fees			
	6.4) 10% Capital additions	Policy limits		
	6.5) Clearance costs			
	6.6) Reconstruction of data			
	6.7) Claims Preparation costs	R 1 180 782		

POLICY CLASS	INSURANCE PROPERTY/- INTEREST/ PERSONS	INSURANCE LIMITS / INDEMNITY LIMIT	DEDUCTIBLES	REMARKS
	6.8) 10% Escalation (excl laptops)	R 100 000 R 100 000 R 118 078 R 200 000 R 100 000 R 100 000 R 84 256		
19. SASRIA MOTOR	Motor Fleet	87 units	No deductibles applicable.	

INSURER'S AND POLICY WORDINGS

TSWELOPELE LOCAL MUNICIPALITY

INSURER'S AND POLICY WORDINGS

CLASS	INSURERS	TYPE OF POLICY WORDING
1. COMBINED		
2. BUSINESS INTERRUPTION		
3. OFFICE CONTENTS		
4. ACCOUNTS RECEIVABLE		
5. BUSINESS ALL RISKS		
6. THEFT		
7. GLASS		
8. MONEY		
9. FIDELITY GUARANTEE		
10. ACCIDENTAL DAMAGE		
11. GOODS IN TRANSIT		
12. PERSONAL ACCIDENT		
13. STATED BENEFITS		

14. ELECTRONIC EQUIPMENT		
15. MOTOR OWN DAMAGE		
16. PUBLIC LIABILITY + MOTOR LIABILITY		
17. EMPLOYERS LIABILITY		
18. SASRIA NON MOTOR		
19. SASRIA MOTOR		

Tswelopele LM								
Buildings Combine Section								
Period: 1/07/2024 to 30/06/2025				VAT Inclusive				
Revision: 00/2014								
		Standard	Standard	Non-Standard	Non-Standard			
	Description	Buildings	Contents	Buildings	Contents	Other	TOTAL	
		R	R	R	R	R	R	
A	BULTFONTEIN UNIT							
	1 Town hall with dressing rooms, storerooms, carports	11 848 341.00	614 421.00	-	-	-	12 462 762.00	
	2 Engineers office - Joubert street	1 201 760.00	143 365.00	-	-	-	1 345 125.00	
	3 Mast & Aerial at Engineers office	-	-	-	-	38 299.00	38 299.00	
	4 Municipal offices - stand 561	5 077 860.00	2 150 474.00	-	-	-	7 228 334.00	
	5 Sport stadium	5 924 171.00	56 322.00	-	-	-	5 980 493.00	
	6 3x Netball-, 2x volleyball- & basket ball courts	-	-	-	-	761 679.00	761 679.00	
	7 6xflood lights at sport centre	-	-	-	-	1 523 358.00	1 523 358.00	
	8 Commando Headquarters	11 002 031.00	-	-	-	-	11 002 031.00	
	9 Add station, mast, battery, chargers, aerial-waterworks	-	-	-	-	38 299.00	38 299.00	
	10 Public Works store - Joubert street	2 269 804.00	146 437.00	-	-	-	2 416 241.00	
	11 Goods in the open eg transformers etc at public works	-	-	-	-	-	-	
	12 Filterroom stand 680	94 787.00	56 322.00	-	-	-	151 109.00	
	13 Warehouse - Old reservoir	744 753.00	307 211.00	-	-	-	1 051 964.00	
	14 Pump station - Luipevlei	122 884.00	942 112.00	-	-	-	1 064 996.00	
	15 Water purification works	4 167 823.00	1 306 669.00	-	-	-	5 474 492.00	
	16 909 kl water reservoir	2 140 234.00	-	-	-	-	2 140 234.00	
	17 2200 kl water reservoir	4 055 179.00	-	-	-	-	4 055 179.00	
	18 3000 kl water reservoir	4 956 330.00	-	-	-	-	4 956 330.00	
	19 3000 kl water reservoir	4 956 330.00	-	-	-	-	4 956 330.00	
	20 3x concervation dams (afsakdamme)	4 505 755.00	-	-	-	-	4 505 755.00	
	21 Booster pump station - Valencia	122 644.00	856 093.00	-	-	-	978 737.00	
	22 Abattoir	991 266.00	743 450.00	-	-	-	1 734 716.00	
	23 Radio mast - Municipal Offices	-	-	-	-	38 299.00	38 299.00	
	24 Golf Club house & garage	3 723 764.00	-	-	-	-	3 723 764.00	
	Sub Totals	67 905 716.00	7 322 876.00	-	-	2 399 934.00	65 165 764.00	

		Standard	Standard	Non-Standard	Non-Standard		
	Description	Buildings	Contents	Buildings	Contents	Other	TOTAL
		R	R	R	R	R	R
25	Bowls club house with flood lights	2 234 259.00	-	-	-	-	2 234 259.00
26	Racing pigeon club house	803 995.00	-	-	-	-	803 995.00
27	Flight club house	930 941.00	-	-	-	-	930 941.00
28	Tennis club house with veranda & braai	1 100 203.00	-	-	-	-	1 100 203.00
29	courts and fencing and flood lights - tennis club	-	-	-	-	1 548 747.00	1 548 747.00
30	Squash courts & club house	3 723 764.00	-	-	-	-	3 723 764.00
31	Firebrigade store	541 638.00	90 115.00	-	-	-	631 753.00
32	Public parking facilities, walls & ablution	761 679.00	-	-	-	-	761 679.00
33	Taxi terminus	761 679.00	-	-	-	-	761 679.00
34	Sore - stand 702 - industrial area	3 723 764.00	450 575.00	-	-	-	4 174 339.00
35	Community hall - Phahameng	8 293 839.00	146 437.00	-	-	-	8 440 276.00
36	Phahameng offices	736 290.00	619 541.00	-	-	-	1 355 831.00
37	Phahameng vehicle store	-	99 127.00	-	-	-	99 127.00
38	Phahameng Police station	981 720.00	-	-	-	-	981 720.00
39	Phahameng ablution block	140 487.00	-	-	-	-	140 487.00
40	Phahameng Sport complex with irrigation, flood light	2 708 192.00	-	-	-	-	2 708 192.00
41	Phahameng Sport complex flood lights	-	-	-	-	307 211.00	307 211.00
42	Phahameng tennis club house	338 524.00	-	-	-	-	338 524.00
43	Phahameng taxi terminus	524 712.00	-	-	-	-	524 712.00
44	Phahameng taxi terminus	867 358.00	-	-	-	-	867 358.00
45	Store on farm Bultfontein 396	2 877 454.00	-	-	-	-	2 877 454.00
46	Store and carports at Waterworks	619 541.00	168 966.00	-	-	-	788 507.00
47	12 x steel kiosks	139 678.00	148 690.00	-	-	-	288 368.00
	Sub Totals	32 809 717.00	1 723 451.00	-	-	1 855 958.00	36 389 126.00

Description	Standard	Standard	Non-Standard	Non-Standard	Other	TOTAL
	Buildings	Contents	Buildings	Contents		
	R	R	R	R		
48 Sewerage pump station	135 173.00	252 370.00	-	-	-	387 543.00
49 Louis Botha saal with lapa & braai - Thatch	-	-	11 848 341.00	307 211.00	-	12 155 552.00
50 Electrical high tension cable (within 150meters)	-	-	-	-	9 011 510.00	9 011 510.00
51 3x Pole transformers	-	-	-	-	102 404.00	102 404.00
52 5x Draad transformers	-	-	-	-	303 114.00	303 114.00
53 Main Sub station	72,092	765,978	-	-	495 633.00	495 633.00
54 Minisub - Senwes	-	-	-	-	225 288.00	225 288.00
55 Minisub - Toyota	-	-	-	-	282 634.00	282 634.00
56 Minisub - Postoffice	-	-	-	-	245 490.00	245 490.00
57 Substation - Silo's	-	-	-	-	276 490.00	276 490.00
58 Substation - Dopfabriek	49 563.00	-	-	-	153 196.00	202 759.00
59 Substation - van Wyk street	41 985.00	-	-	-	61 442.00	103 427.00
60 Substation - Railway crossing	96 423.00	-	-	-	142 751.00	239 174.00
61 Substation - Sports grounds	49 563.00	-	-	-	81 923.00	131 486.00
62 Substation - Andrew Murray	49 563.00	-	-	-	81 923.00	131 486.00
63 Substation - Andrew Murray & Pastorie	49 563.00	-	-	-	149 509.00	199 072.00
64 Substation - Hostel	18 023.00	-	-	-	57 346.00	75 369.00
65 Substation - Wildpark	36 046.00	-	-	-	38 094.00	74 140.00
66 Bultfontein Midas	25 647.54	-	-	-	90 000.00	115 647.54
67 Prinslo And Thineusees	32 694.31	-	-	-	95 000.00	127 694.31
68 Bultfontein WWTW	189 553.81	-	-	-	220 000.00	409 553.81
69 Bultfontein Telkom	97 139.07	-	-	-	11 000.00	108 139.07
70 Brendenkamp	9 343.86	-	-	-	90 000.00	99 343.86
71 Bultfontein WTW	173 201.73	-	-	-	220 000.00	393 201.73
72 Substation - Old age home	-	-	-	-	157 701.00	157 701.00
73 Substation - East street	36 046.00	-	-	-	73 731.00	109 777.00
74 Substation - President Swart	36 046.00	-	-	-	73 731.00	109 777.00
75 Substation - Andrew Murray Senwes	49 563.00	-	-	-	157 701.00	207 264.00
76 Substation - Brandfort	94 621.00	-	-	-	103 632.00	198 253.00
77 Substation - Hofmeyer street	49 563.00	-	-	-	108 138.00	157 701.00
78 Substation - Tegniese kamp	49 563.00	-	-	-	112 644.00	162 207.00
79 Electrical poles - Municipal area (?)	-	-	-	-	563 219.00	563 219.00
80 Phahameng - 49x high mast lights	-	-	-	-	7 831 476.94	7 831 476.94
81 New sewerage works inclusive of machinery	64 200 000.00	-	-	-	-	64 200 000.00

B	HOOPSTAD UNIT						
	1 Civic Centre	16 926 202.00	2 031 144.00	-	-	-	18 957 346.00
	2 Workshop Public works	2 369 668.00	93 094.00	-	-	-	2 462 762.00
	3 Garage for Mayoral vehicle	33 852.00	-	-	-	-	33 852.00
	4 Parksboard workshop	846 310.00	338 524.00	-	-	-	1 184 834.00
	5 Offices & Storeroom electrician	1 354 096.00	423 155.00	-	-	-	1 777 251.00
	6 Store (kalk)	84 631.00	33 852.00	-	-	-	118 483.00
	7 Oil store Public works	52 471.00	33 852.00	-	-	-	86 323.00
	8 Ticket office sportsground	59 242.00	-	-	-	-	59 242.00
	9 Ablution blocks sportsground	101 557.00	-	-	-	-	101 557.00
	10 Emergency room sportsground	101 557.00	33 852.00	-	-	-	135 409.00
	11 Refreshment stand sportsground	1 015 572.00	-	-	-	-	1 015 572.00
	12 Tennishouse sportsground	169 262.00	-	-	-	-	169 262.00
	13 courts, practice wall and paving	1 150 982.00	-	-	-	-	1 150 982.00
	14 Gholf club house	5 924 171.00	-	-	-	-	5 924 171.00
	15 Bowling club storeroom	110 020.00	-	-	-	-	110 020.00
	16 Gholf storeroom	33 852.00	-	-	-	-	33 852.00
	17 Squash courts	2 031 144.00	-	-	-	-	2 031 144.00
	18 Farmers market building (R8.9m)	677 048.00	-	-	-	-	677 048.00
	19 Ablution blocks Taxi rank	135 410.00	-	-	-	-	135 410.00
	20 Shelter eating place	550 102.00	-	-	-	-	550 102.00
	21 Taxi rank - Tikwana	761 679.00	-	-	-	-	761 679.00
	22 Pumproom oxidation	84 631.00	203 114.00	-	-	-	287 745.00
	23 Shelter oxidation	84 631.00	-	-	-	-	84 631.00
	24 Shed riverbank	338 524.00	-	-	-	-	338 524.00
	25 Shed bowling club	50 779.00	-	-	-	-	50 779.00
	26 Tikwana Sport stadium	2 538 930.00	-	-	-	-	2 538 930.00
	27 Tikwana Sport stadium flood lights	-	-	-	-	846 310.00	846 310.00
	28 Town entrance Statue & glass	-	-	169 262.00	-	-	169 262.00
	Sub Totals	37 586 323.00	3 190 587.00	169 262.00	-	846 310.00	41 792 482.00

Description	Standard	Standard	Non-Standard	Non-Standard	Other	TOTAL
	Buildings	Contents	Buildings	Contents		
	R	R	R	R		
29 Agricultural Union building	15 064 319.00	-	-	-	-	15 064 319.00
30 Tikwana Ambulance store - stand 39	609 343.00	-	-	-	-	609 343.00
31 Tikwana Creche - stand 41	1 421 801.00	-	-	-	-	1 421 801.00
32 Tikwana community hall	6 431 957.00	338 524.00	-	-	-	6 770 481.00
33 Pavilion at sports grounds	3 385 240.00	-	-	-	-	3 385 240.00
34 Floodlights at sports ground	-	-	-	-	846 310.00	846 310.00
35 Hoopstad country club	5 077 860.00	-	-	-	-	5 077 860.00
36 Electrical network (cables within 150meters)	-	-	-	-	6 770 481.00	6 770 481.00
37 Tikwana Sewerage pump station 1	-	203 114.00	-	-	-	203 114.00
38 Tikwana Sewerage pump station 2	-	203 114.00	-	-	-	203 114.00
39 Tikwana Sewerage pump station 3	-	203 114.00	-	-	-	203 114.00
40 Tikwana Water pump station 1	-	253 893.00	-	-	-	253 893.00
41 Tikwana Water pump station 2	-	253 893.00	-	-	-	253 893.00
42 Tikwana Water pump station 3	-	253 893.00	-	-	-	253 893.00
43 Tikwana Water pump station 4	-	253 893.00	-	-	-	253 893.00
44 Tikwana Water pump station 5	-	253 893.00	-	-	-	253 893.00
45 Pump station golf club	-	423 155.00	-	-	-	423 155.00
46 Water purification works	16 926 202.00	1 692 620.00	-	-	-	18 618 822.00
47 1000000ml water reservoir	5 077 860.00	-	-	-	-	5 077 860.00
48 Old reservoirs (old tower)	846 310.00	-	-	-	-	846 310.00
49 New reservoirs	6 770 481.00	592 417.00	-	-	-	7 362 898.00
50 464.85 kl Water Reservoir	846 310.00	-	-	-	-	846 310.00
51 Inlet tower & bridge	8 463 101.00	592 417.00	-	-	-	9 055 518.00
52 Water reservoir - country club	1 861 882.00	-	-	-	-	1 861 882.00
53 Main substation - waterworks	338 524.00	1 692 620.00	-	-	-	2 031 144.00
54 Substation - Civic centre	169 262.00	-	-	-	592 417.00	761 679.00
55 Substation - Tennis courts	169 262.00	-	-	-	592 417.00	761 679.00
Sub Totals	73 459 714.00	7 210 560.00	-	-	8 801 625.00	89 471 899.00

Description	Standard	Standard	Non-Standard	Non-Standard	Other	TOTAL
	Buildings	Contents	Buildings	Contents		
	R	R	R	R		
56 Substation - Reservoirs	169 262.00	-	-	-	592,417	761,679
57 Substation - Veterinary	169 262.00	-	-	-	592,417	761,679
58 Substation - Post office	-	-	-	-	507,786	507,786
59 Substation - Silo	-	-	-	-	507,786	507,786
60 Minisub - Coetzer street	-	-	-	-	338,524	338,524
61 Minisub - Kameeldoring street	-	-	-	-	338,524	338,524
62 Minisub - Akasia street	-	-	-	-	338,524	338,524
63 Minisub - Kok street	-	-	-	-	338,524	338,524
64 Minisub - Old age home	-	-	-	-	338,524	338,524
65 Minisub - Dop factory	-	-	-	-	338,524	338,524
66 Minisub - Olivier street	-	-	-	-	338,524	338,524
67 Minisub - AP Church	84 631.00	-	-	-	338,524	423,155
68 Transformator - Industrial area	338 524.00	-	-	-	592,417	930,941
69 Transformator - river bank	-	-	-	-	338,524	338,524
70 3-T switchgear - Lyell street	-	-	-	-	203,114	203,114
71 3-T switchgear - Hospital	-	-	-	-	203,114	203,114
72 41x high mast lighting	-	-	-	-	6,770,481	6,770,481
Sub-Totals	761 679.00	11,196,682	1,971,902	225,118	22,664,184	149,981,380
GRAND TOTAL	285,519,229	23,542,540	13,820,244	532,329	41,372,285	364,786,627

Tswelopele LM				
House Owners				
Period: 1/07/2024 to 30/06/2025			VAT Inclusive	
Revision: 00/2014				
	Description		Sum Insured	
A	BULTFONTEIN UNIT			
	1 2 x residence - Farm Luipaardsvlei	R	157,701	
	2 12 x residence - Farmery	R	946,209	
	3 81 x 4-room houses	R	2,262,187	
	4 78 x 2-room houses	R	1,303,318	
	5 11 x semi-detached houses	R	223,426	
	6 Caretaker's house Sportsgrounds	R	507,786	
	Sub-Total	R	5,400,626	
B	HOOPSTAD UNIT			
	1 House and outbuildings - Pietersen Street 26	R	1,015,572	
	GRAND TOTAL	R	6,416,198	

Tswelopele LM
 Electronic equipment
 Period: 1 July 2024 to 30 June 2025
 End. 00/2014

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
DELL DESKTOP PC'S (INCL WINDOWS)	S/N CN-09CTW6 DELL 24 MONITOR DELL KEYBOARD & MOUSE PROCESSER INTEL CORE	R 25 897.00	ONTHATILE MARUMO
DELL DESKTOP PC'S (INCL WINDOWS)	S/N CN-09CTW6 DELL 24 MONITOR DELL KEYBOARD & MOUSE PROCESSER INTEL CORE	R 25 897.00	MOTSABI LETOPORO
HP DESKTOP PC's (INCL Windows XP)	CNK6130QBL LED LCD MONITOR HP KEYBOARD WORKSTATION XEON PROCESSOR (S/N CZ6308CD3)	R 20 844.01	THEMBINKOSI PAN
DELL DESKTOP PC'S (INCL WINDOWS)	S/N (CN-05FYJ5—64180-42B-153T) MONITOR PROCESSOR KEYBOARD	R 18 570 .15	KA MAHASE
HP DESKTOP PC's (INCL Windows XP)	S/N (3CQ3390YL8) MONITOR 0619000106	R 3 876.00	KA MAHASE
DELL DESKTOP PC'S (INCL WINDOWS)	S/N CN-09WCH1-FCC00-3B7-AGKX-A02 FLATSCREEN MONITOR UPS PROCESSER KEYBOARD & MOUSE	R 10 959.00	V PHAKADE
DIGIMARK TV SCREEN	TELEVISION S/N CN-0G4MGR-FCC00-35R-E3LX-A05	R 6 358.30	V PHAKADE
DELL DESKTOP PC's (INCL Windows XP)	MONITOR KEYBOARD & MOUSE PROCESSOR S/N 3CQ9410MYC	R 18 063.83	P RAKWATA
HP DESKTOP PC's (INCL Windows XP)	MONITOR KEYBOARD MOUSE S/N CN-OXXCGP	R 8 983.27	P RAKWATA
DELL DESKTOP PC's (INCL Windows XP)	MONITOR	R 3 000.00	J MHOLO
DELL DESKTOP PC's (INCL Windows XP)	S/N CN0XXCGP MONITOR	R 3 097.58	SJ MAKOKO
HP DESKTOP PC's (INCL Windows XP)	S/N CNC34418NB MONITOR KEYBOARD MOUSE	R 25 223.75	V NYAMANE
HP DESKTOP PC's (INCL Windows XP)	S/N CNC34418NB MONITOR KEYBOARD MOUSE	R 25 223.75	I VAN AARDT
LED SAMSUNG TV SCREEN	S/N LGHN384D602772J TV SCREEN	R 3 499.00	SPEAKER
DIGIMARK TV SCREEN	TV SCREEN	R 4 282.90	L MALOKASE
DIGIMARK TV SCREEN	TV SCREEN	R 6 358.30	S SEOKE
HP INTEL CORE LAPTOP I5	S/N CNV7080555 MONITOR KEYBOARD MOUSE S/N CND3512PPP HP LAPTOP	R 7 527.40 R 23 499.00	T ZEKA THEMBNKOSI PAN
HP INTEL CORE LAPTOP I5	S/N CND2081876 HP LAPTOP	R 12 420.00	SJ MAKOKO
HP INTEL CORE LAPTOP I7	S/N 5CD5327PQJ HP LAPTOP	R 16 000.00	S MHLAMBI
HP INTEL CORE LAPTOP I5	S/N CND1165L3H HP LAPTOP	R 13 110.00	M MALOKASE
TOTAL		R 266 820.30	

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
HP PROBOOK 450 G7 LAPTOP	S/N CND0135LLB HP LAPTOP	R 12 994.00	IH MOLETSANE
HP LAPTOP I5	S/N CND2081876 HP LAPTOP	R 15 180.00	A KAIBE
HP LAPTOP I5	S/N CND208189N HP LAPTOP	R 12 420.00	P RAKWATA

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
HP PROBOOK LAPTOP I7	S/N 1H842300MS HP LAPTOP	R 28 899.00	P FRANS
HP LAPTOP I7	CND4253MLK HP LAPTOP	R 19 320.00	K LEBITSA
DELL LAPTOP VOSTRO 5620 12th GEN I7	S/N ZPQQWL3 DELL LAPTOP	R 23 856.00	M LOAPE
HP NOTEBOOK I3	CND1165KS2 HP LAPTOP	R 8 999.00	VUYISWA SALIWE
HP 250 I3 8GB	S/N CND219122R HP LAPTOP	R 9 500.00	M MOAHLUDI
HP PROBOOK I7	S/N 1H842300L HP LAPTOP	R 28 899.00	H MOALUSI
HP PROBOOK I7	S/N 5CD40995J1 HP LAPTOP	R 28 899.00	C NDLOVU
HP LAPTOP I5	S/N CND2381QCN HP LAPTOP	R 12 650.00	M LIBAZI
HP PROBOOK 450 G6	S/N 5CD9517922 HP LAPTOP	R 15 870.00	M MOSHODI
HP PROBOOK I7	S/N 1H842300LL HP LAPTOP	R 28 899.00	T MATYESINI
HP LAPTOP 250 G9	S/N CND4201DB2 HP LAPTOP	R 19 103.62	T LEKHILA
HP PROBOOK 450 G6	S/N 5CD9262R8P HP LAPTOP	R 15 870.00	M PULELA
HP LAPTOP I3	S/NCND22233C1 HP LAPTOP	R 9 775.00	M SHUPING
ACER NITRO 5 LAPTOP	S/N NHQ7MEA00F1130078B3400 ACER LAPTOP	R 18 170.00	MJ MOSENOHI
HP LAPTOP	S/NCND20817ZY HP LAPTOP	R 11 040.00	V JULY
HP LAPTOP I3	S/N 5CD2271RMJ HP LAPTOP	R 7 590.00	P MOSETHLO
HP LAPTOP I3	S/N #1H84301QJQ HP LAPTOP	R 9 775.00	M MODISADIHE
HP LAPTOP I5	S/N CND1173K6W HP LAPTOP	R 12 500.10	P MASITENG
HP LAPTOP I5	S/N 5CD517B6WH HP LAPTOP	R 12 995.00	M THIBAKHOANA
HP LAPTOP I7	S/N CN31158KM HP LAPTOP	R 16 445.00	V FRANS
TOTAL		R 339 054.70	

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
	S/N 5CD535785V HP LAPTOP	R 12 300.00	
HP ELITE BOOK I5	S/N 5CD410GX58 HP LAPTOP	R 34 350.50	L PITSO MUNICIPAL MANAGER
HP LAPTOP I5	S/N CND1434W06 HP LAPTOP	R 9 775.00	MW SEECO
HP LAPTOP I3	S/N CND3113329 HP LAPTOP	R 7 400.00	M GOTYANA
HP PROOBOOK G7	S/N 5CD0134PJ3 HP LAPTOP	R 22 899.00	SG TSOLELI
HP LAPTOP I3	S/N CND2081B05 HP LAPTOP	R 9 775.00	RR SCHALKWYK
HP LAPTOP G8	S/N CND1351KM HP LAPTOP	R 9 050.00	C BUYS
HP PROOBOOK LAPTOP G1	S/N 2CE3452MCY HP LAPTOP	R 8 500.00	C BUYS (LOG OFF)
HP LAPTOP I5	S/N CND1416IM6 HP LAPTOP	R 13 225.00	SS RABANYE
HP LAPTOP 250 G8	S/N CND1330TTX HP LAPTOP	R 9 050.00	T MANGENA
HP LAPTOP I3	S/N #1H8435155J HP LAPTOP	R 9 775.00	SECURITY SECRETARY
HP PROOBOOK LAPTOP I5	S/N 5CD3369XD7 HP LAPTOP	R 18 477.00	N ALEXANDER
HP LAPTOP I3	S/N CND2071XRC HP LAPTOP	R 9 947.50	POLORI
HP PROBOOK LAPTOP G9	S/N 5CD34518YD HP LAPTOP	R 22 632.00	T GUBANXA
HP LAPTOP 450G	S/N HP LAPTOP	R 22 632.00	D DOYI
HP LAPTOP I3	S/N CND2071YC6 HP LAPTOP	R 9 947.50	D DOYI
HP PROOBOOK LAPTOP I5	S/N CND01274QR HP LAPTOP	R 15 830.00	HEALTH & SAFETY
HP LAPTOP I3	S/N CND1435L51 HP LAPTOP	R 15 830.00	L MPINGA
HP PROOBOOK LAPTOP G7	S/N CDD0135LPP HP LAPTOP	R 12 994.00	MJ MOKOAKOA
HP LAPTOP WINDOWS 11 PRO	S/N CND3512PNT HP LAPTOP	R 18 899.00	SP PHEHLO
	TOTAL	R 277 458.00	

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
HP LAPTOP I7	S/N 1844908DG HP LAPTOP	R 21 275.00	T TSHOLO
HP ELITE BOOK I5	S/N 5CD51388XW HP LAPTOP	R 10 999.00	R RAMPAI
INTEL LAPTOP I5	S/N 1H85351YC9 HP LAPTOP	R 27 500.00	MI RANTEKANE
HP LAPTOP I3	S/N 5CD2454DN1 HP LAPTOP	R 7 590.00	T SISEDINYANA
HP LAPTOP	S/N CND413156 HP LAPTOP	R 14 899.00	ZE MBALULA
HP LAPTOP	S/N CND413166C HP LAPTOP	R 14 899.00	VW NKOMO
HP LAPTOP	S/N CND4131333 HP LAPTOP	R 13 972.50	TA SOAISA
HP LAPTOP	S/N CND41314HL HP LAPTOP	R 14 899.00	MW RASEU
HP LAPTOP	S/N CND41313NY HP LAPTOP	R 14 899.00	MJ NOOSI
HP LAPTOP 250 G8	S/N CND1351KMN HP LAPTOP	R 9 050.00	EG PRETORIOS
HP LAPTOP 250 G8	S/N CND1351KSB HP LAPTOP	R 9 050.00	MA MULLER
HP LAPTOP 250 G8	S/N CND131814N HP LAPTOP	R 9 050.00	SH GAEBAAE
HP LAPTOP 250 G8	S/N CND1351CGX HP LAPTOP	R 9 050.00	MC MPHATSOE
HP LAPTOP 250 G8	S/N CND131813X HP LAPTOP	R 9 050.00	KP DIAL
HP LAPTOP 250 G8	S/N CND13534Z9 HP LAPTOP	R 9 050.00	TS SHUPING
HP LAPTOP 250 G8	S/N CND1351FVJ HP LAPTOP	R 9 050.00	JM RADIANYANE
HP LAPTOP 250 G8	S/N CND13534NG HP LAPTOP	R 9 050.00	MJ RABANNYE
HP LAPTOP 250 G8	S/N CND13535C6 HP LAPTOP	R 9 050.00	RA POTSANYANE
HP LAPTOP	S/N CND408218R HP LAPTOP	R 17 798.00	TA MAMBALO
HP PROBOOK LAPTOP I5	S/N CND137C2D1 HP LAPTOP	R 12 535.00	MT MOEPI
	TOTAL	R 208 945.00	

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
HP LAPTOP I3	S/N CND4082162 HP LAPTOP	R 17 899.00	N PUTSOA
HP PROBOOK LAPTOP I5	S/N CND137C2LB HP LAPTOP	R 12 535.00	K KEYSER
HP LAPTOP I3	S/N 5CD225DVFK HP LAPTOP	R 7 935.00	ER MOLETSANE
HP LAPTOP I3	S/N CND4081MPQ HP LAPTOP	R 17 899.00	ZM NGOLOMBANI
HP LAPTOP I3	S/N CND219122X HP LAPTOP	R 9 500.00	NS PHUMO
HP LAPTOP I3	S/N CND3113344 HP LAPTOP	R 7 400.00	MBOLE
HP LAPTOP 250 I3	S/N CND21913I HP LAPTOP	R 9 500.00	MG KGALAENG
LENOVO LAPTOP 11 PRO I5	S/N PF62Q6RX LENOVO LAPTOP	R 24 953.22	C LEEUW
HP LAPTOP I5	S/N 5CD312HBVM HP LAPTOP	R 10 810.00	C LEEUW
HP PROBOOK LAPTOP G1	S/N 2CE3452MFV HP LAPTOP	R 8 500.00	I VAN AARDT
HP LAPTOP I5	S/N CND3512PNN HP LAPTOP	R 23 499.00	PMU
HP LAPTOP I3	S/N 1H8450386H HP LAPTOP	R 10 954.68	JJ MOAHLUDI
HP LAPTOP I3	S/N 1H8450388R HP LAPTOP	R 10 954.68	J COETZER
HP LAPTOP I3	S/N 1H85227QSB HP LAPTOP	R 22 493.66	MF MINNAR
HP LAPTOP I3	S/N 1H843515TH	R 8 000.00	M LELALA
	TOTAL	R 202 833.00	
	TOTAL VALUE OF LAPTOPS, TV SCREENS AND DESKTOPS	R 1 538 411.00	
CELLPHONES	SAMSUNG GALAXY TAB 59	R 42 640.00	KR PHUKUNTSI
	SAMSUNG GALAXY Z FOLDS 5G	R 23 149.99	KR PHUKUNTSI
	TOTAL CELLPHONES	R 65 789.99	

DESCRIPTION	SERIAL NUMBER	VALUE @	PERSON ALLOCATED TO
PRINTERS			
HP LASER JET P1102	VNC3B91133	R 2 070.18	LN MOTSABI
EPSON PRINTER M1888	FD9G157484	R 1 393.91	LN MOTSABI
HP LASER JET P1006	VNF3K28690	R 2 070.18	TRAFFIC OFFICE
HP BLACK PRINTER	CN05L280200569	R 4 800.00	TA MAKATU
HP LASER JET P1006	VNF3530460	R 2 442.96	MI RANTEKANE
HP LASER JET CP1025	N/A	R 2 070.18	SECRETARY TECHNICA
HP WHITE PRINTER	CNF812662	R 4 800.00	TRAFFIC OFFICE
HP PRO200 PRINTER	CNF1C39778	R 2 181.32	ZE MBALULA
HP PRO200 PRINTER COLOR M25IN	CNF1C39786	R 2 181.32	SJ MAKOKO
HP PRO400 MFP PRINTER	CNF8G6V5DZ	R 4 850.00	MM MOSHODI
HP LASERJET P1102	VNF5Q68260	R 2 999.00	JH KEYSER
HP LASERJET P1102	VNF3447304	R 1 326.32	OV MARUMO
HP LASER JET CP1025	N/A	R 2 999.00	LS MALOKASE
HP PRINTER P1102W	VNC8105867	R 1 050.00	P FRANS
P TOUCH BROTHE PRINTER	H-105	R 1 299.00	KA MAHASE
HP LASERJET MFP M281FDW	VNBNM3117N	R 4 900.00	VJ FRANS
HP PRINTER 15-DA2003NI	CND01274QR	R 15 830.00	KA MAHASE
CANON PRINTER MF746Cx	2QF40379	R 8 500.00	C NDLOVU
HP PRINTER MFP M479FDW	N/A	R 6 703.48	PAYROLL & ASSETS
HP PRO MFP M283FDW	VNBRN994RQ	R 6 124.00	I VAN AARDT

TSWELOPELE MUNICIPALITY						
MOTOR FLEET						
PERIOD: 1 JULY 2024 to 30 June 2025						
REVISION: 00/2025						
REGISTRATIC	FABRICATE	CATEGORY	MODI	DEPARTMENT	RENEW/	REMARK
HWC 031 FS	Mitsubishi ASX 2.0 LS CVT	SUV	2022	COUNCIL		
HWB 217 FS	VOLVO XC60	SUV	2022	COUNCIL		
CMC 779 FS	TOYOTA HILUX	PICK-UP				COMPREHENS
CVK 834 FS	TOYOTA HILUX	PICK-UP	2004	WATER WORKS		COMPREHENS
DDY 224 FS	TOYOTA HILUX	PICK-UP	2006	ELECTRICITY		COMPREHENS
DJF 058 FS	TOYOTA HILUX 2.5	PICK-UP	2007	WORKSHOP		COMPREHENS
CYR 361 FS	TOYOTA HILUX	PICK-UP	2005	ELECTRICITY		COMPREHENS
DPR 955 FS	TOYOTA HILUX	PICK-UP	2009			COMPREHENS
FBP 620 FS	Toyota Hilux 2.5 D-4D SRX RIB	PICK - UP	2012			COMPREHENS
FXV 726 FS	Toyota Hilux Toyota White 2013 H	PICK - UP	2013	TECHNICAL		
HBR 181 FS	Toyota Hilux Toyota White 2013 H	PICK - UP	2013	TECHNICAL		
HBB 852 FS	Nissan NP300 Hardbody 2.5 TDI L	PICK - UP	2020	TECHNICAL		
HPT 381 FS	Isuzu 250 Diesel Single Cab Bakki	PICK - UP	2021	TECHNICAL		
HPT 384 FS	Isuzu 250 Diesel Single Cab Bakki	PICK - UP	2021	TECHNICAL		
HPT 389 FS	Isuzu 250 Diesel Single Cab Bakki	PICK - UP	2021	TECHNICAL		
HPT 386 FS	Isuzu 250 Diesel Single Cab Bakki	PICK - UP	2021	TECHNICAL		
HYT 193 FS	ISUZU D-MAX Diesel	PICK - UP	2023	TECHNICAL		
HYT 195 FS	ISUZU D-MAX Diesel	PICK - UP	2023	TECHNICAL		
JCF 947 FS	Isuzu DMAX Diesel	PICK - UP	2024	TECHNICAL		
JCF 950 FS	Isuzu DMAX Diesel	PICK - UP	2024	TECHNICAL		
CVG 932 FS	Bakkie	PICK - UP		TECHNICAL		
TSWEL 2 FS	ISUZU Dmax Diesel	D-MAX1.9 Ddi S/Cab	2025	TECHNICAL		COMPREHENS
TSWEL 3 FS	ISUZU Dmax Diesel	D-MAX1.9 Ddi S/Cab	2025	TECHNICAL		COMPREHENS
TSWEL 4 FS	ISUZU Dmax Diesel	D-MAX1.9 Ddi S/Cab	2025	TECHNICAL		COMPREHENS
TSWEL 5 FS	VW 310 CITI GOLF	HACHBACK	2007	CORPORATE SERV		COMPREHENS
Tswel 6 FS	ISUZU Dmax Diesel	D-MAX1.9 Ddi S/Cab	2025	CORPORATE SERV		COMPREHENS
CDC 804 FS	TOYOTA	TIPPER DROP SIDE		ELECTRICITY		COMPREHENS
CDG 388 FS	NISSAN	TIPPER		PUB WORKS		COMPREHENS
CDG 390 FS	TOYOTA	TANKER		SEWERAGE		COMPREHENS
CGL 249 FS	NISSAN	TIPPER				COMPREHENS
CGL 251 FS	NISSAN	DROP SIDE				COMPREHENS
CCK 692 FS	NISSAN DU SERIES	TIPPER		PUB WORKS		COMPREHENS
CDB 794 FS	BOMAG	TRAILER		PUB WORKS		COMPREHENS
CDB 797 FS	UNKNOWN	TRAILER		FIRE BRIG		COMPREHENS
CDB 799 FS	UNKNOWN	TRAILER		FIRE BRIG		COMPREHENS
BTK 879 FS	KIM SCISSOR TIP TRAILER	TRAILER	1999			COMPREHENS
CGN 100 FS		TRAILER				COMPREHENS
CMC 766 FS	SPORTTRAILER LAZY LOWDER	SEMI TRAILER		PUB WORKS		COMPREHENS
CMC 774 FS	DOLFYN	TRAILER				COMPREHENS
CMC 780 FS	DOLFYN	TRAILER				COMPREHENS
CMG 014 FS	LM	TRAILER		PUB WORKS		COMPREHENS
CTC 087 FS	SPORTTRAILER LAZY LOWDER	TRAILER				COMPREHENS
CTC 093 FS	SPRITE	CARAVAN				COMPREHENS
CYC 379 FS	VENCEDOR EL GALLO	TRAILER	2005	SEWERAGE		COMPREHENS
CZH 289 FS	JM ENGINEERING	TRAILER DROP SIDE	2005	REFUSE		COMPREHENS
DMD 448 FS	FLEXIAN CARRYALL	TRAILER	2008	SEWER RODS		COMPREHENS
DMD 454 FS	FLEXIAN CARRYALL	TRAILER	2008	SEWER JET PUMP		COMPREHENS
CCK 674 FS	UNKNOWN	TRAILER DROPSIDE				COMPREHENS
CCK 676 FS	PRINSLOO	TRAILER				COMPREHENS
CCK 687 FS	UNKNOWN	TRAILER DROPSIDE		PUB WORKS		COMPREHENS
CCK 689 FS	UNKNOWN	TRAILER DROPSIDE		PUB WORKS		COMPREHENS
CCK 690FS	UNKNOWN	TRAILER		SEWERAGE		COMPREHENS
CCK 691 FS	POOLE	TRAILER DROPSIDE		SEWER		COMPREHENS
CCK 693 FS	HOME BUILT	TRAILER		PUB WORKS		COMPREHENS
CCK 694 FS	UNKNOWN	TRAILER		PUB WORKS		COMPREHENS
CCK 698 FS	UNKNOWN	TRAILER		REFUSE		COMPREHENS
CZH 286 FS	JM ENGINEERING	TRAILER DROP SIDE	2005			COMPREHENS
DLZ 334 FS	FLEXIAN MEGAJET	TRAILER	2008	SEWER JET PUMP		COMPREHENS
DLZ 338 FS	FLEXIAN CARRYALL	TRAILER	2008	SEWER RODS		COMPREHENS
DSB 070 FS	Trailer	TRAILER		TECHNICAL		
DXB 295 FS	Trailer	TRAILER		TECHNICAL		
DYS 185 FS	Trailer	TRAILER		TECHNICAL		
FZY 291 FS	Trailer	TRAILER		TECHNICAL		
HVL 131 FS	Trailer	TRAILER	2022	TECHNICAL		
CCK 690 FS	Water Tank Trailer	TRAILER		TECHNICAL		
DSB 059 FS	Water Tank Trailer	TRAILER		TECHNICAL		

CMC 767 FS	FIAT	TRACTOR				COMPREHENS
CMC 768 FS	MASSEY FERGUSON	TRACTOR				COMPREHENS
CMC 770 FS	MASSEY FERGUSON	TRACTOR				COMPREHENS
CMC 781 FS	MASSEY FERGUSON	TRACTOR				COMPREHENS
CMC 782 FS	FORD	TRACTOR				COMPREHENS
CMG 012 FS	MASSEY FERGUSON	TRACTOR		REFUSE		COMPREHENS
CMG 015 FS	MASSEY FERGUSON	TRACTOR				COMPREHENS
CYT 451 FS	MASSEY FERGUSON 440	TRACTOR	2005	REFUSE		COMPREHENS
DJK 118 FS	MASSEY FERGUSON 440	TRACTOR	2007	REFUSE		COMPREHENS
CCK 679 FS	MASSEY FERGUSON	TRACTOR		PARKS		COMPREHENS
CCK 681 FS	MASSEY FERGUSON	TRACTOR		PUB WORKS		COMPREHENS
CCK 686 FS	MASSEY FERGUSON	TRACTOR		REFUSE		COMPREHENS
CCK 697 FS	MASSEY FERGUSON	TRACTOR		REFUSE		COMPREHENS
CFN 722FS	FORD	TRACTOR		PARKS		COMPREHENS
HMR 990 FS	NEW TAFE 8502 TRACTOR	TRACTOR	2021	TECHNICAL		
HMR 992 FS	NEW TAFE 8502 TRACTOR	TRACTOR	2021	TECHNICAL		
CFN 722 FS	Tractor	TRACTOR		TECHNICAL		
HWC 550 FS	Tractor	TRACTOR	2022	TECHNICAL		
HWC 549 FS	Tafe 8502 2WD	TRACTOR	2022	TECHNICAL		
HWC 548 FS	Tafe 8502 2WD	TRACTOR	2022	TECHNICAL		
HWC 547 FS	Tafe 8502 2WD	TRACTOR	2022	TECHNICAL		
HWC 546 FS	Tafe 8502 2WD	TRACTOR	2022	TECHNICAL		
CMC 765 FS	Tractor	TRACTOR		TECHNICAL		
DJS 206 FS	VENCEDOR DIABLO	TANKER +FIRE FIGHTING EQUIPMENT	2007	FIRE BRIGADE		COMPREHENS
CZH 287 FS	UNKNOWN	TRAILER + FIRE FIGHTING EQUIPMENT		FIRE BRIGADE		COMPREHENS
NONE	FRONT-END LOADER	CAT 926E		PUB WORKS		COMPREHENS
DGL 129 FS	KOMATSU BACKHOE	TLB (LOADER-PUMP LIFTER)	2007	PUB WORKS		COMPREHENS
HNR 690 FS	Caterpillar 426F2 Backhoe Loader	BACKHOE		TECHNICAL		
HRM 985 FS	GD650A Motor Grader	GRADER	2021	TECHNICAL		
JDF 081 FS	Tipper Truck Fuel Tank: 350 Litres; Rear Axle Ratio 5.857	TIPPER TRUCK	2024	TECHNICAL		
JDY 244 FS	JCB, 3CX Plus, Backhoe	BACKHOE		TECHNICAL		
JFT 937 FS	WA320-6 Wheel Loader	WHEEL LOADER	2025	TECHNICAL		
JDK 725 FS	TATA LPT 1623 EURO III TIPPER	TIPPERTRUCK	2024	TECHNICAL		
JGC 235 FS	FRONT LOADER	FRONT LOADER	2025	TECHNICAL		

PROPERTY EXCLUDED

1. Transmission and Distribution Lines including their supporting structures unless specified.
2. Water-piping as well as Storm water piping including their supporting structures unless specified.
3. Sewerage piping including their supporting structures unless specified.
4. Driveways, pavements, outdoor parking surfaces.
5. Roads, Road and Rail, Bridges, Road and Rail Tunnels, Manhole Covers.
6. Aircraft Runways and aprons.
7. Jewellery other than Mayor Regalia.
8. Land, Topsoil, Backfill, Drainage or Culverts.
9. Piers, Jetties, Wharves, Viaducts, Docks.
10. Property or structures in course of construction, erection, dismantling or testing or supplies in connection therewith.
11. Property damaged as a result of its undergoing any process of manufacture, conversion or treatment.
12. Accounts receivable.

13. Shares, Saving Certificates and the like.
14. Trees, Shrubs, Plants.
15. Graves and Tombstones.
16. Growing Timber, Growing Crops, Livestock.
17. Aircraft, Watercraft.
18. Property more specifically insured under any other section of this policy except for the excess beyond the amount payable under such specific insurance.
19. Property which at the time of any loss or damage is insured by or would but for the existence of this policy be insured by any Marine policy or policies except in respect of any excess beyond the amount which would have been payable under such Marine policy or policies had this insurance not been effected.

PROJECT LOCATION

– Tswelopele Local Municipality

N.B: It must be noted that TSWELOPELE Municipality has the right to either subtract or add other facilities subsequent to an agreement with the winning service providers during the subsistence of the agreement.

DETAILS /INFORMATION REQUIRED	YES	NO
1. Are you a South African based Insurance Broking Organisation? (If yes attach valid documentary proof)		
2. Will you be outsourcing more than 25% of your services to other brokers or parties? (If yes provide equity ownership and HDI status of the beneficiary broker or partners to whom part of the contract will be outsourced)		

<p>3. Is your service team to be utilised on this tender FAIS compliant and registered with the Financial Services Board? (If yes attach a valid certified confirmation from the Financial Services Board)</p>		
<p>4. Do you have a Loss Control Resource? (If yes provide details and particulars of representatives)</p>		
<p>5. Do you have a Risk Finance Resource? (If yes provide details and particulars of representatives)</p>		
<p>6. Name some local authorities where you are currently applying risk management (risk finance and risk control)</p>		
<p>7. Can you provide formal training services in risk management, risk control and risk financing? (If yes, provide full details where you have done so and contact persons)</p>		
<p>8. Do you have Professional Indemnity cover to the value of R100m? (If yes must provide a valid certified copy of your Professional Indemnity cover)</p>		
<p>9. Do you have Fidelity Guarantee cover to the value of R60 million? (If yes must provide a valid certified copy of your Fidelity Guarantee cover)</p>		

<p>10. Do you have any agency with specific insurers? (If yes must attach valid certified correspondence from each insurers)</p>		
<p>11. Are you ISO 9000 compliant? (If yes must attach a valid certified compliance certificate)</p>		
<p>12. Do you have a dedicated service team whom will be allocated to Tswelopele Municipality's insurance portfolio? (If yes must attach an organogram of the service team and their relevant curriculum vitae. Please note that the curriculum vitae will only be considered if the employee has at least 3 (three) years short term insurance experience).</p>		
<p>13. Have you been appointed in the past 3 (three) years as a short term insurance broker on an insurance portfolio in excess of R1 billion assets? (If yes must provide the names of these clients, the contact person and telephone number).</p>		
<p>14. Have you been appointed as a short term insurance broker on a municipal portfolio in the past 3 (three) years? (If yes must indicate the name of the municipality, the contact person and telephone number).</p>		
<p>15. Have you dealt with individual claims in excess of R250, 000.00 in the past 3 (three) years?</p>		

<p>(If yes must list these claims by client, contact person, telephone number, claim description, claim amount and settlement amount).</p>		
<p>16. Do you have an electronic insurance claims administration system that will be made available to the clients? (If yes must indicate the name of the system and claims handling capacity of the system)</p>		
<p>17. Has this electronic insurance claims handling system been implemented with your other clients? (If yes must provide the name of the clients and their telephone numbers)</p>		
<p>18. Do you have an electronic injury on duty claims administration system that will be made available to the client? (If yes must indicate the name of the system and claims handling capacity of the system)</p>		
<p>19. Has this electronic injury on duty claims handling system been implemented with your other clients? (If yes must provide the names of the clients and their telephone numbers).</p>		

C1.3 Pricing Structure

The pricing of the bid must adhere to the following:

- Bid prices must be quoted per year.
- Method of payment must be stipulated

TABLE "A"

Description	Amount
1 Excess fee on vehicle accidents (Municipal vehicles)	
2 Excess fee on windscreens (Municipal vehicles)	
3 Excess fee on theft	
4 Excess on money	
5. Other assets (if space is limited, additional sheets may be attached)	

PREMIUMS FOR THE PERIOD 01 July 2026 – 30 June 2029

SECTION	Annual Premium
----------------	-----------------------

• Combined	
• House – Owners	
• Office Contents	
• Accounts Receivable	
• All Risks	
• Theft	
• Money	
• Fidelity	
• Employers Liability	
• Group Personal Accident	
• Electronic Equipment	
• Public Liability	
• Machinery Breakdown	
• Motor Own Damage	
• Motor Liabilities	
• SASRIA	
Subtotal	
Less: Long Term Agreement	
PREMIUM (VAT included)	
Total annual premium charges included)	

TABLE "B"

Financial Year	Description	Amount
01/07/2026 - 30/6/2027	Municipal Premium 1. Annual Premium 2. Monthly Premium	

The above will be used to calculate points for price.

01/07/2027 - 30/6/2028	Municipal Premium 1. Annual Premium 2. Monthly Premium	
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01/7/2028 - 30/6/2029	Municipal Premium 1. Annual Premium 2. Monthly Premium	
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SCHEDULE OF PRICES

TSWELOPELE LOCAL MUNICIPALITY

<u>CLASS</u>	NETT PREMIUM	PLUS VAT	GROSS PREMIUM	BROKERAGE (INCLUDED IN PREMIUM INCLUSIVE OF VAT)	REMARKS
1. COMBINED					
2. BUS INTERRUPTION					
3. OFFICE CONTENTS					
4. ACCOUNTS RECEIVAB					
5. ALL RISKS					
6. THEFT					
7. GLASS					
8. MONEY					
9. FIDELITY GUARANTEE					
10. ACCIDENTAL DAMAGE					
11. GOODS IN TRANSIT					
12. PERSONAL ACCIDENT					
13. STATED BENEFITS					

14. ELECTRONIC EQUIPM					
15. MOTOR OWN DAMAGE					
16. LIABILITY + MOTOR PL					
17.EMPLOYERS LIABILITY					
18.SASRIA NON MOTOR					
19.SASRIA MOTOR					
GRAND TOTAL					

PART C3 AGREEMENT AND CONTRACT DATA [WHITE]

C3.1 FORM OF OFFER AND ACCEPTANCE

C3.2 AGREEMENT IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
(ACT NO 85 OF 1993)

C3.3 CERTIFICATE OF AUTHORITY FOR SIGNATORY TO AGREEMENT IN TERMS OF
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

C3.1 FORM OF OFFER AND ACCEPTANCE [THIS SECTION MUST BE COMPLETED AFTER APPOINTMENT]

FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

1. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: APPOINTMENT OF SERVICE PROVIDER FOR PROVISION OF SHORT-TERM INSURANCE AT TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, and by submitting this Offer has accepted the Conditions of Bid.

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

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS FOR DURATION OF THE CONTRACT.

Rand (in words);

R (in figures),

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

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

2. ACCEPTANCE

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

The terms of the contract, are contained in

- Part C1 Pricing Data
- Part C2 Scope of Work
- Part C3 Agreements and Contract Data, (which includes this Agreement)

AND Documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

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

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

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

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

DISPUTE RESOLUTION

- 1.1. In the event of any dispute or difference arising between the Parties out of, or in relation to, or in connection with this Agreement, or the interpretation thereof, or its termination, both while in force and after its termination, the Party claiming such dispute or difference shall, subject to any of its rights, forthwith advise the other in writing thereof. The dispute shall be referred to the applicable authorities of the Service Provider and Tswelopele Local Municipality who shall, within 14 (fourteen) days of receipt of such notice, meet and negotiate in good faith in order to resolve such dispute or difference.
- 1.2. The Parties agree to explicitly exclude arbitration as a method of resolving disputes of differences arising between them in connection with this agreement.

- 1.3. This clause shall not preclude any Party from obtaining interim relief on an urgent basis from a court of competent jurisdiction pending the decision of the arbitrator.
- 1.4. This clause is severable from the rest of this Agreement and will remain valid and binding on the Parties notwithstanding any termination of this Agreement.

TERMINATION/CANCELLATION AND BREACH OF AGREEMENT

- 1.5. This Agreement will commence on the Effective Date and remains in full force and effect for the duration of the Agreement subject to Tswelopele Local Municipality's right of termination as provided for in clause 5 hereof and as provided in Clause 12.
- 1.6. The Service Provider may terminate this Agreement by giving 30 (thirty) calendar days' notice to Tswelopele Local Municipality, provided that nothing shall preclude either Party from terminating this Agreement summarily for any cause recognized in law as sufficient.
- 1.7. Tswelopele Local Municipality may summarily terminate this Agreement if the Service Provider is liquidated, whether provisionally or finally; has an execution levied against its assets; is investigated or found guilty by any official prosecution/investigative authority in regard to fraud or dishonesty or any criminal act and/or civil liability.
- 1.8. Tswelopele Local Municipality may, within reasonable period as permitted by GCC and after a written notice of termination to the Service Provider, terminate this Agreement and claim damages or elect to enforce this Agreement if, in Tswelopele Local Municipality's sole discretion, the Service Provider:
 - 1.8.1. has abandoned this Agreement or breached a material term or condition of this Agreement;
 - 1.8.2. has breached any other term or condition of this Agreement and has failed to remedy the breach within a period of 14 (fourteen) days after receiving written notice of the breach from Tswelopele Local Municipality;
 - 1.8.3. has persistently or flagrantly neglected to carry out its obligations under this Agreement;

1.8.4. has committed an act of gross negligence or incompetence; or

1.8.5. has assigned this Agreement or any part thereof without the consent in writing of Tswelopele Local Municipality.

1.9. Should this Agreement be terminated by mutual agreement between Tswelopele Local Municipality and the Service Provider, the obligations of Tswelopele Local Municipality shall be limited to the payment of such amounts of work done by the Service Provider, and failing such agreement shall not exceed such amounts as may be due and payable for Services rendered in compliance with this Agreement, up to the date that this Agreement is terminated.

1.10. Tswelopele Local Municipality's termination of this Agreement or any claim of immediate, specific performance of all of the Service Provider's obligations under this Agreement shall be without prejudice to Tswelopele Local Municipality's right to claim damages, or cancel the Agreement.

FOR THE BIDDER:

Signature(s) _____

Name(s) _____

Capacity _____

Company Name _____

Name of Witness _____

Signature _____

Date: _____

FOR THE EMPLOYER: TSWELOPELE LOCAL MUNICIPALITY

Signature(s) _____

Name _____

Capacity _____

Name of Witness _____

Signature _____

Date _____

2. SCHEDULE OF DEVIATIONS

Notes:

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

1 Subject _____

Details _____

2 Subject _____

Details _____

3 Subject _____

Details _____

4 Subject _____

Details _____

5 Subject _____

Details _____

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Bidder agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance.

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

FOR THE BIDDER:

Signature(s) _____
Name(s) _____
Capacity _____

(Bidder's Name) _____

Name of Witness _____
Signature _____
Date: _____

FOR THE EMPLOYER: TSWELOPELE LOCAL MUNICIPALITY

Signature(s) _____
Name _____
Capacity _____

Name of Witness _____
Signature _____
Date _____

C3.2 AGREEMENT IN TERMS OF THE OCUPATIONAL HEALTH AND SAFETY ACT, 1993
(ACT NO 85 OF 1993)

THIS AGREEMENT made at _____

On this the _____ day of _____ 20_____

Between **TSWELOPELELOCAL MUNICIPALITY** (hereinafter called "the

Employer") herein represented by _____

In his/her capacity as _____

And

(Hereinafter called "the Mandatory") of the other part, herein represented by

In his/her capacity as _____

WHEREAS the Employer is desirous that certain works be undertaken as per this contract:

and has accepted a Bid by the Mandatory for the provision of such services and whereas the Employer and the Mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatory with the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993);

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 The Mandatory shall execute the work in accordance with the Contract Documents pertaining to this Contract.
- 2 This Agreement shall hold good from its Commencement Date, which shall be the date of a written notice from the Employer or Employer's representative requiring him to commence the execution of the Works, to either
 - (a) the date of the Final Approval Certificate issued
 - (b) the date of termination of the Contract
- 3 The Mandatory declares himself/herself to be conversant with the following:
 - (a) All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of The Act:
 - (i) Section 8 : General duties of employers to their employees;
 - (ii) Section 9 : General duties of employers and self-employed persons to persons other than employees;
 - (iii) Section 37 : Acts or omissions by employees or mandataries, and
 - (iv) Subsection 37(2) relating to the purpose and meaning of this Agreement.

- (b) The procedures and safety rules of the Employer as pertaining to the Mandatory and to all his subcontractors.
- 3 The Mandatory is responsible for the compliance with the Act by all his subcontractors, whether or not selected and/or approved by the Employer.
- 4 The Mandatory warrants that all his/her and his/her subcontractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 which cover shall remain in force whilst any such workmen are present on site. A letter of good standing from the Compensation Commissioner to this effect must be produced to the Employer upon signature of the agreement.
- 5 The Mandatory undertakes to ensure that he and/or subcontractors and/or their respective employers will at all times comply with the following conditions:
 - (a) The Mandatory shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act. The Mandatory shall not delegate any duty in terms of Section 16.2 of this Act without the prior written approval of the Employer. If the Mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the Employer.
 - (b) All incidents referred to in the Act shall be reported by the Mandatory to the Department of Labour as well as to the Employer. The Employer will further be provided with copies of all written documentation relating to any incident.
 - (c) The Employer hereby obtains an interest in the issue of any formal inquiry conducted in terms of section 32 of the Act into any incident involving the Mandatory and/or his employees and/or his subcontractors.
- 6 In witness thereof the parties hereto have set their signatures hereon in the presence of the subscribing witnesses:

SIGNED FOR AND ON BEHALF OF THE EMPLOYER:

SIGNATURE _____ DATE _____

DESIGNATION _____ DATE _____

SIGNED FOR AND ON BEHALF OF THE MANDATORY:

SIGNATURE _____ DATE _____

DESIGNATION _____ DATE _____

C3.3 CERTIFICATE OF AUTHORITY FOR SIGNATORY TO AGREEMENT IN TERMS

OF OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT NO 85 OF 1993)

The signatory for the company that is the Contractor in terms of the above-mentioned Contract and the Mandatory in terms of the above-mentioned Act shall confirm his or her authority thereto by attaching to this page a duly signed and dated copy of the relevant resolution of the Board of Directors.

An example is given below:

"By resolution of the Board of Directors passed at a meeting held on

_____ 20_____,

Mr/Ms

_____ whose signature

Appears below, has been duly authorised to sign the AGREEMENT in terms of THE
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 of 1993) on behalf of

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESS SIGNATURE _____

NAME _____

(IN CAPITALS)

**N.B. MAKE SURE YOU INDEX ALL THE ATTACHMENTS FOR EASE OF IDENTIFICATION
....THE END.....**