

BLUE CRANE ROUTE MUNICIPALITY



**PROVISION OF SHORT TERM INSURANCE FOR A PERIOD OF THREE YEARS  
TENDER NUMBER T14/2021**

<b>CLOSING DATE: 18 JUNE 2021</b>	<b>CLOSING TIME: 12:00</b>
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**NAME OF**

.....

**BIDDER\***

.....

**ADDRESS\***

.....

.....

.....

**TEL NUMBER\***

.....

**FAX NUMBER\***

.....

**EMAIL ADDRESS\***

.....

**B-BBEE LEVEL OF CONTRIBUTION\* : .....**

**(\* - TO BE COMPLETED BY BIDDER)**

Prepared by:  
Blue Crane Route  
Municipality  
PO Box 21  
Somerset East  
5850

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## SECTION 1.1: INVITATION TO TENDER

### BLUE CRANE ROUTE MUNICIPALITY BID NO: T14/2021

#### DESCRIPTION: PROVISION OF SHORT TERM INSURANCE FOR A PERIOD OF THREE YEARS

Bids are hereby invited from Potential Service Providers for the Provision of Short Term Insurance for a Period of Three Years

Bid documents with the necessary specifications must be downloaded on [www.bcrm.gov.za](http://www.bcrm.gov.za)

Bids in a sealed envelope clearly marked “**BID NUMBER:T14/2021 Description: Provision of Short Term Insurance for a Period of Three Years**” must be placed in the **Bid Box at 67 Nojoli Street, Somerset East**. The closing date for submission is **18 JUNE 2021 by no later than 12h00**; no late submission will be considered. Thereafter bids will be opened in public.

Bids will be evaluated on the **80/20 preferential points**, for any technical enquiries, please contact Mr C Everson (**Asset Account**) Tel: 0422436400 or 0422436400 ext. 6445 for any enquiries regarding collection of documents and verification of service provider on BCRM database can be directed to Ms N.Makhalima at [nozukom@bcrm.gov.za](mailto:nozukom@bcrm.gov.za) or Tel: 0422436441

#### Phase 1: Technical Proposal - Functionality

Experience	50
Expertise	30
Methodology	<u>20</u>
	<b>100</b>

#### Phase 2: Financial Proposal

Price	80
BBBEE	<u>20</u>
	<b>100</b>

#### **BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- ↯ The Blue Crane Route Municipality Supply Chain Management Policy will apply.
- ↯ In order to claim Preference points a valid original or certified B-BBEE Status Level Verification Certificate from a SANAS registered verification agency or EME's to submit a sworn affidavit signed by the EME representative and attested by Commissioner of oaths to validate the claim, **No B-BBEE Status Level Verification Certificate – No points to be claimed.**
- ↯ Bidders should be registered on the CSD Supplier Database with a Tax Compliant Status.
- ↯ Bidders are to submit Certificate of Good Standing from their local municipality/ Municipal Billing Clearance Certificate.
- ↯ Awarded bidders and its directors must not be in arrears.
- ↯ Failure to complete all tender forms, data sheets and submit all supplementary information will lead to the tender being considered non-responsive.
- ↯ Bids which are late, incomplete, not completed in black ink, unsigned or submitted by facsimile or electronically will not be accepted;
- ↯ Bids submitted are to hold good for a period of 90 days.
- ↯ The Blue Crane Route Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;

- ↵ **Bidders to note, that a Pre-Qualification Evaluation will be undertaken. A minimum of 70% must be scored in order to proceed to the Financial Evaluation.**
- ↵ **Successful bidders will be required to register as a supplier/services provider on the BCRM's Supplier/Services Provider Database, if not already registered.**
- ↵ **Proof of Registration with Financial Services Board (FSB) /Financial Sector Conduct Authority (FSCA)**
- ↵ **Compliance with FAIS, Act 2002**
- ↵ **It is expected of all bidders to fill in Section 4.4 Authority of Signatory**

**Enquiries in writing only should be directed:**

To: **Mr C Everson** Email: [ceverson@bcrm.za](mailto:ceverson@bcrm.za) (Technical Queries)

Copy in: **Ms A Mbebe** Email: [procurement@bcrm.gov.za](mailto:procurement@bcrm.gov.za) (Technical queries)

Mr Thabiso Klaas  
MUNICIPAL MANAGER  
BLUE CRANE ROUTE MUNICIPALITY  
P O BOX 21  
SOMERSET EAST  
5850  
03 JUNE 2021

## **SECTION 1.2: TENDER CONDITIONS AND INFORMATION**

### **1.2.1 General and Special Conditions of Contract**

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

### **1.2.2 Acceptance or Rejection of a Tender**

The Municipality reserves the right to withdraw any invitation to tender and/or to readvertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

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

### **1.2.3 Validity Period**

Bids shall remain valid for ninety (90) days after the tender closure date.

### **1.2.4 Cost of Tender Documents**

Payment for tender documents, if specified, must be made by a crossed cheque payable to the Blue Crane Route Municipality or directly at the cashiers at 67 NOJOLI STREET, Somersert East. These costs are non-refundable.

### **1.2.5 Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Database.

### **1.2.6 Completion of Tender Documents**

(a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Section 5: DECLARATION must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.

(b) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.

(c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(d) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with contact person for the tender before the tender closure.

(e) No tipex to be used, usage of tipex will result in the disqualification of the tender.

## **1.2.7 Compulsory Documentation**

### **1.2.7.1 Tax Clearance Certificate**

(a) CSD Report with a Tax compliance status must accompany the bid documents. In the case of a Consortium/Joint Venture every member must submit a separate Tax Clearance Certificate with the bid documents.

## **1.2.8 Other Documentation**

### **1.2.8.1 Construction Industry Development Board (CIDB) (If applicable)**

When applicable, the bidder's CIDB registration number must be included with the tender. The Municipality will verify the bidder's CIDB registration during the evaluation process.

### **1.2.8.2 Municipal Rates, Taxes and Charges**

A successful bidder and its directors must not be in arrears for more than 90 days with any municipality they are residing in.

## **1.2.9 Authorised Signatory**

(a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

(b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

## **1.2.10 Site / Information Meetings**

(a) Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register..

(b) All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

## **1.2.11 Samples**

Samples, if requested, are to be provided to the Municipality with the tender document or as stipulated.

**1.2.12 Quantities of Specific Items**

If tenders are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder. The process will be continued to the Municipality's satisfaction.

**1.2.13 Submission of Tender**

(a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and placed in the **tender box at 67 NOJOLI STREET SOMERSET EAST by not later than 12:00 on 18 June 2021.**

(b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

**1.2.14 Expenses Incurred in Preparation of Tender**

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

**1.2.15 Contact with Municipality after Tender Closure Date**

Bidders shall not contact the Blue Crane Route Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Blue Crane Route Municipality, it should do so in writing to the Blue Crane Route Municipality. Any effort by the firm to influence the Blue Crane Route Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

**1.2.16 Opening, Recording and Publications of Tenders Received**

- (a) Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. The names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.
- (b) Details of tenders received in time will be recorded in a register which is open to public inspection.
- (c) Faxed, e-mailed and late tenders will not be accepted.

### 1.2.17 Evaluation of Tenders

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents.

### 1.2.18 Procurement Policy

Bids will be awarded in accordance with the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2017 and its amendments as well as the Municipality's Supply Chain Management Policy.

### 1.2.19 Contract

(a) The successful bidder will be expected to sign the agreement in Section 6 of this bid document. The signing of both Parts of Section 6 of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.

### 1.2.20 Subcontracting

(a) The Contractor shall not subcontract the whole of the Contract.

(b) Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

(c) The contractual relationship between the Contractor and any subcontractors selected by the Contractor in consultation with the Municipality in accordance with the requirements of and a procedure contained within the Scope of Work, shall be the same as if the Contractor had appointed the subcontractor in terms of paragraph (b) above.

(d) Any consent granted in accordance with paragraph (b) or appointment of a subcontractor in accordance with paragraph (c) shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

(e) The Contractor shall not be required to obtain such consent for –

- (i) the provision of labour, or
- (ii) the purchase of materials which are in accordance with the Contract, or
- (iii) the purchase or hire of Construction Equipment.



### **1.2.21 Language of Contract**

The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.

### **1.2.22 Extension of Contract**

The contract with the successful bidder may be extended should additional funds become available.

### **1.2.23 Stamp and Other Duties**

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

### **1.2.24 Wrong Information Furnished**

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

### **1.2.25 Past Practices**

- (a) The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.
- (b) The bid of any bidder may be rejected if it is or has been found that the bidder or any of its directors influenced or tried to influence any official or councillor with this or any past tender.
- (c) The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favour, hospitality or any other benefit in any improper way, with this or any past tender.

### **1.2.26 Validity of BEE certificates:**

- (a) A valid original or certified B-BBEE Status Level Verification Certificate from SANAS registered agency or EME's to submit a sworn affidavit signed by the EME representative and attested by Commissioner of oaths to validate the claim

**FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED**

**1.2.27 Letter of Good Standing from the Commissioner of Compensation**

- (a) A valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof, must accompany the bid.
- (b) In the case of a Consortium/Joint Venture every member must submit a separate valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof with the bid documents.
- (c) If a bid is not supported by a valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof, either as an attachment to the bid documents or on record in the case of suppliers registered on the Supplier Database of the Municipality, the Municipality reserves the right to obtain such document after the closing date. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.
- (d) If a bid is accompanied by proof of application for valid Letter of Good Standing from the Compensation Commissioner, the original or certified copy thereof must be submitted on/or before the final date of award.
- (e) Should a bidder's Letter of Good Standing from the Compensation Commissioner expires during the contract period, a valid certificate must be submitted within an agreed upon time.
- (f) The right is reserved to not award a tender if a valid Letter of Good Standing from the Compensation Commissioner or a certified copy thereof is not submitted within the requested time.

**1.2.28 Enquiries**

Enquiries in connection with this tender, prior to the tender closure date, may be addressed to Mr C Everson at telephone (042) 2436400 ext 6445

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## 1.3 GENERAL CONDITIONS OF CONTRACT

### 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **4. Standards**

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

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

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent Rights**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## **7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

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

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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

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

## **9. Packing**

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

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

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental Services**

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

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

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

## **14. Spare parts**

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

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

## **15. Warranty**

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

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

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

- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.
- 18. Variation orders**
- 18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.
- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:  
(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:  
(i) the name and address of the supplier and / or person restricted by the purchaser;  
(ii) the date of commencement of the restriction  
(iii) the period of restriction; and  
(iv) the reasons for the restriction. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

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

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

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure. 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

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

- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.
- 28. Limitation of Liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language**
- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law**
- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.
- 31. Notices**
- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.
- 33. Transfer of contracts**
- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser
- 34. Amendment of contracts**
- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
- 35. Prohibition of restrictive practices**
- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998. 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.



## SECTION 1.3 TERMS OF REFERENCE

### 1.3.1 PURPOSE

The purpose of this document is to invite proposals from service providers who can provide a reasonable but competitive risk cover in the form of a concise, readable explanation of various insurance covers. The proposed insurance covers must assist BLUE CRANE ROUTE MUNICIPALITY in handling and managing the various risk exposures.

### 1.3.2 BACKGROUND

According to the Constitution of 1996, section 217(1) state:

“An organ of state **must** contract for goods and services in accordance with a system which is fair, equitable, transparent, competitive and cost effective”

Section 217(2) states:

“What is said in section (1) does not prevent the organ of state to implement a procurement policy providing for preference in allocation of contracts and the protection and advancement of persons, disadvantaged by unfair discrimination. It then however stipulates in section (3) that **national legislation must prescribe a framework** within which the policy may be implemented. According to Practice Note 7 of 2007/2008 as issued by National Treasury, the threshold values of any amount more than R200, 000.00 an organ of state when contracting for goods and services should invite competitive bids. It is in line with the Constitution and National Treasury Practice Notes that BLUE CRANE ROUTE MUNICIPALITY opted to take the matter through the competitive bidding process.

### 1.3.3 SCOPE AND DELIVARABLES (Refer to “Section 1.6 and Section 1.7.1” )

The service provider will be expected to address the following risk areas and also provide reliable information on the following:

- a) Buildings Combined
- b) Office contents
  - Furniture and Fittings
- c) Business Interruption
- d) Accounts receivable
  - Loss or damage by accident to the books of accounts / records, consequently unable to trace outstanding Debit balances
- e) Theft
  - Damage to contents, at any building as a result of theft accompanied by with or without forcible entry into or exit from the building
- f) Money
- g) Glass

- Internal and External Glass (including mirrors)
- h) Goods in Transit
- i) Business All Risk
  - As per BLUE CRANE ROUTE MUNICIPALITY Asset Register e.g. laptops
- j) Public Liability
  - Loss or damage to third party property or injury/death to third parties due to negligence of BLUE CRANE ROUTE MUNICIPALITY employees
    - Probable events (any one period)
      - Defamation and wrongful arrest
      - Errors and Omissions
      - Products liability
      - Legal Defence Costs
      - Personal injury
      - Advertising Liability
      - Spread of Fire
- k) Motor Fleet Liability
- l) Employer's Liability
  - Death or bodily injury to or illness of any person employed under a contract of service, and which occurs in the course of and in connection with such person's employment
- m) Stated benefits
  - 24 hour cover for bodily injury by accident, violent, external, internal and visible means to employees
- n) Group Personal Accident
- o) Motor
  - Comprehensive cover for damage / loss of motor vehicles
- p) House owners
- q) Difference in Conditions
- r) Electronic equipment
  - Physical loss or damage to property belonging to BLUE CRANE ROUTE MUNICIPALITY or held by BLUE CRANE ROUTE MUNICIPALITY in trust or on commission for which they are responsible
- s) Machinery Breakdown
- t) Machinery Breakdown (LOP)
- u) Aerodrome Owners Liability
- v) Small Craft
- w) Violation of Conditions and Abscondence
- x) Deterioration or Putrefaction of Stock
- y) Contractors All Risks
- z) SASRIA
  - Riot and strike, and political riot

aa) Fidelity Guarantee

- Cover against commercial crime / fraud caused by hackers or BLUE CRANE ROUTE MUNICIPALITY employees

bb) Combined Risk

- Cover against all property constructed of brick, stone, concrete or metal on metal framework and roofed with slate, tiles, metal, concrete, asbestos or thatch
- Insured Risks (Combined):
  - Fire, lightning, thunderbolts, subterranean fire, explosions, implosions, spontaneous combustion, fermentation, charring, smoke, storm, wind, water, hail or snow, earthquake, earth tremor, aircraft, impact, theft and accidental damage due to sanitary ware

cc) Support

- One-on-one dedicated Claims Consultant

dd) Claims

- 30 calendar days turn-around time for outcome of claim from the date of submission of the claim

ee) Innovations

- Additional extras

### **1.3.4 BLUE CRANE ROUTE MUNICIPALITY UNDERTAKINGS**

BLUE CRANE ROUTE MUNICIPALITY partakes to contribute towards the project in the following:

- Report lost / stolen assets within a period of 30 days
- Provide information (changes in the insured value) on a quarterly basis
- We shall honour to pay premiums timeously according to the general conditions of contract

### **1.3.5 PERFORMANCE MANAGEMENT CRITERIA**

The following will form part of BLUE CRANE ROUTE MUNICIPALITY performance review criteria:

- Quarterly Progress Meetings, or as and when required
- Quarterly claims history, or as and when required
- 30 days turn-around time on the outcome of claims
- To ensure BLUE CRANE ROUTE MUNICIPALITY is not compromised due to the following:
  - o Service providers Portfolio Changes
  - o Service providers HR Capacity
  - o Service providers Financial Viability, and
  - o Other relevant matters that could impact the service provider

### **1.3.6 VALIDITY PERIOD REQUIREMENT**

Thirty six (36) months contract, effective July 2021, subject to the above quarterly performance regime and the general conditions of contract (including Special general conditions of contract)

### 1.3.7 PRICING

Pricing will be based on the insured value in terms of Section 1.7.

- **Any future premium adjustments and/or escalations must be based on a pre-determined formula which must be included in the tender proposals. The bidders must also provide a scenario of how this formula through examples.**

### 1.3.8 SPECIAL CONDITIONS OF CONTRACT

Insured values provided in the proposal are subject to change and cannot be used to prejudice BLUE CRANE ROUTE MUNICIPALITY

Section 1.4 is part of Tender document

### 1.3.9 MANDATORY INFORMATION

- ALL Supply Chain Bid documents
- Most recent audited financial statements (2018/2019/2020). ***Anything before the stipulated financial years will be disqualified***
- Tenderer must submit Financial Services Board (FSB) / Financial Sector Conduct Authority (FSCA) License Certificate
- Compliance with FAIS Act
- Bidders should be registered on the Central Supplier Database with a Tax Compliant Status.
- Proof of compliance with FAIS, Act of 2002

### 1.3.10 TENDER REQUIREMENTS

Interested parties should submit tender proposals that include the following for consideration:

- Details of completed/current services by the service provider, including contactable references
- A detailed breakdown of the tender price and the pricing structure
- A statement of risks and assumptions by the service provider in terms of successful completion/ conclusion of the assignment
- A valid original or certified B-BBEE Status Level Verification Certificate from SANAS registered agency or EME's to submit a sworn affidavit signed by the EME representative and attested by Commissioner of oaths to validate the claim
- Submission of a Client Portfolio, wherein, the tenderer is required to include at least two (2) lowest client profiles and two (2) highest client profiles

Each page of tender document be initialed in black ink

### 1.3.11 EVALUATION

**The following evaluation method will be used:**

- After the closing date of the bid invitation, an appointed evaluation committee of BLUE CRANE ROUTE MUNICIPALITY Officials and possibly other external parties will evaluate the proposals of the bidders.
- The Committee will evaluate each of the bid proposals received against the appointed criteria as provided for in the Preferential Procurement Policy Regulation of 2017

Bids will be evaluated on 80/20 point system as outlined in the PPPFA.

Pre- qualification Evaluation will be undertaken

1. Functionality and
2. PPPFA points (price)

Pre-qualification Evaluation will be undertaken. A minimum threshold of 70% must be scored in order to proceed to the Financial Evaluation.

**Phase 1: Technical Proposal - Functionality**

Experience	50
Expertise	30
Methodology	<u>20</u>
	<b>100</b>

**Phase 2: Financial Proposal**

Price	80
BBBEE	<u>20</u>
	<b>100</b>

**Evaluation Criteria as stipulated below:**

<b>CRITERIA FOR FUNCTIONALITY</b>		<b>WEIGH</b>																		
<p><b>Experience in the industry</b></p> <ul style="list-style-type: none"> <li>List of projects (attach proof of contracts), undertaken by the bidder in providing short term insurance services. In order to qualify the bidder must have at least completed five (5) projects successfully.</li> <li>Previous provision of short term insurance experience in Public Sector. A bidder must Attach proof of three (3) contracts successfully completed with contactable references</li> </ul>		<p>25</p> <p>25</p>																		
<p><b>Expertise</b> (Experience Insurance Portfolio of this extent)</p> <p>1. Accounts Manager</p> <p>2. Internal claims broker</p> <p>(indicate name of officials and provide CVs with relevant qualifications)</p>	<table border="0"> <tr> <td><u>Accounts Manager:</u></td> <td>Plus</td> <td><u>Internal Broker:</u></td> </tr> <tr> <td>3years = 5</td> <td></td> <td>1 year = 3</td> </tr> <tr> <td>5years = 10</td> <td></td> <td>2 years = 5</td> </tr> <tr> <td>10years = 15</td> <td></td> <td>3 years = 7</td> </tr> <tr> <td></td> <td></td> <td>5 years = 10</td> </tr> <tr> <td></td> <td></td> <td>10 years = 15</td> </tr> </table>	<u>Accounts Manager:</u>	Plus	<u>Internal Broker:</u>	3years = 5		1 year = 3	5years = 10		2 years = 5	10years = 15		3 years = 7			5 years = 10			10 years = 15	30
<u>Accounts Manager:</u>	Plus	<u>Internal Broker:</u>																		
3years = 5		1 year = 3																		
5years = 10		2 years = 5																		
10years = 15		3 years = 7																		
		5 years = 10																		
		10 years = 15																		
<p><b>Methodology:</b> (Clearly demonstrate how the contract will be managed, give a detail process to be follow for claims and payments including waiting periods for claims to be processed.)</p>	<p><b># <u>Draft Service Level Agreement</u></b> <b>= (4 max total)</b></p> <p><u>Sections:</u> Purpose / Appointment and Duration/ Service Team/The Service and Exclusion/ Placement of Insurance/Our Commitment to you/Remuneration and Expenses/Additional Services/Restriction of Liability/General/Terminating this Agreement/Applicable Law/Dispute Resolutions/Terms of Condition of Business</p> <p><u>Notes:</u> The Terms of Condition of Business (draft) may be included as a section within (or as Annexure to) the SLA or provided separately in addition.</p> <p><u>Notes on point(s) allocation:</u> - (2p) All sections, excluding the terms of Condition of Business, addressed within the SLA - (2p) Terms of Condition of Business (draft)</p>	20																		

	<b># <u>Claims Procedure Manual</u></b> <b>= (16 max total)</b> (a) General Claims (4max)                      (c) Non-Motor Claims (4max) (b) Motor Claims (4max)                        (d) Glass/ Windscreen Claims (4max)	
	<u>Notes on point(s) allocation:</u> -2marks: clear heading/name of procedure with Action(s) required of the Insured (1p) with clear timeframes (per hours or days or relevant period) until conclusion of claim (1p). -2marks: clear heading/name of procedure with Action(s) performed by the broker/insurer (1p) with clear timeframes (per hours or days or relevant period) until conclusion of claim (1p).	
<b>Total</b>		<b>100</b>
<b>Threshold [Bidders must get a minimum of 70 to be evaluated further.]</b>		<b>70</b>

**Bidders should take note of the above Pre-evaluation criteria.**

- [a] All the necessary documentation must be submitted for the Evaluation Panel to make an informed evaluation. Evaluation of the Technical (Quality) Requirements will be based on the information provided by the bidder.
- [i] **Experience** - The experience annexure must be completed. Only list projects of a similar nature undertaken by the company.
  - [ii] **Expertise** –. The capacity of the company/team to undertake the work must be provided for evaluation purposes.
  - [iii] **Methodology** – The bidder must clearly demonstrate how the contract will be managed, give a detail process to be follow for claims and payments including waiting periods for claims to be processed.
- [b] Bids that do not meet a minimum of 70 points out of 100 in total for the criteria listed above will not be considered further on price and BBEE.

**B-BBEE Status Level of Contribution**

80 points for price the remaining 20 points will be allocated in terms of Regulation 6(2) of the Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Statuses Level of Contributor</b>	<b>Number of Points (80/20 System)</b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>16</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-Compliant Contributor</b>	<b>0</b>

### **1.3.12 SPECIAL CONDITIONS**

The following should be noted by interested parties:

- Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in BLUE CRANE ROUTE MUNICIPALITY
- Materials and products may not be made available to any unauthorised person or institution or sold for profit without prior written consent from BLUE CRANE ROUTE MUNICIPALITY
- On completion or termination of the agreement, all materials and products must be handed over to BLUE CRANE ROUTE MUNICIPALITY.
- No information concerning the tender or award of the tender may be made available by the tenderer to other parties without prior consultation and written approval from BLUE CRANE ROUTE MUNICIPALITY
  
- BLUE CRANE ROUTE MUNICIPALITY reserves the right to terminate the appointment or any part thereof; at any stage of completion should BLUE CRANE ROUTE MUNICIPALITY decide not to proceed with the project/tender process.
- Should the contract between BLUE CRANE ROUTE MUNICIPALITY and the service provider be terminated by either party due to reasons not attributed to the service provider, the service provider will be remunerated for the appropriate cover received for the specific months.
- Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from BLUE CRANE ROUTE MUNICIPALITY



Section 1.4 and Section 1.5 is part of the Tender document

### 1.3.13 ENQUIRIES (In writing only)

**For further information, please contact the following people:**

General / Technical Enquiries:

To: Mr C Everson	on Tel: 042243 6445	<b>Email:</b> <a href="mailto:ceverson@bcrm.gov.za">ceverson@bcrm.gov.za</a>
Copy in: Ms. A Mbebe	on Tel: 042 243 6463	<b>Email:</b> <a href="mailto:procurement@bcrm.gov.za">procurement@bcrm.gov.za</a>

Supply chain queries:

Ms N Makalima	on Tel: 042 243 6441	Email: <a href="mailto:nozukom@bcrm.gov.za">nozukom@bcrm.gov.za</a>
Copy in ;Ms T Mapekula	on Tel: 042 243 6487	<b>Email:</b> <a href="mailto:tmapekula@bcrm.gov.za">tmapekula@bcrm.gov.za</a>

**Section 2.2**  
**INSURANCE BROKER QUESTIONNAIRE**

Please complete this questionnaire based on the activities of your office, unless the instructions provide otherwise. If expertise from other offices will be available and/or necessary in servicing our requirements, please specify these services, the offices and personnel to be involved. Kindly include a copy of your most recent annual report and financial statements when returning this questionnaire, and any other material describing your services and organization that you believe may be appropriate.

1. NAME OF FIRM: \_\_\_\_\_

DATE ESTABLISHED: \_\_\_\_\_

POSTAL ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHYSICAL ADDRESS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**2. IN TERMS OF FAIS (FINANCIAL ADVISORY AND INTERMEDIARY SERVICES), PROVIDE THE FOLLOWING INFORMATION:**

2.1 Are you FAIS compliant? \_\_\_\_\_

2.2 Please state your FAIS number. \_\_\_\_\_

2.3 Supply name of your Compliance Officer. \_\_\_\_\_

**3. WE CARRY INSURANCE TO PROTECT US AND OUR CLIENTS, AS FOLLOWS:**

3.1 a) Limit R \_\_\_\_\_ b) Insurer \_\_\_\_\_

3.2 Please provide certificates of such insurance as indicated.

**4. NAMES OF OFFICE PRINCIPALS, THEIR EXPERIENCE & PROFESSIONAL QUALIFICATIONS**

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4.1 ANNUAL GROSS INCOME OF YOUR OFFICE

Financial year ended:

	<b>Local R</b>	<b>National R</b>	<b>Total R</b>
Premiums			
Commission			
Fees			
Other			
TOTAL			

4.2 DESCRIBE YOUR SERVICE CAPABILITIES IN THE COUNCIL'S AREA OF JURISDICTION:

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**5. EXPOSURE IDENTIFICATION SERVICE**

5.1 PLEASE DESCRIBE SPECIFIC TECHNIQUES AND PROCEDURES WHICH MAY BE USED TO ASSIST US IN IDENTIFYING CURRENT ANTICIPATING NEW EXPOSURES TO ACCIDENTAL LOSS:

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5.2 CAN FACILITY INSPECTIONS BE MADE BY YOUR STAFF?

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**6. RISK EVALUTION SERVICES:**

6.1 How often will you review claims and reserves?

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6.2 How frequently will loss runs be provided?

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6.3 Will you provide loss frequency and severity forecasts?

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6.4 Can you provide loss development and trend analysis?

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6.5 Do you provide property evaluation services?

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6.6 Can you provide qualified "risk benefit "analysis?

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6.7 Can you establish and /or review property "maximum foreseeable loss: and "probably maximum loss" estimated.

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**7. RISK AND LOSS CONTROL SERVICES:**

7.1 Describe your internal loss prevention engineering capabilities, including number of Specialists, their years of expertise, their availability and their cost:

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7.2 What risk and loss control services do you contemplate being provided by Insurers. How frequently and how do you propose to review and monitor these services?

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7.3 How do you plan to review new construction / fabrication designs?

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**8. INSURANCE MARKETING SERVICES:**

8.1 Do you have contingency commission arrangements?

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Is your access to the excess or surplus line market via:

a) Your own organization \_\_\_\_\_ b) An outside agency \_\_\_\_\_

8.2 Which Lloyd's broker (s) do you use?

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8.3 Describe your capabilities and experience in:

a) Self—insurance plans \_\_\_\_\_ b) Cash flow plans \_\_\_\_\_

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**MAJOR INSURANCE MARKETS:**

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**9. CLAIMS HANDLING:**

9.1 Do you provide this service? (If the answer to this question is yes, please describe Services)

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9.2 Will claims (and of what amount) be referred to us for review and comment prior to Settlement?

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9.3 Can you assist in self insured claims administration?

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**10. CONFIDENTIALITY: HOW DO YOU PROPOSE TO MAINTAIN THE CONFIDENTIALITY OF INFORMATION ABOUT OUR INSTITUTION**

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**SECTION 3.1: MBD1: BID FOR THE REQUIREMENTS OF THE BLUE CRANE ROUTE MUNICIPALITY**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE BLUE CRANE ROUTE MUNICIPALITY</b>					
BID NUMBER:	T14/2021	CLOSING DATE:	18 JUNE 2021	CLOSING TIME:	12:00
DESCRIPTION	PROVISION OF SHORT TERM INSURANCE FOR A PERIOD OF THREE YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
67 NOJOLI STREET					
SOMERSET EAST					
5850					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER	.....		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	FINANCE DEPARTMENT		CONTACT PERSON	Mr C Everson	
CONTACT PERSON	MS N MAKHALIMA		TELEPHONE NUMBER	042243600/6445	

TELEPHONE NUMBER	0422436441	FACSIMILE NUMBER	
FACSIMILE NUMBER	0422432250	E-MAIL ADDRESS	ceverson@bcm.gov.za
E-MAIL ADDRESS	<a href="mailto:nozukom@bcm.gov.za">nozukom@bcm.gov.za</a>		

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
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.
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.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
<b>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.</b>	

**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: .....

**PRICING SCHEDULE – FIRM PRICES**

(PURCHASES)

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

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

Name of Bidder.....	Bid Number.....
Closing Time .....	Closing Date .....
.....	

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

Exemptions, Further Extensions and/or Clauses to be indicated as additional information.

<b>PREMIUM SCHEDULE AND INDEX OF COVER</b>		
<b>Policy Sections Available</b>	<b>Sections Taken Yes/No</b>	<b>Annual Premium  (R)</b>
1. Buildings Combined	Yes	
2. Office Contents	Yes	
3. Accounts Receivable	Yes	
4. Theft	Yes	
5. Money	Yes	
6. Fidelity	Yes	
7. Business All Risks	Yes	
8. Group Personal Accident	Yes	
9. Stated Benefits	Yes	
10. Electronic Equipment	Yes	
11. Machinery Breakdown	Yes	
12. Public Liability	Yes	
13. Employer’s Liability	Yes	
14. Excess Layer Liability	Yes	

15. Motor Vehicles Exceeding R500 000.00	Yes	
16. Motor Fleet	Yes	
17. Motor Fleet Liability	Yes	
Basic Premium		
LTA Discount		
Policy Premium		

<b>SOUTH AFRICAN SPECIAL RISKS INSURANCE ASSOCIATION</b>		
<b>Section</b>	<b>Sections Taken For SASRIA Yes/No</b>	<b>Annual Premium (R)</b>
1. Buildings Combined	Yes	
2. Office Contents	Yes	
3. Accounts Receivable	Yes	
4. Theft	Yes	
5. Money	Yes	
6. Fidelity	Yes	
7. Business All Risks	Yes	
8. Group Personal Accident	Yes	
9. Stated Benefits	Yes	
10. Electronic Equipment	Yes	
11. Machinery Breakdown	Yes	
12. Public Liability	Yes	
13. Employer's Liability	Yes	
14. Excess Layer Liability	Yes	
15. Motor Vehicles Exceeding R500 000.00	Yes	
16. Motor Fleet	Yes	
17. Motor Fleet Liability	Yes	
Basic Premium		
LTA Discount		

SASRIA Premium

SASRIA Premium – Final		
Policy Premium – Final		
Total Premium – Final		

**SECTION 1.7.1 BID VALUES**

**SHORT TERM INSURANCE COVER FOR BLUE CRANE ROUTE MUNICIPALITY**

**PERIOD July 2021 to June 2024 (36 Months)**

**1. Buildings Combined Section**

<b>BUILDINGS COMBINED SECTION</b>			
<b>Details</b>		<b>Sum Insured Limit of Indemnity/ (R)</b>	<b>Annual Premium  (R)</b>
<b>ITEM</b>	<b>Inc</b>		
<p><b>Description of Property Insured</b></p> <p>1. Buildings (<u>including</u> Thatch buildings or structures and property stated under items6)</p> <p>2. Plant and Machinery</p> <p>3. Contents</p> <p>4. Thatch Buildings / Structure and their contents</p> <p>5. Stock and Materials in Trade</p> <p>6. Private Dwellings, Residential Units, Hotels and Flats</p> <p>7. Contents of Item 6 (above)</p> <p>8. Sub-stations, mini sub-stations, transformers, etc.</p> <p>9. Other (Multiple layers possible as below)</p> <p># Library and Related Contents</p> <p># Cemeteries</p> <p># Sports and Recreation Facilities</p> <p># Stadiums</p> <p># Reservoirs</p> <p># All Sewerage works, pump stations, etc.</p> <p># Property in the open</p> <p># Non-Standard structures - Mobile offices (fixed)</p> <p># All water and purification works and pump stations</p>		R 1152 664 825.81	



<p>In respect of buildings and structures:  # 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, traffic signs lamp posts  # Standard construction shall mean buildings and structures constructed of brick, stone or concrete and roofed with slate, tiles, metal, concrete or asbestos</p> <p>Standard Construction with SASRIA cover</p> <p><b>Additional Perils</b>  Subsidence and Landslip  Motor Vehicles whilst parked  Riot and Strike (Other than RSA and Namibia)  Leakage of Oils, Chemicals or Other Fluids  Wash basins and Sanitary ware  Thatch structure unless specifically insured under item 4 of the description of insured property</p>	<p>No  Yes  No  Yes  Yes  Yes</p>	<p>R 100 000.00</p>	
<b>PREMISES</b>			
<p>All premises permanently or temporarily owned used or occupied by the Insured</p>			
<b>EXTENSION</b>			
<p>Reasonable precautions  Day One Average Basis</p>	<p>Yes</p>	<p>R 10 000.00  Non Adjustable  (Default)</p>	
<p>(a) Escalation  Specific Percentage  (b) Capital additions</p>	<p>No  0%</p>		
<p><b><i>The Sums insured of R 1152 664 825.81 includes the following:</i></b>  # All substations, mini substations, transformers, transmission and distribution lines (including their</p>			

*supporting structures), electricity cables, electrical switchgear and reticulation including fixtures and fittings relating thereto*

*# All water purification works, reticulation, meters and pump stations, reservoirs, water towers and property relating thereto, dam walls, dam contents, canals and reservoir contents, water Piping as well as storm water piping including their supporting structures.*

*# All sewerage works, pump stations and property relating thereto*

*# Property in the open - included*

*# Pavilions, sport stadiums, spectator stands, outdoor sports playing or recreational surfaces, tartan tracks.*

*# Driveways, pavements, outdoor parking surfaces.*

*# Road, road and rail bridges, road and rail tunnels, manhole covers.*

*# Aircraft runways and aprons.*

*# Land, topsoil, backfill, drainage or culverts.*

*# Property or structures in course of construction, erection, dismantling testing or supplies in connection therewith.*

*# Property damaged in result of its undergoing any process of manufacture, conversion or treatment.*

**NB!: SASRIA Cover for Councillors:**

- 11 x Councillors
- Please note that the SALGA limits apply for the SASRIA Cover per Councillor for their Homes (owners) and their contents.

Claims Preparation Costs

Yes

R 100 000.00

**Total Premium**

**FIRST AMOUNT PAYABLE**

Each and Every Claim

**Note:**

**General Memo and Endorsements**

For purpose of this section in respect of item 8 under the heading “*Description of property insured*”, this item includes reticulation equipment which means all conductors, other infrastructure and metering equipment necessary to allow the delivery of electricity from point of connection of a distribution network service provider’s assets to source of electricity supply, to the point of connection of the provider’s assets to the assess of an electricity consumer of an electricity supply authority.

**2. Office Contents**

<b>OFFICE CONTENT SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
Content not otherwise insured			
1. Theft or any attempt thereat		R 2 420 206.00	
2. All other perils		R 605051.60	
Loss of Documents		R 300 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Locks and Keys	Yes	R 5 000.00	
Malicious damage caused by thieves	Yes	R 80 000.00	
Claims Preparation Costs	Yes	R 100 000.00	

<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b> Each and Every Claim			

### 3. Accounts Receivable

ACCOUNTS RECEIVABLE SECTION			
Details	Inc	Sum Insured Limit of Indemnity/ Compensation (R)	Annual Premium (R)
<b>ITEM</b>			
Maximum any one claim – Loss of Debtors records (All towns) (Outstanding Debit Balances)	Yes	R 30 000 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b> Each and Every Claim			

#### 4. Theft

<b>THEFT SECTION</b>			
<b>Details</b>		<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>	<b>Inc</b>		
Contents of the Property of the Property of the Insured or for which they are responsible, whilst contained in any building used by the Insured First Loss Limit	Yes	R 80 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Property in the Open	Yes		
Malicious Damage	Yes	R 80 000.00	
Reasonable Precautions	Yes	R 7 500.00	
Lock and Keys	Yes	R 7 500.00	
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

5. Money

<b>MONEY SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
<b>SPECIFIC LIMITATIONS/DETAILS</b>			
1. Major Limit	Yes	R 500 000.00	
2. Money not contained on a locked safe or strong room: (i) in the custody of any authorised employee council member or principal of the insured whilst away from the insured's premises on a business trip anywhere in the world	Yes	R 5 000.00	
(ii) whilst on the insured's premises outside the hours during which the business operations of the insured are conducted	Yes	R 5 000.00	
2. in respect of loss or damage to crossed cheques or crossed money or postal orders	Yes	R 500 000.00	
3. Minor Limit	Yes	R 5 000.00	
4. In respect of any loss of or damage to Money – at any other time:	Yes	R 500 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Vending Machines	Yes		

Fuel Fleet Cards	Yes		
Personal Accident (Assault)	Yes	R 40 000.00	
Medical Expenses	Yes	R 5 000.00	
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

**6. Fidelity**

<b>FIDELITY SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
Limit any one Loss Insured Persons: All Councillors and Employee of the Insured Number of Councillors: 11 Number of Employees: 282		R 80 000.00	
Reduction / Reinstatement of office record insured amount		R 100 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			

Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b> Each and Every Claim			

**7. Business All Risks**

<b>BUSINESS ALL RISKS SECTION</b>			
<b>Details</b>		<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
	<b>Inc</b>		
<b>ITEM</b>			
1. Property of the Insured or for which they are responsible whilst anywhere on the world (as per schedule), excluding Laptops, Cellphone and Tablets		R 1 751 697.00	
2. Laptops and Portable Computer Equipment		R 457 960.00	
3. Cellphones		R 366 368.00	
4. Tablets		R 39 156.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			





<b>[MAXIMUM LIMIT AND ONE INSURED PERSON]</b>		R 2 000 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION/LIMITATION</b>			
Additional Death Benefit	Yes	R 20 000.00	
Repatriation Costs	Yes	R 20 000.00	
Mobility	Yes	R 20 000.00	
Relocation	Yes	R 20 000.00	
War Risks	Yes		
Business Hours Limitation	Yes		
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

**9. Stated Benefits**

<b>STATED BENEFITS SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
Basis of Cover: Blanket Cover Type: Business Limitation Total Annual Earnings			
<b>Circumstances:</b> #Death - 3 times annual earnings #Permanent Disability - such percentage of the death benefit as is specified for the particular disability		R 56 698 863.00	

#Temporary Total Disability - 100% of average weekly earnings for a period longer than 1 week but not longer than 52 weeks			
Medical Expenses		R 20 000.00	
<b>[MAXIMUM LIMIT AND ON EVENT (ACCUMULATION LIMIT)]</b>		R 10 000 000.00	
<b>[MAXIMUM LIMIT AND ONE INSURED PERSON]</b>		R 2 000 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION/LIMITATION</b>			
Additional Death Benefit	Yes	R 20 000.00	
Repatriation Costs	Yes	R 20 000.00	
Mobility	Yes	R 20 000.00	
Relocation	Yes	R 20 000.00	
War Risks	Yes		
Business Hours Limitation	Yes		
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

**10. Electronic Equipment**

<b>ELECTRONIC EQUIPMENT SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>

ITEM		
<b>Sub-Section A: Material Damage</b>		
1. QTY-1, Hardware/Accessories [Specified equipment]		R 10 217 296
Laptops		R 457 960.00
Data Carrying Media		R 57 245.00
Property Software		R 20 000.00
Capital Additions	25%	
Escalation	0%	
Currency Fluctuations	0%	
Limitation on cover	No	
<b>Sub-Section B: Business Interruption / Consequential Loss</b>		
Prevention of Access	No	
Increase in cost of working	Yes	R 99 000.00
Indemnity Period	6 Months	
Reconstruction of data	Yes	R 600 000.00
<b>PREMISES</b>		
All premises permanently or temporarily owned used or occupied by the Insured		
<b>EXTENSION</b>		
Incompatibility Cover	No	
Telecommunications access lines	No	

Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b> Each and Every Claim			

**11. Machinery Breakdown**

<b>MACHINERY BREAKDOWN SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
<b>Property Insured</b> Electricity Department, Water Department and Sanitation Department  Automatic Additions- R6050000		R 44 200 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Spoilage of Stock	No		
Expediting Cost	No		
Damage to surrounding property	No		
Automatic / Capital Additions - 0%	No		
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			



(Basis of Cover: Claims Made , Retroactive date: 01 July 2009)

**3. Directors and Officers Liability**

cause or source]

**R 1 000 000.00**  
[Any one period of insurance]

**R 10 000 000.00**  
[Any one event or series of events with one original cause or source]

**R 10 000 000.00**  
[Any one period of insurance]

**PREMISES**

All premises permanently or temporarily owned used or occupied by the Insured

**EXTENSION**

Wrongful Arrest and Defamation	Yes	R 250 000.00
Errors and Omissions	Yes	R 250 000.00
Products Liability and Defective Workmanship	Yes	R 250 000.00
Vibration, Removal and Weakening of Support	Yes	R 250 000.00
Legal Defence Cost	Yes	R 250 000.00
Professional Liability in respect of Medical Practitioners	Yes	R 250 000.00

or other Medical Officers			
Motor/Plant Third Party Liability	Yes	R 250 000.00	
Aerodrome Owners / Operators Liability	Yes	R 250 000.00	
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

### 13. Employer's Liability

EMPLOYERS LIABILITY SECTION			
Details	Inc	Sum Insured Limit of Indemnity/ Compensation (R)	Annual Premium (R)
<b>ITEM</b>			
Limit of Indemnity, (Basis of Cover: Claims Made) , Retroactive Date: (01 July 2009)		<b>R 2 000 000.00</b> [Any one event or series of events with one original cause or source] <b>Unlimited</b> [Any one period of insurance]	
<b>PREMISES</b>			



All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Extended Reporting - Months	No		
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b> Each and Every Claim			

**14. Excess Layer Liability**

<b>EXCESS LAYER LIABILITY SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
Property damage and Personal Injury , Retroactive Date: (01 July 2009)		<b>R 98 000 000.00</b> [Any one event or series of events with one original cause or source] <b>Unlimited</b> [Any one period of	

		insurance]
<b>PREMISES</b>		
All premises permanently or temporarily owned used or occupied by the Insured		
<b>EXTENSION</b>		
Advertising Liability-Any one event or series of events with one original cause or source	Yes	R 98 000 000.00
Advertising Liability-Any one period of Insurance	Yes	<b>Unlimited</b>
Use of firearms-Any one event or series of events with one original cause or source	No	-
Use of firearms-Any one period of Insurance	No	-
Municipal Police Liability-Any one event or series of events with one original cause or source	No	-
Municipal Police Liability-Any one period of Insurance	No	-
Wrongful Arrest and Defamation-Any one event or series of events with one original cause or source	Yes	R 2 000 000.00
Wrongful Arrest and Defamation-Any one period of Insurance	Yes	<b>R 2 000 000.00</b>
Errors and Omissions-Any one event or series of events with one original cause or source	Yes	R 2 000 000.00
Errors and Omissions-Any one period of Insurance	Yes	<b>R 2 000 000.00</b>
Products Liability and Defective Workmanship-Any one event or series of events with one original cause or source	Yes	R 2 000 000.00
Products Liability and Defective Workmanship-Any one period of Insurance	Yes	<b>R 2 000 000.00</b>
Medical Malpractice-Any one event or series of events with one original cause or source	No	-
Medical Malpractice-Any one period of Insurance	No	-
Spread of Fire-Any one event or series of events with one original cause or source	Yes	R 24 000 000.00
Spread of Fire-Any one period of Insurance	Yes	<b>R 24 000 000.00</b>
Motor Liability-Any one event or series of events with one original cause or source	Yes	R 23 000 000.00
Motor Liability-Any one period of Insurance	Yes	<b>R 23 000 000.00</b>

Employers Liability-Any one event or series of events with one original cause or source	Yes	R 3 000 000.00	
Employers Liability-Any one period of Insurance	Yes	<b>R 3 000 000.00</b>	
Claims Preparation Costs-Any one event or series of events with one original cause or source	Yes	R 100 000.00	
Claims Preparation Costs-Any one period of Insurance	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

**15. Motor Vehicles Exceeding R500000.00**

<b>MOTOR (Vehicles Exceeding R500000.00) SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
<b>Motor Vehicle exceeding R500 000.00 in Value</b>			
1. Hino Truck (Compactor) Year 2015 [Comprehensive Cover - Motor Vehicle]		R 2 036 596.00	
2. New Holland Grader Year 2014 [Comprehensive Cover - Motor Vehicle]		R 1 736 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			

<b>EXTENSION</b>			
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b> Each and Every Claim			

**16. Motor Fleet**

<b>MOTOR FLEET SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
<b>Motor Fleet Vehicle Basis</b>			
<b>No., Description, Cover, Limit, Number of Vehicles</b>			
1. Private Motor Vehicles up to 9 Seats, Comprehensive Cover, R500 000, x13		R 6 500 000.00	
2. Commercial Vehicles (LDV), Comprehensive Cover, R500 000, x45		R22 500 000.00	
3. Commercial Vehicles up to 7-10 Tons Trucks, Comprehensive Cover, R500 000, x6		R 3 000 000.00	
4. Tractors, Comprehensive Cover, R500 000, x4		R 2 000 000.00	
5. Trailers, Comprehensive Cover, R500 000, x23		R11 500 000.00	
6. Other, Comprehensive Cover, R500 000, x1		R 500 000.00	
7. Special Type Vehicles, Comprehensive Cover, R500 000, x11		R5 500 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or			

occupied by the Insured			
<b>EXTENSION</b>			
Medical expenses	Yes	R 5 000.00	
Conveyance of explosives	No		
Loss of Keys	Yes	R 5 000.00	
Theft or attempt theft of radios/sound equipment	No		
Theft or attempt theft of telephones (excluding cellphones)	No		
Car Hire Costs	No		
Wreckage Removal	Yes	R 10 000.00	
Fire Extinguishing Expenses	Yes	R 10 000.00	
Riot and Strike (Other than RSA and Namibia)	No		
Claims Preparation Costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

**17. Motor Fleet Liability**

<b>MOTOR FLEET LIABILITY SECTION</b>			
<b>Details</b>	<b>Inc</b>	<b>Sum Insured Limit of Indemnity/ Compensation (R)</b>	<b>Annual Premium (R)</b>
<b>ITEM</b>			
<b>Basis of Cover: Losses Occurring</b> <u>Sub- Section A: Loss or Damage</u> Description, Number of Vehicle Other, 105 Vehicles Motor Liability inclusive of all Vehicles		(See Section 15 and 16 prior this section 17)	

<u>Sub-Section B: Liability to Third Parties</u>			
(a) Passenger Liability - Fare Paying Passengers	No	-	
(b) Passenger Liability – Other (excluding Fare Paying Passengers)	Yes	R 2 000 000.00	
Any other event.	yes	R 2 000 000.00	
<b>PREMISES</b>			
All premises permanently or temporarily owned used or occupied by the Insured			
<b>EXTENSION</b>			
Contingent Liability	No		
Unauthorised Passenger Liability	No		
Conveyance of explosives	No		
Additional claims preparation costs	Yes	R 100 000.00	
<b>Total Premium</b>			
<b>FIRST AMOUNT PAYABLE</b>			
Each and Every Claim			

**SECTION 1.7.2 TOTAL BID VALUE (SUMMARY)**

	R
ANNUAL PREMIUM INCLUDING SASRIA (VAT incl) (All Above)	
PREMIUM WITH FULL COMMISSION VAT INCLUDED	
ANNUAL POLICY FEE (VAT incl)	

ANNUAL TOTAL	
LESS: COMMISSION PAID	
ADD: BROKERS FEE (VAT incl)	
<b>TENDER TOTAL (VAT incl)</b> <b>(Must equal Total Bid Price on MBD 1)</b>	

NAME OF COMPANY (BIDDER):

\_\_\_\_\_

THE VALUES REFLECTED HEREIN ARE CORRECT.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

- Required by: .....
- At: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/Not firm
- Delivery basis .....

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

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

\*Delete if not applicable





**ANNEXURE B: BID CHECK LIST**

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All Blue Crane Route Municipality Individuals bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid:

Item	Description	Documents Included	
		Yes	No
1	All Pages of the bid document have been read by the bidder		
2	All Pages requiring information have been completed in black ink		
3	All Pages have been initialled		
4	The Schedule of Quantities has been checked for arithmetic correctness		
5	Totals from each sub section of the Schedule of Quantities have been carried forward to the summary page		
6	The total from the summary page has been carried forward to the MBD 1 Bid Form		
7	All section requiring information have been completed		
8	The bidder has submitted the correct documentation, e.g. CSD with Tax Compliant etc.		
9	Supporting documents attached in respect of the pre-qualification evaluation to be undertaken		

**ANNEXURE C: 3 YEAR CLAIMS REPORTS**

**SECTION 4.1 MBD4: DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative: .....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

3.4 Company registration number:

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

3.8.1 If so, furnish particulars.

.....

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

(a) a member of –

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

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

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

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

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

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

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

\_\_\_\_\_

3.9.1 If so, furnish particulars.

.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If so, furnish the following particulars:

.....

3.11 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If so, furnish particulars

.....

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

3.12.1 If so, furnish particulars.

.....

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

3.13.1 If so, furnish particulars .....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

3.14.1 If yes, furnish particulars: .....

4. Full details of directors / trustees / members / shareholders.

.....

Full Name	Identity Number	State Employee Number	Income Tax Number

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## SECTION 4.2 MDB 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

---

### 1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

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

**5. BID DECLARATION**

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

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

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

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

YES	NO
-----	----

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

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

iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

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

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



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

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

- 8.1 Name \_\_\_\_\_ of  
Company/firm:.....
- 8.2 VAT \_\_\_\_\_ registration  
number:.....
- 8.3 Company \_\_\_\_\_ registration  
number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated:  
.....

Registered Account Number: .....

Stand Number: .....

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES	
1.	.....
2.	.....

.....	
SIGNATURE(S) OF BIDDERS(S)	
DATE	.....
ADDRESS	.....
	.....
	.....

**SECTION 4.3: MUNICIPAL RATES AND SERVICES**

Names of Directors/Partners/Senior Managers	Physical residential address of the Director/Partner/Senior Manager	Residential Municipal Account number(s)	Name of Municipality

**NB: Please attach copy/copies of Municipal Account(s)**

**DECLARATION**

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

**CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SECTION 4.4: AUTHORITY FOR SIGNATORY**

We, the undersigned, hereby authorize Mr / Mrs ..... acting in his/her capacity

as ..... of the business trading as ..... to sign all

documentation in connection with Tender.....

NAME OF MEMBERS / DIRECTORS	SIGNATURE	DATE

Note: If bidders attached a copy of their Authorised Signatory is it not necessary to complete this form.

**SECTION 4.5: MBD8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

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

## **SECTION 4.6 MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.



7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

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

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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

**SECTION 5: DECLARATION**

1. I hereby declare that I have read, understood, agree and comply with all of the sections below, if included, that it shall be deemed to form and be construed as part of this agreement:

- (i) Bidding documents, viz
  - Invitation to bid;
  - Tax clearance certificate;
  - Pricing schedule(s);
  - Technical Specification(s);
  - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations, 2011;
  - Declaration of interest;
  - Declaration of bidder's past SCM practices;
  - Certificate of Independent Bid Determination
  - Special Conditions of Contract;
- (ii) General Conditions of Contract; and
- (iii) Other (specify)

2. I confirm that I am duly authorised to sign this document.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2.	.....
DATE:	.....

**SECTION 6: CONTRACT FORM: PART 1 (TO BE FILLED IN BY THE BIDDER)**

**BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2) MUST FILL THIS FORM IN DUPLICATE. BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

(i) Bidding documents, viz

- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Technical Specification(s);
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

.....

WITNESSES

1. ....

2. ....

DATE: .....

**SECTION 6: CONTRACT FORM: PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I ..... in my capacity as.....  
Accept your bid under reference number **T14/2021** dated..... for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

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

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

SIGNED AT..... ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE ....