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BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 102/21: UNDERWRITING & MANAGEMENT OF MUNICIPAL SHORT TERM INSURANCE & RISK PORTFOLIO: CONTRACT PERIOD 1 JULY 2021 TO 30 JUNE 2022

TENDER NUMBER:	**B/SM 102/21**
DESCRIPTION:	**Underwriting & Management of Municipal Short Term Insurance & Risk Portfolio: Contract period: 1 July 2021 to 30 June 2022**
CLOSING DATE:	**2 June 2021**
CLOSING TIME:	**12h00**: Bids will be opened in the **Council Chambers or SCM Boardroom**

INFORMATION:

Tender Specifications:	**Monique Steyl** at 021 808 8512, email: Monique.Steyl@stellenbosch.gov.za
SCM Requirements:	Jane Sampson at 021 808 8520: Email: Jane.sampson@stellenbosch.gov.za
Office hours for collection;	**08h00-15h30**

A compulsory clarification meeting will be held at 10:00 on 21st May 2021 at Stellenbosch Library, Plein Street, Stellenbosch. Due to Covid-19 restrictions, a limited number of people may attend the compulsory meeting and it is therefore requested that only one representative per Company may attend. To control the number of people at the compulsory meeting, a notice of intention must be submitted by email to Adele.wagenaar@stellenbosch.gov.za by 19th May 2021 at 10:00 (48 hours before meeting). Only people registered will be allowed to attend the compulsory meeting. No walk-in attendance will be permitted. All attendees will be required to wear mask and need to bring own writing material.

COVID-19 Precautions: Screening for temperature, sanitising of hands, social distancing and the wearing of masks will be compulsory.

Tenders may only be submitted on the tender documentation issued by Stellenbosch Municipality and must be valid for 180 **days** after tender closing. Late, electronic format, telephonic or faxed tenders will not be considered and Stellenbosch Municipality does not bind itself to accept the lowest, part of or any tender.

Sealed tenders, must be clearly endorsed on the envelope with **"B/SM 102/21: Underwriting & Management of Municipal Short Term Insurance & Risk Portfolio, from 1 July 2021 to 30 June 2022",** and must be deposited in the tender box of Stellenbosch Municipality, Plein Street, Stellenbosch. The tender box can be accessed on 24 hours basis and tenders must be accompanied by the completed tender documents. Tenders not accompanied by a complete tender document, will not be considered.

NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy, relevant specification and functionality as depicted in the document and also the Preferential Procurement Regulations, 2017, promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553.

The preferential points system applied is as follows:

Price	**80**
B-BBEE status level of contribution	**20**
Total points for Price and B-BBEE	**100**

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This tender is subject to the general conditions of contract (GCC) and special conditions for tendering.
2. Relevant terms of reference.
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality.
4. No award will be made to tenderers whose tax status is non-compliant.
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid.
6. Functionality is applicable to this tender. Tenderers are required to attain a minimum score of 70 points for the functionality in order to be further evaluated in terms of the preference point's system.

*Tender documents, in English, are available free of charge on the website: www.stellenbosch.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fe**e of R201,00 per document.***

G Mettler (Ms)
MUNICIPAL MANAGER

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TENDER KENNISGEWING

STELLENBOSCH MUNISIPALITEIT NOOI U OM TE TENDER VIR B/SM 102/21: ONDERSKRYWING & BESTUUR VAN MUNISIPALE KORTTERMYN VERSEKERING & RISIKO PORTEFEULJE: KONTRAK PERIODE: 1 JULIE 2021 TOT 30 JUNIE 2022

TENDER NOMMER: **B/SM 102/21**
BESKRYWING: **Onderskrywing & Bestuur van Munisipale Korttermyn Versekering & Risiko Portefeulje: Kontrak periode: 1 Julie 2021 tot 30 Junie 2022**
SLUITINGSDATUM **2 June 2021**
TYD VAN SLUITING: **12h00:** Tenders sal oopgemaak word in die **Raadsaal of Voorsieningskanaalbestuur Raadsaal**

NAVRAE:
Tender spesifikasies: Monique Steyl by 021 808 8512: Epos: Monique.steyl@stellenbosch.gov.za
VKB vereistes: Jane Sampson by 021 808 8520: Epos: Jane.sampson@stellenbosch.gov.za
Kantoor Ure: 08h00-15h30

'n Verpligte toeligtingsvergadering word om 10:00 op 21 Mei 2021 in Stellenbosch biblioteek, Pleinstraat, Stellenbosch, gehou. As gevolg van Covid-19-beperkings, mag 'n beperkte aantal mense die verpligte vergadering bywoon en daarom word versoek dat slegs een verteenwoordiger per maatskappy dit mag bywoon. Om die aantal mense by die verpligte vergadering te beheer, moet 'n kennisgewing van voorneme teen 19 Mei 2021 om 10:00 (48 uur voor die vergadering) per e-pos aan Adele.wagenaar@stellenbosch.gov.za gerig word. Slegs geregistreerde persone mag die verpligte vergadering bywoon. Geen bywoning sal toegelaat word nie. Daar sal van alle deelnemers verwag word om masker te dra en moet hul eie skryfmateriaal saambring.

COVID-19 Voorsorgmaatreëls: Sifting van temperatuur, ontsmetting van hande, sosiale afstand en die dra van maskers is verpligtend.

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir **180 dae** na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëlde tenders duidelik gemerk: ""**B/SM 102/21: Onderskrywing & Bestuur van Munisipale Korttermyn Versekering & Risiko Portefeulje: Kontrak periode: 1 Julie 2021 tot 30 Junie 2022**", op die koevert, moet geplaas word in tenderbus by die kantore van Stellenbosch Munisipaliteit, Pleinstraat, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooide stel tenderdokumente. Tenderaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid, relevante spesifikasies en funksionaliteit soos vervat in die tender dokument asook die **Voorkeurverkrygingsregulasies 2017 wat op 20 Januarie 2017 deur die Minister van Finansies in Staatskoerant No 40553 afgekondig is.**

Tenderaars mag voorkeurpunte eis in terme van hul B-BSEB status vlak van bydrae as volg:

Prys:	80
BBSEB	20
Totale punte.	100

Die volgende voorwaardes vir tender soos volg: (versuim om te voldoen, kan veroorsaak dat u tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC) en spesiale voorwaardes vir die tender;
2. Toepaslike opdrag
3. Tenderaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëlde koevert wees wat duidelik gemerk is met die Tendernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.
6. Funksionaliteit is van toepassing op hierdie tender. Tenderaars moet n minimum van 70 punte behaal vir die funksionaliteit om verder geëvalueer te word in terme van die voorkeurpunte stelse

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnamefooi van **R201,00 per dokument.** Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.*

G Mettler (Me)
MUNISIPALE BESTUURDER

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TENDER NO.: B/SM 102/21

UNDERWRITING & MANAGEMENT OF MUNICIPAL SHORT TERM INSURANCE & RISK PORTFOLIO, FROM 1 JULY 2021 TO 30 JUNE 2022

PROCUREMENT DOCUMENT

NAME OF TENDERER:		
Total Bid Price (Inclusive of VAT) *(refer to page 66)*	**Option A** **R5,000 Excess, 1st Party Losses** **R15,000 Excess, 3rd Party Losses** **Applicable to All Policies**	**Option B** **R10,000 Excess, 1st Party Losses** **R25,000 Excess, 3rd Party Losses** **Applicable to All Policies**
BBBEE LEVEL		

MAY 2021

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Stellenbosch Municipality,
PO Box 17, Stellenbosch, 7599

Contact for Enquiries
Regarding Specifications
Monique Steyl
T: +27 21 808 8512
Monique.Steyl@stellenbosch.gov.za

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1. TENDER NOTICE & INVITATION TO TENDER

BID NOTICE

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G Mettler (Me)
MUNISIPALE BESTUURDER

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF MUNICIPALITY/ MUNICIPAL ENTITY*)					
BID NUMBER:	**B/SM 102/21**	CLOSING DATE:	**2 JUNE 2021**	CLOSING TIME:	**12:00**
DESCRIPTION	**UNDERWRITING & MANAGEMENT OF MUNICIPAL SHORT TERM INSURANCE & RISK PORTFOLIO: CONTRACT PERIOD 1 JULY 2021 TO 30 JUNE 2022**				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT **STELLENBOSCH MUNICIPALITY, TOWN HOUSE COMPLEX, PLEIN STREET, STELLENBOSCH**

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELLPHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
TAX COMPLIANCE STATUS	TCS PIN:		**OR**	CSD No:		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	**2.** ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES, ANSWER PART B:3]
3. TOTAL NUMBER OF ITEMS OFFERED		**4. TOTAL BID PRICE**	**R**
5. SIGNATURE OF BIDDER	……	**6. DATE**	
7. CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	**FINANCE: SCM**	CONTACT PERSON	**MONIQUE STEYL**
CONTACT PERSON	**JANE SAMPSON**	TELEPHONE NUMBER	**021 808 8512**
TELEPHONE NUMBER	**021 808 8520**	FACSIMILE NUMBER	**-**
FACSIMILE NUMBER	**-**	E-MAIL ADDRESS	**Monique.steyl@stellenbosch.gov.za**
E-MAIL ADDRESS	**Jane.sampson@stellenbosch.gov.za**		

PART B
TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
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.
2.	**TAX COMPLIANCE REQUIREMENTS**
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.
3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

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

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

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

DATE: ……..

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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY

2. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Certificate of Clarification/Virtual Meeting Attendance - Is the form duly completed and signed by both tenderer and agent of the Stellenbosch Municipality?	**Yes**		**No**	
Authority to Sign a Bid - Is the form duly completed and is a **certified copy** of the **resolution** attached?	**Yes**		**No**	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	**Yes**		**No**	
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a **CERTIFIED** copy of the **B-BBEE Certificate** issued by a Verification Agency accredited by SANAS **or** the **original Sworn Affidavit** attached?	**Yes**		**No**	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	**Yes**		**No**	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	**Yes**		**No**	
MBD 10 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the **Identity numbers**, **residential addresses** and **municipal account numbers** of **ALL** members, partners, directors, etc. provided on the form as requested?	**Yes**		**No**	
OHSA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid **Letter of Good Standing** from the Compensation Commissioner attached?	**Yes**		**No**	
Form of Indemnity - Is the form duly completed and signed?	**Yes**		**No**	
Pricing Schedule - Is the form duly completed and signed?	**Yes**		**No**	
Declaration by Tenderer - Is the form duly completed and signed?	**Yes**		**No**	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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3. CLARIFICATION MEETING CERTIFICATE

I / We*, the undersigned, certify that I / we* have examined the Site for the Works and its surroundings for which I / we* am / are* submitting this Tender and have, as far as practicable possible, familiarized myself / ourselves* with all information, risks, contingencies and other circumstances which may influence or affect my / our* tender.

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	

Please note the following:

1. *No latecomers will be allowed.*
2. *For all compulsory briefing sessions/clarification meetings, bids received from interested bidders that did not attend the meeting or arrived later than predetermined date and time, will be* ***disqualified***

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4. AUTHORITY TO SIGN A BID

1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

1.1. I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

1.2. I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. COMPANIES AND CLOSE CORPORATIONS

2.1. **If a Bidder is a COMPANY**, **a certified copy of the resolution by the board of directors**, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid,** that is, before the closing time and date of the bid

2.2. In the case of a **CLOSE CORPORATION (CC**) submitting a bid**, a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid.**

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

Is a CERTIFIED COPY of the resolution attached?	**YES**		**NO**	

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

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3. PARTNERSHIP

We, the undersigned partners in the business trading as _____ hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner			Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. CONSORTIUM

We, the undersigned consortium partners, hereby authorize_____ _____ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. _ _____ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

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5. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

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 supplies are so delivered and a valid receipt is obtained.

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

1.12. ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable.

1.13. 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.

1.14. “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.

1.15. “GCC” means the General Conditions of Contract.

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

1.17. “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 supplies covered by the bid will be manufactured.

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1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

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

1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.21. "Project site" where applicable, means the place indicated in bidding documents.

1.22. "Purchaser" means the organization purchasing the goods.

1.23. "Republic" means the Republic of South Africa.

1.24. "SCC" means the Special Conditions of Contract.

1.25. "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.

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

1.27. "Tort" means in breach of contract.

1.28. "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.

1.29. "Written" or "in writing" means handwritten 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, 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 supplies, 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 as 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.

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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:

7.3.1. 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

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

8.2. 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.

8.3. 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.

8.4. 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.

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

8.6. Any contract goods may on or after delivery be inspected, tested or analyzed 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.

8.7. 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 and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

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, and in any subsequent instructions ordered by the purchaser.

10. Delivery

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

11. Insurance

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

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

13. Incidental

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

13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;

13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;

13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

13.1.4. 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

13.1.5. 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.

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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:

14.1.1. 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;

14.1.2. in the event of termination of production of the spare parts:

14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

14.1.2.2. 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 in SCC.

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 in SCC 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 fulfillment of other obligations stipulated in the contract.

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

16.4. Payment will be made in Rand unless otherwise stipulated.

17. Prices

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

In cases where the estimated value of the envisaged changes in purchase does not vary more tha15% 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.

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19. Assignment

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

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

21. Delays in the supplier's performance

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

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

21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies 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 without the application of penalties.

21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the 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

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:

23.1.1. 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;

23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or

23.1.3. if the supplier, in the judgment 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.

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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 purchase 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:

23.6.1. the name and address of the supplier and / or person restricted by the purchaser;

23.6.2. the date of commencement of the restriction

23.6.3. the period of restriction; and

23.6.4. 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. Anti-dumping and countervailing duties and rights

When, after the date of bid, provisional payments are required, or antidumping 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 of 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

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

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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,

27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of liability

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

28.1.1. 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

28.1.2. 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

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

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.

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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

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

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 0f 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.

General Conditions of Contract (revised July 2010)

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6. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the **"Tender Number and Title"** clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.

2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

2.1. Tenders that are deposited in the incorrect box will not be considered.

2.2. Mailed, telegraphic or faxed tenders will not be accepted.

2.3. Documents may only be completed in non-erasable ink.

2.4. The use of correction fluid/tape is not allowed.

2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.

2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)

2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT.**

3. Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please insure that provision is made for VAT in these instances.

3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Stellenbosch Municipality is **4700102181.**

3 Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.

4 Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.

5 Tenders shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.

6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;

6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.

6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.

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7. Negotiations for a fair market related price

7.1 The award of the tender may be subject to price negotiation with the preferred tenderers.

8 This bid will be evaluated and adjudicated according to the following criteria:

8.1 Relevant specifications
8.2 Value for money
8.3 Capability to execute the contract
8.4 PPPFA & associated regulations

9 Service Level Agreement

The award of the tender is subject to the signing of a Service Level Agreement (SLA) between the successful bidder and Stellenbosch Municipality.

10 Centralised Supplier Database

No Bids will be awarded to a bidder who is not registered on the Centralised Supplier Database (CSD).

The CSD supplier number starting with (MAAA) number is automatically generated by the Central Database System after successful registration and validation of a prospective service provider. This number is now a mandatory requirement, as referred to in regulation 14(1) *(b)* of the Municipal Supply Chain Management Regulations, as part of the listing criteria for accrediting a prospective service provider. Prospective suppliers should self – register on the CSD website at www.csd.gov.za Registration on the CSD will be compulsory in order to conduct business with the STELLENBOSCH MUNICIPALITY. Registration on CSD can be done by contacting 021 808 8594 or Nicolene.Hamilton@stellenbosch.gov.za

Centralised Supplier Database No. MAAA……

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7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	**Full Name of bidder or his or her representative**	
3.2.	**Identity Number**	
3.3.	**Position occupied in the Company (director, shareholder [2] etc.)**	
3.4.	**Company Registration Number**	
3.5.	**Tax Reference Number**	
3.6.	**VAT Registration Number**	

3.7.	**Are you presently in the service of the state?**	**YES**		**NO**	
3.7.1.	If so, furnish particulars:				
3.8.	**Have you been in the service of the state for the past twelve months?**	**YES**		**NO**	
3.8.1.	If so, furnish particulars:				

[1] *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. an executive member of the accounting authority of any national or provincial public entity; or
f. an employee of Parliament or a provincial legislature.

[2] *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

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3.9.	**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**	
3.9.1.	If so, furnish particulars:				
3.10.	**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**	
3.10.1.	If so, furnish particulars:				
3.11.	**Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?**	**YES**		**NO**	
3.11.1.	If so, furnish particulars:				
3.12.	**Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?**	**YES**		**NO**	
3.12.1.	If so, furnish particulars:				
3.13.	**Do you or any of the directors, trustees, managers, principal 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**	
3.13.1.	If so, furnish particulars:				

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3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	**Identity Number**	**Personal Income Tax Number**	**Provide State[3] Employee Number**

NB:

a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)

b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____,
certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

[3] *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. an executive member of the accounting authority of any national or provincial public entity; or
f. *an employee of Parliament or a provincial legislature.*

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8. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 – PURCHASES/SERVICES 80/20

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).

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

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

	POINTS
1.1.1. Price	80
1.1.2. B-BBEE status level of contribution	20
Total points for Price and B-BBEE must not exceed	**100**

1.4 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.

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

2. DEFINITIONS

2.1 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.2 "**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;

2.3 **"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;

2.4 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); as amended by Act No. 46 of 2013; (this was added by us)

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2.5 **"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;

2.6 **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

2.7 **"prices"** includes all applicable taxes less all unconditional discounts;

2.8 **"proof of B-BBEE status level of contributor"** means:

2.8.1 B-BBEE Status level certificate issued by an authorized body or person;

2.8.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

2.8.3 Any other requirement prescribed in terms of the B-BBEE Act;

2.9 **"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;

2.10 **"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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where:

Ps = Points scored for price of bid under consideration
Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

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

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

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

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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 CONTRIBUTION 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 means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or the original sworn affidavit.

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:				
7.1.1.1 what percentage of the contract will be subcontracted?		**%**		
7.1.1.2 the name of the sub-contractor?				
7.1.1.3 the B-BBEE status level of the sub-contractor?				
7.1.1.4 whether the sub-contractor is an EME or QSE? *(Tick applicable box)*	**YES**		**NO**	

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

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

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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: ***(Tick applicable box)***	Partnership / Joint Venture / Consortium	
	One person business / sole proprietor	
	Close Corporation	
	Company	
	(Pty) Limited	
8.5 Describe Principal Business Activities		
8.6 Company Classification (Tick applicable box)	Manufacturer	
	Supplier	
	Professional service provider	
	Other service providers, e.g. transporter, etc.	
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:		

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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 contribution indicated in paragraph 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

9.1 The information furnished is true and correct;

9.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

9.3 In the event of a contract being awarded as a result of points claimed as shown in paragraph 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;

9.4 If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

9.4.1 disqualify the person from the bidding process;

9.4.2 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

9.4.3 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;

9.4.4 restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

9.4.5 forward the matter for criminal prosecution

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

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9. MBD 8 – 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:
   3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   3.2. been convicted for fraud or corruption during the past five years;
   3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   3.4. 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.

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? *(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).*	**Yes**	**No**
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? *(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).*	**Yes**	**No**
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	**Yes**	**No**

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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**	**No**
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**	**No**
4.5.1	If so, furnish particulars:		

5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

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10. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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).[4] Collusive bidding is a *per 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:

   3.1. take all reasonable steps to prevent such abuse;

   3.2. 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

   3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

STELLENBOSCH MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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:

   5.1. has been requested to submit a bid in response to this bid invitation;

[4] 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.

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5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

5.3. 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[5] 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:
   7.1. prices;
   7.2. geographical area where product or service will be rendered (market allocation)
   7.3. methods, factors or formulas used to calculate prices;
   7.4. the intention or decision to submit or not to submit, a bid;
   7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
   7.6. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

[5] *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.*

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11. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Stellenbosch Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: **Please attach certified copy (ies) of ID document(s) and Municipal Accounts**

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

Signature	**Position**	**Date**

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12. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)	
Stellenbosch Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor. In order to enter into this agreement, the following information is needed regarding the above-mentioned:	
Contractor's registration number with the office of the Compensation Commissioner:	
NOTE: **A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.**	

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	

13. FORM OF INDEMNITY

INDEMNITY

Given by (Name of Company) _____

of (registered address of Company) _____

a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) _____

_____in his capacity as (Designation) _____

of the Contractor, is duly authorised hereto by a resolution dated _____ /20___,

to sign on behalf of the Contractor.

WHEREAS the Contractor has entered into a Contract dated _____ / 20_____, with the Municipality who require this indemnity from the Contractor.

NOW THEREFORE THIS DEED WITNESSES that the Contractor does hereby indemnify and hold harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	

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PART B – SPECIFICATIONS AND PRICING SCHEDULE

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14. SPECIFICATIONS

1. TENDER CONDITIONS AND INFORMATION

Tenders are hereby invited from Insurance Brokers and Risk Advisors to underwrite and manage the Short Term Insurance & Risk Portfolio of Stellenbosch Municipality for a period of 12 months from 1 July 2021 to 30 June 2022.

All bids received will be pre-evaluated on the basis of functionality. The following functionality evaluation criteria will apply.

Pre-evaluation criteria and weighting

Pre-Qualification Score Sheet		
No.	**Item Description**	**Points Awarded**
1	**Bidding Insurance Broker & Risk Advisor Solvency Ratio**	**5**
2	**Insurers Solvency Ratios**	**12.5**
3	**Branch & Business Presence in the Municipal Area**	**12.5**
4	**Bidding Broker FAIS Record of Advice & Costing Submission**	**25**
5	**Broker Profile & Service**	
	Company Experience in dealing with Corporate Insurance Portfolios	**12.5**
	Contact & Technical Staff Experience in dealing with Corporate Insurance Portfolios	**12.5**
	Claims Staff Experience in dealing with Corporate Insurance Portfolios	**12.5**
	Broker Service Team, Annual Service Program & CV's	**7.5**
	Total	**100**

A tender that fails to obtain the minimum qualifying score of less than 70 out of 100 points for functionality as indicated in the tender documents will be deemed as an unacceptable tender as per the Preferential Procurement Regulations, 2017.

The tender will be evaluated on the 80/20 Preference Points system as prescribed by the Preferential Procurement Regulations, 2017.

The successful bidding Insurance Broker and Risk Advisor is required to register as a service provider / supplier on the Supply Chain Management Database of Stellenbosch Municipality as well as the Central Supplier Database under the custody and control of the SA National Treasury.

2. SPECIAL CONDITIONS OF CONTRACT

The contract will be for a period of 12 months from 1 July 2021 to 30 June 2022

2.1 The pricing schedule allows for an annual premium payment, and must be quoted VAT inclusive.

2.2 We require you to quote on the following two Annual Premium Options

Option A	**Option B**
R5,000 Excess, 1st Party Losses R15,000 Excess, 3rd Party Losses Applicable to All Policies	R10,000 Excess, 1st Party Losses R25,000 Excess, 3rd Party Losses Applicable to All Policies

2.3 Only legislated commissions are payable as remuneration to the Insurance Broker and Risk Advisor for Insurance & Risk Advisory services rendered and stipulated in this document.

2.4 Any deviations, limitations or unfamiliar conditions must be indicated for each policy.

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2.5 The Insurance Broker and Risk Advisor must provide a monthly report of all claims paid and outstanding of the previous month by the 15th day of each and every following month.

2.6 Once the tender is awarded to the Insurance Broker and Risk Advisor, the appointed Insurance Broker and Risk Advisor will be responsible to handle all aspects of our Insurance and Risk Portfolio inclusive of All Claims Management Communication with the Municipality, Insurers, Service Providers and 3rd Parties.

2.7 The bidder must be registered as an Authorised Financial Services Provider, and must document the names of all the registered Insurance Broker and Risk Advisor Professionals who shall work on our Municipal Insurance & Risk Portfolio.

2.10 The Municipality requires an Assets All Risks Policy Wording as well as a Broad Form Liability Policy Wording to cover potential Third Party Non Motor and Motor Liabilities as well as a uniform predictable deductible structure.

2.11 For the sake of full disclosure, be informed of the following material insurance information.

The Municipality is involved in law enforcement and own and carry law enforcement security equipment and weapons. It owns various properties and infrastructure that are commercial, private, industrial and public in nature and consists of inter alia historical thatch buildings, chlorine stations, fuel storage tanks, bulk water storage dams and reservoirs, electrical stations, waste water treatment works, plantations, overnight fleet parking, and historical open water canals and the like that requires special 1st Party and 3rd Party Insurance Coverage.

The Insurance Broker and Risk Advisor is required to review and confirm any material risks of the Municipality and disclose all applicable information to the insurers of record to avoid any issue of non-disclosure.

2.12 Impact damage to Traffic Intersections must be covered on an Assets All Risks Policy Wording basis.

2.13 Broad Form Third Party Liability Coverage is specifically required but not limited to the spread of fire, the accidental bursting of water pipes, water storage facilities and the like that may cause damage, injury, sickness, death and the like to third parties.

2.14 Environmental Pollution must be covered by the insurance program.

2.15 The Motor Fleet Policy must function on an open annual adjustment basis by means of an inception and annual declaration to avoid any gap in motor insurance coverage.

2.16 The Construction All Risks Policy must function on an open annual adjustment basis by means of an inception and annual declaration to avoid any gap in Construction All Risks insurance coverage.

2.17 The Municipality serves as the organiser of various special public events, public meetings and public conferences during any given financial year, requiring property and liability coverage. These events might include motorcades, air shows, pyrotechnics, street parades, street markets with live music performances, artists, public speakers and the like. It is a requirement that such events enjoy property and third party liability coverage for all events during any given 12-month period.

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2.18 Motor & Non-Motor 3rd Party Liability Covers must inter alia include,

a) Applicable Retroactive Cover Dates
b) Authorised & Unauthorised Passenger Liability must be included in applicable Motor Policies
c) Broad Form Public Liability Cover
d) Emergency Medical Expenses
e) Employers Liability
f) Food & Drink
g) Non Gratuitous Advice need to apply
h) Spread of Fire
i) Statutory Legal Defence Costs
j) Temporary Emergency & other Public Event Structures
k) The Broad Form Legal Liability Policy must function on an open annual adjustment basis by means of an inception and annual declaration to avoid any gap in Legal Liability or Events insurance coverage.
l) The Municipality may have and take Custody & Control of 3rd Party Property. The Custody and Control exclusion should not apply.
m) Warehouse Liability must apply
n) Wrongful Arrest & Defamation

3. TERMS OF REFERENCE

3.1 Objectives

Stellenbosch Municipality invites Insurance Broking and Risk Advisory Firms to tender for the Underwriting & Management of the Municipal Short Term Insurance & Risk Portfolio.

3.2 Scope of Work

3.2.1 This tender will be for a period of 12 months from 1 July 2021 to 30 June 2022.

3.2.2 It is understood that the Insurance Broker and Risk Advisor is licensed by the Financial Sector Conduct Authority, and as such receive regulated commission for insurance coverage placed within the Republic of South Africa.

3.2.3 The appointed Insurance Broker and Risk Advisor shall ensure that the financial and insurable interests of the Municipality, its community and service providers are protected at all times.

3.2.4 The Insurance Broker and Risk Advisor shall assist with the delivery and implementation of an integrated local insurance and risk management service to the Municipality and assist with Insurance Program Planning; Insurance Program Design; Insurance Program Coordination and Deployment, and Insurance Program Monitoring.

3.2.5 The appointed Insurance Broker and Risk Advisor shall ensure that the Municipality has fit for purpose insurance coverage for 1st and 3rd party losses, risks, insured limits and replacement values;

3.2.6 The Insurance Broker and Risk Advisor shall assist the Municipality in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.

3.2.7 The Insurance Broker and Risk Advisor shall assist the Municipality in understanding and selecting the various types of coverage available from Risk Carriers.

3.2.8 The Insurance Broker and Risk Advisor shall purchase and bind any additional types of coverage authorized by the Municipality.

3.2.9 The Insurance Broker and Risk Advisor shall assist the Municipality in the preparation of applications, statements of values and other documents requested by Risk Carriers.

3.2.10 The Insurance Broker and Risk Advisor shall review the loss and engineering reports for the Municipality, and shall assist the Safety Committee in its loss containment objectives within the Municipality.

3.2.11 The Insurance Broker and Risk Advisor may be required to attend and actively participate in the Municipality's Safety Committee activities and meetings, and shall present information to the Risk and Safety Committee on Risk and Safety related topics.

3.2.12 The Insurance Broker and Risk Advisor may be required to attend the Municipality's Accident Review Panel meetings and assist the Municipality in determining the cause of accidents. The Insurance Broker and Risk Advisor shall suggest any remedial actions necessary to avoid future accidents.

3.2.13 The Insurance Broker and Risk Advisor shall assist the Municipality with the timely and accurate reporting of all claims, which shall include the establishment and implementation of claims reporting procedures.

3.2.14 The Insurance Broker and Risk Advisor shall assist, when requested by the Municipality, with the investigation of claims filed against the Municipality.

3.2.15 The Insurance Broker and Risk Advisor shall review the Municipality's loss data on a regular basis and prepare reports to the Municipality on recent losses, open claims, and loss trends.

3.2.16 The Insurance Broker and Risk Advisor shall assist the Municipality by reporting to Risk Carriers changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipality services to third parties.

3.2.17 The Insurance Broker and Risk Advisor shall assist the Municipality and Risk Carriers in the annual renewal process including the gathering and verification of data.

3.2.18 The Insurance Broker and Risk Advisor shall request Certificates of Insurance Coverage from Risk Carriers.

3.2.19 The Insurance Broker and Risk Advisor shall review Certificates of Insurance Coverage received by the Municipality.

3.2.20 The Insurance Broker and Risk Advisor shall review proposed contracts between the Municipality and organizations and contractor's to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.

3.2.21 The Insurance Broker and Risk Advisor shall evaluate and advise the Municipality on the risk management aspects of public events being staged or sponsored by the Municipality.

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3.2.22 The Insurance Broker and Risk Advisor shall review the annual coverage documents to verify the accuracy of the policies.

3.2.23 The Insurance Broker and Risk Advisor shall respond to questions regarding coverage from the Municipality's officials.

3.2.24 The Insurance Broker and Risk Advisor shall on request at least twice annually, prepare and present a written report to the Governing Body of the Municipality outlining the Municipality's Insurance & Risk Program.

3.2.25 The Insurance Broker and Risk Advisor shall assist the Municipality with the settlement of claims, with the understanding that the scope of the Insurance Broker and Risk Advisor's involvement does not include work normally performed by a Public Loss Adjuster.

3.2.26 Where Insurers have declined a claim and the Municipality is of the opinion that a valid 1st Party or 3rd Party claims exists, the Insurance Broker and Risk Advisor shall assist the Municipality with the settlement of such a claim by identifying and appointing an Independent Public Loss Adjuster to support the Municipality to receive 1st Party or 3rd Party Indemnification.

3.2.27 The Insurance Broker and Risk Advisor shall perform any other services required by Risk Carriers' to improve the overall risk exposure of the Municipality.

3.2.28 **Risk Advisory Actions:** The appointed Insurance Broker and Risk Advisor is responsible for the Municipality's Short Term Insurance & Risk Program in its totality and must deliver the following key overarching Risk Advisory Actions as per the grid and timelines reflected below:

No.	Risk Advisory Actions Grid	Timeline/Due Date
1	**A Risk Review & Contact Meeting** is arranged by the Insurance Broker and Risk Advisor to introduce the Service Team and to Review & Confirm the Portfolio of the Municipality by means of an Executive Insurance Summary	**30 July 2021**
2	**An Executive Insurance Summary** of Insurance Coverage as well as a Contact Team & Claims Manual is issued to the Municipality	**30 July 2021**
3	**A Comprehensive 1st and 3rd Party Risk Analysis** is issued to the Municipality to report on inter alia insured and uninsured risks as well as the adequacy of 1st Party and 3rd Party Indemnity Limits	**31 August 2021**
4	**A Risk Survey Report** is issued to the Municipality for implementation, which identifies potential 1st and 3rd Party Compliance, Fire and Safety Risks with supporting images	**29 October 2021**

Special Note as to Risk Advisory Actions
As Bidding Insurance Broker and Risk Advisor you must clearly indicate in your **Annual Service Program** that you intend to submit as part of your Broker Bid [See Pre-Qualification Score Sheet] that the above specified Risk Advisory Actions will be delivered within the specified timelines and you may copy the above Risk Advisory Actions Grid to your proposed Annual Service Program to confirm same.

Annual Service Program & Value Add Services
In your Annual Service Program, kindly indicate any **Value Add Services** your are able to deliver to the Municipality at no additional cost.

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Also indicate in your **Annual Service Program** whether you as bidder are able to deliver for your own account and cost a Geo-Risk Information Platform (GRiP) Report, of Municipal Infrastructure with replacement values exceeding R50million, to determine the adequacy of Insurance Replacement Values with supporting imagery per location for consideration and review; within 90 days following appointment. The Geo-Risk Information Platform capability is a Value Add Service and not a bid requirement.

3.2.9 Minimum Requirements: [Non-compliance to these requirements will invalidate the tender.]		**Please indicate with and "X" whether the offer complies with the requirements.**		
		YES	**NO**	**Comment**
3.2.9.1	A valid FSP Licence [Attach to Tender]			
3.2.9.2	Show proof that Professional Indemnity is in place to a minimum of R50million by means of an Insurance Policy Schedule. [Attach to Tender]			

3.3 Tenders will be evaluated on functionality

3.3.1 Proposal evaluation

3.3.1.1 The pre-evaluation of the functional proposal will be based on its responsiveness to the Functionality Evaluation and will be scored out of 100 points.

3.3.1.2 Proposals that score less than 70 points for functionality will be deemed as an unacceptable tender.

3.2.1.3 Only Bidding Brokers who score more than 70 out of 100 points will be evaluated further on the Preference Points System as prescribed by the Preferential Procurement Regulations.

3.2.1.4 The Bid Evaluation Committee of the Municipality will determine whether the technical and pricing proposals are complete, namely whether all the items as required have been priced. If not the proposal may be rejected as an unacceptable and non-responsive tender.

3.2.1.5 Full details of the functional areas mentioned below must be supplied.

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THE MUNICIPAL RISK PROFILE TO BE QUOTED ON FOLLOWS BELOW

MOVABLE & IMMOVABLE PROPERTY

COMBINED SECTION		
Details of Premises: All Premises of the Insured		
No.	**Description of Property Insured**	**Sum Insured**
1.	Buildings - Standard Construction	1 642 758 576
2.	Contents - Standard Construction	166 920 277
3.	Municipal Residential Housing Buildings consisting of Apartments; Houses & Hostels - Standard Construction	993 628 096
4.	Electricity Sub-Stations, Mini Sub-Stations, Transformers & Infrastructure	1 061 507 638
5.	Property Specifically Insured	306 173 348
6.	Water Supply - Purification Works, Pump Stations & Infrastructure	430 879 485
7.	Sanitation - All Sewerage Works, Pump Stations & Infrastructure	1 222 343 520
8.	Solid Waste & Infrastructure	2 402 344
9.	Storm Water & Infrastructure	234 375
10.	Municipal Residential Housing Buildings consisting of Apartments; Commercial Building, Museums, Houses, Hostels - Non - Standard Construction inclusive of Thatch Premises	1 740 318
11.	Cemeteries	Included above
12.	Library and related contents	Included above
13.	Non- Standard structures –Mobile offices (fixed)	Included above
14.	Plant and Machinery	Included above
15.	Property in the open	Included above
16.	Reservoirs	Included above
17.	Sports and recreation facilities	Included above
18.	Stadiums	Included above
19.	Stock and Materials in Trade	Included above

COMBINED SECTION	
Additional perils	**Included**
Subsidence & Landslip	Included
Washbasins & Sanitary Ware	Included
First Amount Payable / Deductible	
All Combined Section Claims	R10 000
Unoccupied Buildings within 1st four weeks of unoccupancy, after which cover is cancelled, unless specific arrangements for the extension of cover is arranged	R10 000
Homeowners – Residential	R2 500
Parked vehicles	R100 000

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SASRIA Councilors: Residential Buildings and Vehicles of Councilors		
Details		**Sum Insured**
SASRIA Councilors: Residential Buildings [R1,5million per Councilor] and Vehicles [R750,000 per Councilor]	44 Councilors	R2,250,000 X 44 Councilors = R99 000 000

Note: Councilors to be insured on an unnamed open policy basis with a declaration at the inception and end of the period of insurance.

BUSINESS INTERRUPTION [Open Annual Adjustment Policy]		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Basis of Cover		**Difference Basis**
Indemnity Period (a maximum of months)		
Income [refers to Electricity, Sewerage & Water Services]	Yes	527 604 502
Standing Charges	No	
Uninsured Working Expenses:	Yes	
Claims preparation costs	Yes	100 000
First amount payable		
Other	As per the Combined Section	

ACCOUNTS RECEIVABLE		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Outstanding Debit Balances (the sum which the Insured is entitled to recover in terms of this section of the policy)		28 000 000
Extension	**Included**	
Riot and strike (other than RSA and Namibia)	No	
Duplicate records	No	
Protections	No	
Claims preparation costs	Yes	100 000
First Amount Payable		2 500

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BUSINESS ALL RISKS		
Details of Premises: All Premises of the Insured		
No.	**Description of Insured Property**	**Sum Insured**
1.	Property of the Insured or for which they are responsible whilst anywhere in the world (as per the schedule), excluding laptops and Cell phones	6 331 967
2.	Laptops and portable computer equipment	3 474 341
3.	Sound Measuring Device Equipment	84 570
4.	GPS Device	6 000
4.	Environmental Sound Level Equipment	99 982
5.	Torx Generator 6 KVA	9 750

Extensions	**Included**	**Sum Insured**
Replacement value condition	Yes	
Locks and keys	Yes	10 000
Claims preparation costs	Yes	100 000
First amount payable		2,500

ELECTRONIC EQUIPMENT		
Details of Premises: All Premises of the Insured		
Sub-Section A: Material Damage		
Description of Insured Property	**Included**	**Sum Insured**
Electronic Equipment: Hardware / Accessories / Software		21 643 462
Electronic Equipment: Laptops		3 474 341
Electronic Equipment: HP Pro Book 650Gi		25 000
Capital additions	25 %	
Escalation	0 %	
Limitation of cover	No	
Sub-Section B: Business Interruption		
Prevention of access	No	
Increase in cost of working	Yes	250 000
Indemnity period	6 months	
Loss & Reconstruction of data	Yes	500 000
Clauses and Extensions	**Included**	
Incompatibility Cover	Yes	
Telecommunications access lines	Yes	
Riot and strike (other than RSA and Namibia)	No	
Claims preparation costs	Yes	100 000
First amount payable		
Increase in Cost of Working	24 Hours' time excess	
Any other loss	2,500	

GLASS		
Details of Premises: All Premises of the Insured		
Details	**Included**	**Sum Insured**
Internal and external glass including mirrors, sign writing and treatment thereon, being the property of the Insured or for which they are Responsible		20 000

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ELECTRONIC EQUIPMENT		
Extensions		
Riot and strike (other than RSA and Namibia)	No	
External advertising signs, blinds, canopies and any treatment thereon or thereof, being the property of the Insured or for which they are responsible	No	
Claims preparation costs	Yes	100 000
First amount payable		2,500

THEFT		
Details of Premises: All Premises of the Insured		
Details	**Included**	**Sum Insured**
Contents and property of the Insured or for which they are responsible, whilst contained in any building used by the Insured		
First Loss Limit		220 000
Extensions		
Locks and keys	Yes	10 000
Malicious Damage	Yes	50 000
Property in the open (within securely fenced off area)	**Yes**	
Reasonable Precautions	Yes	25 000
Claims preparation costs	Yes	100 000

THEFT, First amounts payable
R5,000 each and every claim
Theft of Cables and Electrical Conductors, 10% of claim minimum R100 000 each and every claim

MONEY		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Major Limit [Business Hours]		770 000
Outside Business Hours		50 000
Money not contained in a locked safe or strong room: In the custody of an authorized employee, Council Member or Principal of the Insured while away from the insured premises on an official trip anywhere in the world		20 000
In respect of any loss of or damage to receptacles and clothing (as defined) including Firearms as a result of theft of money or any attempt thereat.		10 000
Extensions [Money]	**Included**	**Sum Insured**
Claims preparation costs	Yes	100 000
Credit Cards	Yes	5 000
Electronic Vending Machines	Yes	5 000
Locks and keys	Yes	5 000

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MONEY
First amount payable
10% minimum R2,500 of each and every claim

FIDELITY		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Limit any one Loss		1 500 000
Insured Persons: All employees of the Insured, consisting of temporary & permanent officials and councilors		
Number of employees: 2 000		
Extensions	**Included**	
Retroactive cover	No	
Retroactive date:	No	
Reduction / Reinstatement of insured amount	No	
Cost of recovery (where loss exceeds sum insured)	No	
Claims preparation costs	Yes	100 000
First amount payable		
Fidelity Excess	2% of sum insured plus 10% of net claim	

GOODS IN TRANSIT [ALL RISKS]		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Description of Insured Property		
All goods consigned by or to the Insured (including ropes, tarpaulins and packing materials in connection with the transit), pertaining to the business whether conveyed by means of air, rail or road. Including loading and off-loading.		
Maximum Limit any one loss		750 000
Extensions/Limitations	**Included**	
Claims preparation costs	Yes	100 000
Fire extinguishing charges	No	
Limitation	No	
Removal of debris	No	
Goods In Transit Excess	10% minimum R2 500 of each and every gross claim	

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GROUP PERSONAL ACCIDENT [ALL EMPLOYEES**] [Open Annual Adjustment Policy]**		
Details of Premises: All Premises of the Insured		
Insured Persons: All employees of the Insured, consisting of temporary, permanent officials & councilors		
Number of Persons: 2 000		
Basis of Cover: Blanket Basis, Adjustment Policy at beginning and end of insurance period		
Total Annual Salary Roll		500 000 000
Circumstances		
DEATH - 2 times annual earnings		
PERMANENT DISABILITY - as per continental scale		
TEMPORARY TOTAL DISABILITY - 100% of average weekly earnings for a period longer than 1 week but not longer than 104 week's **Time Franchise / Deductible One Week [Seven Days]**		
MEDICAL EXPENSES [Nil Excess]		20 000
Maximum Limit any one event (accumulation limit)		10 000 000
Maximum Limit any one Insured Person		2 000 000
Extensions	**Included**	**Sum Insured**
24 Hours	**Included**	As per indemnity limits
Burns & Disfigurement	**Included**	100 000,00
Claims preparation costs	**Included**	100 000,00
Mobility	**Included**	50 000,00
Relocation Costs	**Included**	50 000,00
Repatriation Costs	**Included**	50 000
Territories - International Cover [World Wide]	**Included**	As per indemnity limits
War & Riot Risks	**Included**	As per indemnity limits

GROUP PERSONAL ACCIDENT [VOLUNTARY LAW ENFORCEMENT OFFICIALS] [Open Annual Adjustment Policy]		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Description of category		**No of Staff**
Voluntary law enforcement workers Cover Type: Business Limitation		40
Circumstances		
Death		150 000
Permanent Disability [such percentage of the death benefit as is specified for the particular disability]		150 000
Temporary Total Disability [R2 000,00 per week for a period longer than 7 days but not longer than 104 Weeks] No Time Franchise		2 000 per week
Medical Expenses [Nil Excess]		20 000
Maximum Limit any one event (accumulation limit)		10 000 000
Maximum Limit and one Insured Person		2 000 000
Extensions	**Included**	**Sum Insured**
24 Hours Business Limitation		As per indemnity limits
Burns & Disfigurement	**Included**	100 000
Claims preparation costs	**Included**	100 000
Territories – South Africa	**Included**	As per indemnity limits
War & Riot Risks	**Included**	As per indemnity limits

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MOTOR FLEET [Open Annual Adjustment Policy]				
Details of Premises: All Premises of the Insured				
Basis of Cover		Annual Declaration Basis		
No.	**Description**	**Cover**	**Limit**	**Number of Units**
1	Private Motor Cars up to 9 Seats	Comprehensive	500 000	126
2	Commercial Vehicles	Comprehensive	500 000	228
LDVs				
3	Commercial vehicles up to 5 - 7 Tons	Comprehensive	500 000	76
4	Other	Comprehensive	500 000	15
Fire Engines				
5	Tractor	Comprehensive	500 000	12
6	Motorcycles	Comprehensive	500 000	19
7	Trailers	Comprehensive	500 000	61
8	Special Type Vehicles	Comprehensive	500 000	13
9	Other	Comprehensive	500 000	17
Implements				
10	Trailers - above R100 000	Comprehensive	500 000	11
Other				
11	Hired In Vehicles	Comprehensive	500 000	60

Details of Premises: All Premises of the Insured

Motor Vehicles [exceeding R 500 000 in value] [Open Annual Adjustment Policy]

No.	Registration No	Make and Model	Year	Cover	Sum Insured
1.	CL55545	Nissan Tanker	2008	Comprehensive	608 253
2.	CL45835	Nissan Compactor UD290	2008	Comprehensive	693 567
3.	CL26685	Nissan Compactor	2008	Comprehensive	1 246 108
4.	CL32007	Nissan Diesel	2010	Comprehensive	898 525
5.	CL68961	Isuzu F-Series FSR 750	2012	Comprehensive	708 628
6.	CL61264	Nissan UD80 Truck	2013	Comprehensive	584 921
7.	CL35541	Nissan Diesel UD90	2010	Comprehensive	1 002 405
8.	CL64272	Nissan Diesel UD330WF	2011	Comprehensive	1 899 333
9.	CL64779	Nissan UD 330 WF F/C C/C	2011	Comprehensive	1 865 154
10.	CL71677	Nissan G300 Diesel	2013	Comprehensive	2 148 416
11.	CL20185	Nissan Diesel Platform Truck	TBA	Comprehensive	1 181 848
12.	CL4847	Mercedes Benz 2219 K/32	TBA	Comprehensive	600 000
13.	CL20740	Mercedes Benz 2219 K/32	TBA	Comprehensive	650 000
14.	CL54363	Mercedes Benz 2426/52 MC	TBA	Comprehensive	600 000
15.	CL56374	Isuzu 8 Ton Tipper Truck	1993	Comprehensive	600 000
16.	CL71700	Isuzu FTR 850D Chassis Cab	2013	Comprehensive	735 014
17.	CL31479	Nissan UD Compactor Rubble Removal truck	2015	Comprehensive	2 401 000
18.					
19.	CL76038	Isuzu N Series Crew Cab Incl. Box & Tools	2015	Comprehensive	557 886
20.	CL76471	Nissan UD Truck	2015	Comprehensive	1 342 203
21.	CL37160	Nissan Diesel UD290WF	2002	Comprehensive	988 000
22.	CL65677	Iveco Vacuum Machine	1996	Comprehensive	700 000
23.	CL40041	Mobile Sludge Dewatering Plant 2003		Comprehensive	815 000

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MOTOR FLEET [Open Annual Adjustment Policy]					
Details of Premises: All Premises of the Insured					
24.	CL47491	Case Front End Loader	2008	Comprehensive	530 100
25.	CL63523	Dulevo Evolutio Sweeper	2010	Comprehensive	1 493 400
26.	CL27923	Nissan Diesel Compactor	2012	Comprehensive	1 896 048
27.	CL27017	Hyndai H930S Backhoe Loader	2016	Comprehensive	917 700
28.	CL65256	Mercedes Econoliner	1998	Comprehensive	550 000
29.	CL32741	Mercedes Benz Atego 1525 & Accessories	2006	Comprehensive	2 150 000
30.	CL52641	Tata LPTA 713 4X4 F/C C/C	2007	Comprehensive	600 000
31.	CL18320	Tata LPTA 713 4X4 F/C C/C	2007	Comprehensive	600 000
32.	CL55826	Toyota Landcruiser	2012	Comprehensive	587 519
33.	CL28183	Isuzu NPR 400 F/C C/C	2016	Comprehensive	578 790
34.	CL24233	Isuzu NPR 400	2016	Comprehensive	578 790
35.	CL50544	Ford Custom	1988	Comprehensive	550 000
35.	TBA	Caterpillar Tipper/Loader	2008	Comprehensive	640 801
36.	CL55361	UD Truck Tanker	2015	Comprehensive	1 057 607
37.	CL55736	UD Truck Tanker	2015	Comprehensive	1 057 607
38.	TBA	Isuzu NP400 Crew AMT	TBA	Comprehensive	607 260
39.	TBA	Catepillar Diggerloader	2015	Comprehensive	914 000
40.	VZB722W	Isuzu FX Series FXZ 28-360	2017	Comprehensive	2 524 074
41.	TBA	Iveco Daily 55515W	2017	Comprehensive	1 498 917
42.	TBA	Backhoe Loader	2017	Comprehensive	946 215
43.	TBA	UD Trucks CKE280 FC	2017	Comprehensive	2 961 184
44.	TBA	Dropside With Crew Cab	TBA	Comprehensive	648 543
45.	CL23506	Isuzu Compactor Truck	2017	Comprehensive	2,513,814
46.	CL27347	Isuzu Compactor Truck	2017	Comprehensive	2,513,814
47.	CL47491	Case Front End Loader	2008	Comprehensive	530 100
48.	CL74789	Iveco Daily Fire Engine	TBA	Comprehensive	1 498 917
49.	CL23486	Tata LPT 1518 F/C C/C	2017	Comprehensive	648 543
50.	CL42356	Isuzu N Series	2017	Comprehensive	580 860
51.	CL81526	UD Trucks GKE280 FC	TBA	Comprehensive	2 961 184
52.	GVM020L	Hino Hino 300 815 LWB (BC3) Crew Cab 6A 11	TBA	Comprehensive	698 235
53.	GVV790L	Hino Hino 300 915 LWB Crew Cab F/C C/C (AN3)	TBA	Comprehensive	780 315

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MOTOR FLEET [Open Annual Adjustment Policy]					
Details of Premises: All Premises of the Insured					
54.	GTS913L	Hino Hino 300 915 XLWB CC MT	TBA	Comprehensive	749 535
55.	CL51075	Hino Hino 300 915 LWB Crew Cab F/C C/C (AN3)	2017	Comprehensive	698 235

MOTOR FLEET [Open Annual Adjustment Policy]		
Details of Premises: All Premises of the Insured		
Extensions applicable	**Included**	**Sum Insured**
Car Hire Costs	No	
Claims preparation costs	Yes	100 000
Conveyance of explosives	No	
Fire Extinguishing Expenses	Yes	10 000
Loss of keys	Yes	5 000
Medical expenses	Yes	5 000
Riot and strike (other than RSA and Namibia)	No	
Theft or attempted theft of radios / sound equipment	Yes	5 000
Theft or attempted theft of telephones (excluding cell phones)	Yes	5 000
Wreckage removal	Yes	10 000

MOTOR First amount payable	
Loss of keys	R 750 each and every claim
Own Damage: Commercial Trucks	10% minimum R7 500 of each and every claim
Own Damage: Motor Cars & LDV`s	5% minimum R5 000 of each and every claim
Own Damage: Motor Cycles	5% minimum R500 of each and every claim
Own Damage: Special Types & Fire Engines	20% minimum R15 000 of each and every claim
Own Damage: Tractors, Trailers, Lawnmowers & Implements	5% minimum R500 of each and every claim
Theft/Hi-Jack	20% of value
Windscreens - Motor Cars & LDV`s	25% minimum R500 of each and every claim
Windscreens - Special Types, Fire Engines & Commercial Trucks	5% minimum R3 500 of each and every claim

MOTOR FLEET LIABILITIES		
Details of Premises: All Premises of the Insured		
Description of vehicles		**Estimated Number**
Sub Section A: Own Damage		
All vehicles insured on the policy		638
Details		**Limit of Indemnity**
Sub Section B: Liability to Third Parties		
(a) Passenger Liability: Fare Paying Passengers		2 000 000
(b) Passenger Liability – Other		2 000 000
Any other event and the aggregate of a and b		2 000 000
Extensions applicable	**Included**	
Contingent Liability	No	
Unauthorized Passenger Liability	No	
Conveyance of explosives	No	
Additional claims preparation costs	Yes	100 000
First Amount Payable		
Motor Third Party Liability	R5 000,00 each and every claim	

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PUBLIC LIABILITY PRIMARY LAYERS [Broad Form Preferred]		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
1.	**General and Tenants**	2 000 000
2.	**Spread of Fire**	1 000 000
3.	**Municipal Law & Traffic Enforcement Liability**	2 000 000
Basis of cover: Claims Made		
Retroactive date: 01 July 2016		
Additional Contingencies and Extensions	**Included**	**Sum Insured**
Wrongful arrest and defamation	Yes	250 000
Errors and Omissions	Yes	250 000
Products Liability and Defective Workmanship	Yes	250 000
Legal Defense Costs	Yes	250 000
Professional Liability for Medical Practices	Yes	250 000
Claims preparation costs	Yes	100 000
Liability arising of the use of Fire Arms	No	250 000
Comprehensive insurance on pedal cycles	No	
Vibration, removal and weakening of support	No	
First amount payable		
General	R5,000 each and every claim	
Potholes, open manholes and uneven pavements	R20 000.00 each and every claim	

EMPLOYERS LIABILITY		
Details of Premises: All Premises of the Insured		
Limit of Indemnity		2 000 000
Basis of cover: Claims Made		
Retroactive date: 01 July 2016		
Additional Contingencies and Extensions	**Included**	
Claims preparation costs	Yes	100 000
Extended Reporting – months	No	
First amount payable		
Employers Liability	R 5 000 each and every claim	

LIABILITY EXCESS LAYERS [Broad Form Preferred]		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Property Damage and Personal Injury		98 000 000
Retroactive date: 01 July 2016		
Additional Contingencies and Extensions	**Included**	
Advertising Liability	Yes	98 000 000
Claims preparation costs	Yes	100 000
Employers Liability	Yes	5 000 000
Errors and Omissions	Yes	2 000 000
General & Tenants	Yes	98 000 000
Medical Malpractice	Yes	2 000 000
Motor Liability	Yes	98 000 000

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LIABILITY EXCESS LAYERS [Broad Form Preferred]		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
Property Damage and Personal Injury		98 000 000
Municipal Law & Traffic Enforcement Liability	Yes	5 000 000
Products Liability and Defective Workmanship	Yes	2 000 000
Spread of Fire	Yes	24 000 000
Use of firearms	Yes	5 000 000
Wrongful Arrest and Defamation	Yes	2 000 000

DIRECTORS & OFFICERS LIABILITY		
Details of Premises: All Premises of the Insured		
Details		**Sum Insured**
1.	Directors & Officers	R5 million
2.	Special Excess Protection for Non-Executive Directors	R2,5 million
Basis of cover: Aggregate Policy Wording		
Retroactive date: 1 July 2014		
Extensions		**Sum Insured**
Assets & Liberty Extradition Expenses (Accredited Crisis Counsellor and / or Tax Advisor)		750,000
Assets & Liberty Extradition Expenses (Public Relations Consultants)		3,750,000
Assets & Liberty Personal Expenses		3,750,000
Insolvency Hearing Cover		750,000
Reputation Expenses		3,750,000
Circumstance/Claim Mitigation: Mitigation Costs, Prosecution Costs and Professional Fees		15% of the limit of liability with a maximum of R5 million
Emergency Costs		30% of the limit of liability
Company Crisis Loss		1,500,000
First amount payable – Rnil		

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CONTRACTORS ALL RISKS [Open Annual Adjustment Policy]		
Details of Premises: All Premises of the Insured		
	Details	**Sum Insured**
	SECTION A [MATERIAL DAMAGE / CONTRACT WORKS SECTION]	
	Estimated annual turnover of all contracts over the insurance period	20million
	INSURABLE INTERESTS	
	As Principal Insured for own contracts as well as various sub-contractors employed by the Insured to execute works on behalf of the Insured	
	NATURE OF CONTRACT WORKS CONSISTING OF:-	
1	Small Commercial and Residential Construction Contract Works including Renovation, Painting, Plumbing and Electrical Works	
2	Small Road Works, Bridges and Paving Contract Works including Renovation & Excavations	
3	The laying, construction and repair of small subterranean water and sewage pipe works	
4	Small Water Reservoir Construction, Renovation and Repairs	
5	Electrical Installations and Repairs	
6	All other small contract works incidental to the activities of the insured	
1	**Estimated maximum contract value / tender amount (any one contract)**	5million
2	**Employers property (surrounding property)**	2million
	Extensions	
	1 Additional costs	
	a Costs and expenses (demolition and removal of debris costs)	100,000
	b Professional fees	100,000
	c Costs and expenses - no damage to the works	100,000
	d Contract escalation / re-valuation / devaluation	**No**
	2 Contribution clause – Marine	**No**
	3 Electrical mechanical and pressure plant and equipment	**No**
	4 Claims preparation costs	100,000
	Section A First amount payable – R5,000 each and every claim	
	SECTION B [LIABILITY]	
	1 Liability limit	2million
	2 Removal of support	2million
	Section B First amount payable – R5,000 each and every claim	

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DELIVERY BASIS:	
Is the delivery period firm?	YES / NO
Period required for delivery after receipt of order (days)	
Is the price (inclusive of VAT) firm?	YES / NO
Discount offered:	Conditional/Unconditional
If conditional, state condition:	
Is offer strictly to specification/terms of reference	YES / NO
If not to specification/terms of reference. Please state deviation(s) if any	
BANK DETAILS (IF APPLICABLE)	
BANK NAME	
BRANCH:	BRANCH CODE:
ACCOUNT HOLDER:	
ACCOUNT NUMBER:	ACCOUNT TYPE:

OFFICAL STAMP FROM BANK AN OFFICIAL LETTER FROM THE BANK

…… **AUTHORISED BANK OFFICIAL**

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15. PRE-QUALIFICATION SCORE SHEET

The bidder must score at least **70** out of **100** to be evaluated further. Points, as indicated below, may be allocated to the following:

Functionality Evaluation

The following criteria and formula will be used to calculate points for the functionality of the proposal:

Item No.	Item Description	Points Awarded
3.2.2.1.1	**Bidding Insurance Broker & Risk Advisor Solvency Ratio**	**[5]**
	Annual Financial Statements received from Broker	2.5
	The Broker's Solvency Margin meets FAIS Guidelines	2.5
3.2.2.1.2	**Insurers Solvency Ratios**	**[12.5]**
	Insurers Annual Financial Statements have been received	2.5
	The Insurers Solvency Margin meets FSCA Guidelines	10
3.2.2.1.3	**Branch & Business Presence in the Municipal Area**	**[12.5]**
	The Broker has a Branch Presence in Stellenbosch	7.5
	The Broker has a Branch Presence within 50 km of Stellenbosch	5
3.2.2.1.4	**Bidding Broker FAIS Record of Advice & Costing Submission**	**[25]**
	FAIS Broker Record of Advice received as part of the Broker Bid	12.5
	The Bidding Broker has submitted a detailed costing to bid & place the Portfolio	12.5
3.2.2.1.5	**Broker Profile & Service**	
3.2.2.1.5.1	**Company Experience in dealing with Corporate Insurance Portfolios**	**[12.5]**
	1 – 5 Years	2.5
	5 – 10 Years	5
	10 – 15 Years	7.5
	15 – 20 Years	10
	20 Years +	12.5
3.2.2.1.5.2	**Contact & Technical Staff Experience in dealing with Corporate Insurance Portfolios**	**[12.5]**
	1 – 5 Years	2.5
	5 – 10 Years	5
	10 – 15 Years	7.5
	15 – 20 Years	10
	20 Years +	12.5
3.2.2.1.5.3	**Claims Staff Experience in dealing with Corporate Insurance Portfolios**	**[12.5]**
	1 – 5 Years	2.5
	5 – 10 Years	5
	10 – 15 Years	7.5
	15 – 20 Years	10
	20 Years +	12.5
3.2.2.1.5.4	**Broker Service Team, Annual Service Program & CV's**	**[7.5]**
	The Broker has submitted a diagram of the proposed Portfolio Management Team	2.5
	The Broker has not submitted a diagram of the proposed Portfolio Management Team	
	The Broker has submitted their annual service program to the Municipality	2.5
	The Broker has not submitted their annual service program to the Municipality	
	The Broker has submitted a CV Summary of the Portfolio Management Team	2.5
	The Broker has not submitted a CV Summary of the Portfolio Management Team	
	Total Bidding Broker Score out of 100	

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3.2.2.2 For the evaluation of functionality, bidders are requested to furnish detailed information in substantiation of compliance with the functionality criteria mentioned above.

3.2.2.3 The designated Contact Person & Team Leader and Claims Staff Members may not be changed without the prior approval of the accounting officer or his/her nominated person once the bid has been awarded.

3.2.2.4 A bidder that scores less than 70 points out of 100 in respect of the functionality criteria will be regarded as submitting a non-responsive proposal and will be disqualified.

3.2.2.5 The pricing schedules as provided under Section 4 must be fully completed by the Bidding Broker.

3.2.2.6 It will be in the Municipality's sole decision in respect of which pricing option will be used for the evaluation of the bid. Bids not meeting the aforementioned requirements will be considered as non-responsive and disqualified.

3.2.2.7 In the event where a Tender Invite is advertised close to the Financial Year End, precluding a successful Bidding Broker to be appointed before the commencement of the New Financial Year, then Bidding Brokers are required to quote as if the portfolio is placed on an annual basis. Bidding Brokers should not pro rata their quotations all quotations will still be evaluated on an annual premium basis.

SIGNATURE (Bidder)		**FOR OFFICE USE ONLY:**	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	

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16. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		**Contact Person (Name, Tel, Fax, Email)**		**NATURE OF WORK**	**VALUE OF WORK (INCL. VAT)**	**DATE COMPLETED**
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if mores space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)			
SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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17. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		**Contact Person (Name, Tel, Fax, Email)**		**NATURE OF WORK**	**VALUE OF WORK (INCL. VAT)**	**DATE COMPLETED**
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if mores space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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18. PRICING SCHEDULE

NOTE:

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

I / We _____

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

of the firm _____

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

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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Pricing Schedule				
Table A, Underlying Policies				
No.	Insurance Class	Insured Limits	Option A Premium 2021/2022	Option B Premium 2021/2022
1.	Combined Section			
2.	Business Interruption			
3.	Accounts Receivable			
4.	Business All Risks			
5.	Electronic Equipment			
6.	Glass			
7.	Theft			
8.	Money			
9.	Fidelity Guarantee			
10.	Goods in Transit			
11.	GPA [All Officials]			
12.	GPA [Law Enforcement]			
13.	Motor Fleet			
14.	Motor Fleet [R500,000 +]			
15.	Motor Fleet [Liabilities]			
16.	Liability Primary Layers			
17.	Liability Employers			
18.	Liability Excess Layers			
19.	Directors & Officers			
20.	Contractors All Risks			
		Total (VAT Included)		
		Total (VAT Excluded)		
		Total VAT		

Pricing Schedule

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

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Table B, SASRIA on Underlying Policies			
No.	Insurance Class	Insured Limits	Premium 2021/2022
1.	Combined Section		
2.	Business Interruption		
3.	Accounts Receivable		
4.	Business All Risks		
5.	Electronic Equipment		
6.	Glass		
7.	Theft		
8.	Money		
9.	Fidelity Guarantee		
10.	Goods in Transit		
11.	GPA [All Officials]		
12.	GPA [Law Enforcement]		
13.	Motor Fleet		
14.	Motor Fleet [R500,000 +]		
15.	Motor Fleet [Liabilities]		
16.	Liability Primary Layers		
17.	Liability Employers		
18.	Liability Excess Layers		
19.	Directors & Officers		
20.	Contractors All Risks		
		Total (VAT Included)	
		Total (VAT Excluded)	
		Total VAT	

	Option A Premium 2021/2022	Option B Premium 2021/2022
Total Table A (VAT Included)		
Total Table B (VAT Included)		
*Total Bid Price A + B (VAT Included)		

*The Total Bid Price is the sum of Table A and Table B, which is to be brought forward to Page Three of the Procurement Document. Figures may be rounded off to exclude cents.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

19. DECLARATION BY TENDERER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

_____

_____

_____

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	