

MUNISIPALITEIT
VAN
PRINS ALBERT

Rig alle korrespondensie aan:
DIE MUNISIPALE BESTUURDER
Privaatsak X53, Prins Albert, 6930

E-Pos / E-Mail: scm@pamun.gov.za



MUNICIPALITY
OF
PRINCE ALBERT

Address all correspondence to:
THE MUNICIPAL MANAGER
Private Bag X53, Prince Albert, 6930

Tel: 023-541 1036, Fax: 023-541 1035

TENDER DOCUMENT

TENDER NUMBER		44 / 2021	
TENDER DESCRIPTION		PROVISION OF PROFESSIONAL SERVICES – MANAGING THE SHORT-TERM INSURANCE PORTFOLIO OF PRINCE ALBERT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.	
CLOSING TIME:	13H30	CLOSING DATE:	09 APRIL 2021
Tender Box at: Administration Building Prince Albert Municipality 33 Church Street Prince Albert 6930		NB: 1. All bids must be submitted on the official forms – (not to be re-typed) 2. Bids must be completed in black ink in writing. 3. No bids will be considered from persons in the service of the State.	
Name of Bidder:			
Tendered Amount:			
B-BEE Status level of Contribution			
Preference Points claimed:			
CSD Supplier Number:			
CSD Unique reference number:			
Signature of Prince Albert Municipality officials at Tender Opening:		1.	
		2.	

NB:

B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL BBEE
CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES

TABLE OF CONTENTS

DESCRIPTION	DOCUMENT REFERENCE	Page number
Bidding Documentation Checklist		4
Tender Notice & Invitation to bid	MBD 1	5
Tax Clearance Certificate Requirements	MBD 2	7
Tender Specifications		9
Pricing Schedule	MBD 3.1	25
Tender Functionality		29
Annexures (A & B)	AA, AB	41
Declaration of Interest	MBD 4	53
Declaration for Procurement above R 10 million	MBD 5	55
Preference Points Claim Form	MBD 6.1	56
Declaration for Local Production and Content	MBD 6.2	61
Contract form - Purchase of Goods / Works	MBD 7.1	64
Contract form – Rendering of Services	MBD 7.2	66
Contract form - Sale of Goods / Works	MBD 7.3	68
Declaration of Bidder’s Past Supply Chain Management Practices	MBD 8	70
Certificate of Independent Bid Determination	MBD 9	72
Certificate for Payment of Municipal Services	MBD 15	74
General Conditions of Contract	GCC	76

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:


Authority to Sign a Bid – is the form duly completed and is a certified copy of the resolution attached?	YES		NO	
MBD 2 (Tax Clearance Certificate) – is an ORIGINAL and VALID Clearance Certificate attached?	YES		NO	
Pre-Qualification Criteria – Is the form duly completed and signed?	YES		NO	
Specifications – Is the form duly completed and signed?	YES		NO	
MBD 3.1 (Pricing schedule) – Is the form duly completed and signed?	YES		NO	
MBD 5 (Declaration for Procurement above R 10 million) – Is the form duly completed and signed?	YES		NO	
MBD 6.1 (Preference Points claim for purchases/services) – Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?	YES		NO	
MBD 6.2 (Declaration for Local Production and Content) – Is the form duly completed and signed? Are the relevant annexures (C, D & E) completed and submitted with this bid?	YES		NO	
MBD 7.1 (Contract form – Purchase of Goods / Works) – Is the form duly completed and signed?	YES		NO	
MBD 7.2 (Contract form – Rendering of services) – Is the form duly completed and signed?	YES		NO	
MBD 7.3 (Contract form – Sale of Goods / Works) – Is the form duly completed and signed?	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 15 (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	
DATA BASE REGISTRATION – Is the form duly completed and signed? Are ALL the supporting documents attached?	YES		NO	

MBD 1

**PRINCE ALBERT MUNICIPALITY
TENDER NOTICE AND INVITATION TO BID
DETAILS OF TENDERER**

NAME OF BIDDER:									
TRADING AS: (if different from above):									
STREET ADDRESS:									
City / Town					Code				
POSTAL ADDRESS:									
City / Town					Code				
CONTACT PERSON:									
ENTERPRISE REGISTRATION NUMBER					CIDB CRS NUMBER:				
TCS PIN:					FACSIMILE NUMBER:				
EMAIL ADDRESS:									
TELEPHONE NUMBER:					CELLPHONE NUMBER:				
HAS TAX COMPLIANCE STATUS PIN BEEN ATTACHED?								YES	NO
HAS AN ORIGINAL OR CERTIFIED COPY OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED (MBD 6.1)?								YES	NO
HAS THE DELCARATION BEEN COMPLETED AND CURRENT, ORIGINAL OR CERTIFIED MUNICIPAL ACCOUNTS BEEN ATTACHED?								YES	NO
DECLARATION									
I am duly authorised to represent the tenderer for the purpose of this tender and hereby tender to supply all or any of the goods and/or render all or any of the services described in the attached document to the Prince Albert Municipality on the terms and conditions stipulated in this tender document and in accordance with the specification stipulated in the tender document.									
NAME (PRINT):					SIGNATURE:				
CAPACITY:					DATE:				

MBD 1

	PRINCE ALBERT MUNICIPALITY		
	TENDER NOTICE AND INVITATION TO BID		
	NOTICE NR:	44 / 2021	DEPARTMENT:
ADVERTISED IN:	Municipal Website, Die Burger Newspaper, Notice Boards		
DATE PUBLISHED:	20 March 2021		
BID NUMBER:	44 / 2021		
BIDS ARE HEREBY INVITED FOR: (Tender Description):	PROVISION OF PROFESSIONAL SERVICES: MANAGING THE SHORT-TERM INSURANCE PORTFOLIO OF PRINCE ALBERT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY, PRINCE ALBERT.		
CLOSING DATE & TIME:	09 April 2021 @ 13h30		
EVALUATION OF TENDERS:	Tenders shall be evaluated in terms of the Prince Albert Municipality Supply Chain Management Policy incorporating the Preferential Procurement Policy Framework Act, 2000. Bidders may claim preference points in terms of their B-BBEE status level of contribution.		
APPLICABLE PREFERENTIAL PROCUREMENT POINTS SYSTEM:	80 / 20		
LOCAL PRODUCTION AND CONTENT REQUIREMENT:	Local production and content are not applicable on this bid.		
CIDB REQUIREMENT:	Not applicable on this bid		
TENDER VALIDITY PERIOD:	<p style="text-align: center;">90 Days</p> <p>Notwithstanding the period for validity of bids as set be deemed to remain valid until formal acceptance by the Prince Albert Municipality of an offer at any time after the expiry of the original validity period, unless the Prince Albert Municipality is notified in writing of anything to the contrary including any further conditions) by the bidder.</p>		

COMPULSORY BRIEFING SESSION:	No compulsory tender clarification will be held.		
OPENING OF BIDS	Bids will be opened immediately thereafter, in public, at the Prince Albert Municipality Council Chambers: (Administration Building, 33 Church Street, Prince Albert, 6930)		
AVAILABILITY OF BID DOCUMENTS: Tender Documents will be available at no charge from the Prince Albert Municipality at the Technical Department (Website navigation is as follow: Procurement – Tenders/Quotations available).			
Alternatively, print Copies of the Tender Documents will be available as from 07h30 and thereafter on weekday from 07h30 until 15h30, at Prince Albert Municipality: Supply Chain Management Unit, Finance Building, 23 Church Street, Prince, Albert, at a non-refundable fee, payable to a cashier at Prince Albert Municipality, 23 Church Street, Prince Albert, 6930.	The fee may also be transferred via EFT to: Prince Albert Municipality (Current Account) ABSA Bank Prince Albert Account nr: 26-4056-0064 Branch Code: 632005. Proof of payment will be required upon collection of the tender documents. Bid Number to be used as payment reference with name of payee. Tender Document reference number: Tender 44/2021 and Company Name		
Date available:	23 MARCH 2021	Non-refundable Documentation fee:	R 400.00 (Incl. VAT)
<p>Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Tender Box, at the Administration Building of the Prince Albert Municipality, 33 Church Street, Prince Albert. 6930.</p> <p>Bids may only be submitted on the bid documentation that is issued.</p> <p>This bid is not subject to Local Production and Content.</p> <p>The evaluation of this bid will be subjected to functionality scoring. Tenderers must achieve a minimum functionality score of 60 out of 80 points (75%) for functionality in order to be evaluated further. Bids that do not meet the minimum functionality criteria will be regarded as non-responsive. The functionality criteria and weighting are set out in the tender document.</p> <p>Bids will be evaluated according to the 80/20 points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Council's Supply Chain Management Policy.</p> <p>The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.</p> <p>Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the Central Supplier Database (CSD). Application forms are obtainable from the official website (www.pamun.gov.za) and registration at the CSD at https://secure.csd.gov.za .</p>			

ANY ENQUIRIES REGARDING <u>TECHNICAL / SPECIFICATION RELATED INFORMATION</u> MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE <u>SUPPLY CHAIN MANAGEMENT PROCESS / BIDDING DOCUMENTS</u> MAY BE DIRECTED TO:	
Section:	Financial Services	Section:	Supply Chain Management
Contact person:	Mr. David-Leigh Willemse (Supply Chain Management)	Contact person:	Christa Baadjies
Tel:	023 541 1036 / 082 895 9261	Tel:	023 541 1036
Email:	willemsed@pamun.gov.za	Email:	scm@pamun.gov.za

Authorized by:



ANNELEEN VORSTER
Municipal Manager
20 March 2021

PRINCE ALBERT MUNICIPALITY TAX CLEARANCE CERTIFICATE REQUIREMENTS	
<p>It is a condition of tender that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations, before an award may be considered.</p>	
1.	<p>In order to meet this requirement bidders are required to complete in full the form TCC 001 “<i>Application for a Tax Clearance Certificate</i>” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.</p>
2.	<p>Copies of the TCC 001 “<i>Application for a Tax Clearance Certificate</i>” form are available from any SARS branch office nationally or on the website www.sars.gov.za.</p>
3.	<p>SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.</p>
4.	<p>The original Tax Clearance Certificate and Tax Status Pin must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate and the tax status pin will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.</p>
5.	<p>In bids where Consortia / Joint ventures / Sub-contractors are involved; each party must submit a separate Tax Clearance Certificate.</p>
6.	<p>Applications for Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za.</p>

PRINCE ALBERT MUNICIPALITY



TENDER 44 / 2021

PROVISION OF PROFESSIONAL SERVICES: MANAGING THE SHORT-TERM INSURANCE PORTFOLIO OF PRINCE ALBERT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS, FOR THE PRINCE ALBERT MUNICIPALITY.

Tender Specifications:

1. BACKGROUND

Prince Albert Municipality hereby invites suitably qualified bidders to tender for the underwriting of the municipality's **Short Term Insurance Portfolio for a 3-year period.**

2. INTRODUCTION

Section 78(1)(e) of the Municipal Finance Management Act, No. 56 of 2003, states that "Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary."

In order to comply with the above Act and to ensure that the Municipality's assets are adequately insured and any risk exposure is minimized, the Municipality needs to appoint a Service Provider to perform the following functions:

- Negotiate and place the Municipality's insurance portfolio with insurance underwriters and present the underwriting terms to the Municipality for acceptance each year;
- Administer the Municipality's short-term insurance portfolio; and
- Assess the Municipality's insurance cover and provide advice on adequate

cover to be taken out.

The renewal of the insurance portfolio falls in line with the Municipality's financial year-end and therefore has to be renewed by 30 June each year to ensure that the Municipal assets are insured and the liabilities are minimized.

The current contract for a Short-term Insurance Intermediary will expire on 30 June 2021. The insurance portfolio will then be placed with the successful Bidder as from 01 July 2021, or as soon as possible thereafter.

Therefore, the Municipality hereby invites tenders from reputable Short-term Insurance Intermediaries, who are members of the Financial Intermediaries Association (F.I.A.) and who comply with the Financial Advisory and Intermediary Services (F.A.I.S.) Act, for the Management of the Short-term Insurance Portfolio of the Municipality for a contract period ending 30 June 2024.

2. REQUIREMENTS

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

- 2.2) The municipality expects the following minimum requirements from the Service Provider:
 - a) The tenderer must be a member of the Financial Intermediaries Association (F.I.A.). Proof of such membership **must** be submitted with the tender. **Failure to do so WILL result in disqualification.** The tenderer must provide details of their Financial Advisory and Intermediary Services (F.A.I.S.) Act compliancy; i.e., a copy of the F.A.I.S. Certificate. A copy of the F.A.I.S. certificate **must** be submitted with the tender. **Failure to do so WILL result in disqualification.**
 - b) The tenderer must have a minimum limit of R100,000,000 (100 million rand) Professional Indemnity insurance. A copy of the

insurance policy schedule reflecting the limit, excess, Insurers and renewal date **must** be submitted with the tender. **Failure to do so WILL result in disqualification.**

- c) The tenderer must have a minimum limit of R50,000,000 (50 million rand) Fidelity Guarantee insurance. A copy of the insurance policy schedule reflecting the limit, excess, Insurers and renewal date **must** be submitted with the tender. **Failure to do so WILL result in disqualification.**

2.3) Bidders must obtain a minimum of two quotations, from the different companies offering insurance to Local Authorities, on each of the policies included in this document and must give clear motivation on the quotes recommended and substantive reasons where the lowest quotes were not recommended in full or for a certain policy type.

- a) A summary of quotations **must** be included in the tender document. **Failure to do so WILL result in disqualification.**
- b) Any other quotations obtained over and above the minimum required as per paragraph 2.3, must be retained and be available for reference and inspection by the officials of the Municipality if necessary.

2.4) Notwithstanding the aforementioned, the following documentation **must** also be submitted as part of the tender:

- a) Proof of Insurers Solvency Margin
- b) Letter of Authority
- c) Company Registration Certificate
- d) Ownership Certificate & Change of Name Certificate
- e) Latest Audited Financial Statements (Broker **AND** Underwriter)

PLEASE NOTE: The tender will be regarded as non-responsive if any of the abovementioned original documents, or certified copies thereof, are not attached to the tender document.

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

- 2.6) The tenderer may submit additional alternative tenders for **Partial Self Insurance** as per detailed schedules that are provided as part of the tender documents. The tenderer's proposal in this regard should be accompanied by a detailed summary of the relevant features of before-mentioned insurance structure.
- 2.7) The Municipality reserves the right to accept alternative tenders. The Municipality is not bound to accept the lowest or any tender and reserves the right to accept any tender either wholly or a part thereof.
- 2.8) Unless otherwise specified, it is accepted that, in the case of every type of policy tendered for, the tenderer will be willing to underwrite any individual policy type at the premium tendered, without any other individual policies being awarded to him.
- 2.9) The submission of a tender signifies complete acceptance of the conditions contained in these instructions, the Form of Tender and the annexures.
- 2.10) Tenderers must submit fully completed schedules of items for insurance cover together with each tender submitted, containing the detailed premium calculations for each class of insurance. It is compulsory that these calculations be submitted on a CD in a Microsoft Excel spreadsheet. Tenderers must ensure that the tender submission include a printed version of all the relevant schedules, duly signed off.
- 2.11) Any deviations, limitations or unfamiliar conditions in respect of each policy type must be clearly stipulated and highlighted in the tender submission.
- 2.12) The tenderer **must** disclose the insurer or consortium of insurers on each policy type.
- 2.13) The tenderer **must** submit the draft proposed Policy Documents on each policy type.

- 2.14) A detail description of the assets, amounts insured, et cetera, is furnished herewith according to information currently available. However, the Municipality reserves the right to adjust details in respect of final number, description and value of individual items for insurance cover, if necessary, at the final placement of the insurance.
- 2.15) The Municipality reserves the right to notify the tenderer of any adjustments, additions and or disposals during the period of the contract, for which the appropriate adjustments in premium payable / refundable must be effected.
- 2.16) Qualified tenders, contradicting any of the standard specifications, will be disregarded at the discretion of the Municipality.

3. SCOPE OF WORK

The scope of work will be as follows:

3.1) Placement of the Municipality's Insurance Portfolio – Effective for first period up to 30 June 2022

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

- a) Assess the Municipality's insurance requirements as reflected in the Tender Specification;
- b) Submit the Municipality's information with regard to the latest insurance statistics to the Insurance Underwriters; Negotiate with the Insurance Underwriters on suitable insurance terms and premiums based on the quotations obtained by the Service Provider as set out in paragraph 2.3;
- c) Attend insurance pre-placement meeting(s) with the Municipality to discuss the underwriting terms and premiums;
- d) Advise the Municipality and provide quotations on additional insurance cover that might be necessary to take out to ensure that the Municipality's risk is minimized;
- e) Place the Municipality's insurance portfolio with the Insurance Underwriters and provide the Municipality with written confirmation thereof together with details of the insurance cover placed.

3.2) Underwriting Administration

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

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

3.3) Claims Administration

The appointed Service Provider will be responsible to handle all aspects of claims as the Municipality will not communicate directly to any legal representatives of the service provider, third parties or the Underwriter where the insurance is placed. The appointed Service Provider will be required to perform at least the following:

- a) Administer all the Municipality's insurance claims which fall under the various categories of the insurance policies;
- b) Administer all claims received by the Municipality from third party's claiming for personal injury or damage to their property. This includes liaising with the third parties on the Municipality's behalf;
- c) Provide a motivation, based on substantive legal grounds, for all claims that are rejected by the Insurance Company. The Municipality reserves the right to reconsider any opinion received, to refer it back to the Broker for another opinion or recommendation. The Municipality will under no circumstances communicate directly with the Underwriter regarding any aspects of a claim;
- d) Submit monthly updated reports in respect of all of the Municipality's claims submitted, indicating the status of each claim;
- e) Meet with the Municipality's relevant officials, individually or in groups, whenever required by either party to discuss and advice on insurance claims.

3.4) Renewal / Placement of the Municipality's Insurance Portfolio – Effective from 01 July 2022 and 01 July 2023 respectively

The appointed Service Provider will be required to perform the following before the start of each financial year:

- a) Assess the Municipality's insurance requirements as reflected in the insurance policy;
- b) Compile updated information for the Municipality with regard to the latest insurance statistics and submit this information to the Insurance Underwriters;
- c) Negotiate with the Insurance Underwriters on suitable insurance terms and premiums based on the Municipality's existing insurance cover and updated claim experience;
- d) Attend insurance pre-renewal meeting(s) with the Municipality in May/June 2021 and in May/June 2022 respectively to discuss the underwriting terms and premiums;
- e) Advise the Municipality and provide quotations on additional insurance cover that could become necessary to be taken out to ensure that the Municipality's risk is minimized;
- f) Renew the Municipality's insurance portfolio with the Insurance Underwriters by no later than 30 June 2022 and 30 June 2023 respectively and provide the Municipality with written confirmation thereof, together with details of the insurance cover placed by 30 June 2022 and 30 June 2023.

3.5) Handling of Outstanding Claims

- a) The current Service Provider will remain responsible for the administration and finalisation of all existing outstanding / open claims as at 30 June 2021, including claims with date of loss up to 30 June 2021 but only discovered and submitted on or after 30 June 2021.;
- b) Public Liability claims are dealt with on a claims-made basis, therefore any Public Liability claims received up to 30 June 2021 will be dealt with by the current Service Provider. Public Liability claims received on or after the commencement date of the contract with the newly appointed Service Provider will be dealt with by the newly appointed

Service Provider, even where the actual date of loss is before said date.

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

- a) Provide daily assistance and guidance with administration of claims;
- b) Provide daily assistance and guidance with general enquiries regarding insurance policy conditions and wordings;
- c) Provide an annual briefing workshop to relevant municipal officials regarding the insurance policy conditions and wording, within 30 (thirty) working days after the Municipality's insurance portfolio has been placed in the insurance market;
- d) Provide training sessions as and when required on insurance related matters.

4. REMUNERATION

Remuneration will be as follow:

- a) The services of the successful tenderer will be for a contract period ending 30 June 2024. The short-term Insurance Cover of the Municipality is due for placing effective from 01 July 2021 (or as soon as possible thereafter) and then for renewal / re-structuring by the appointed Service Provider effective from 01 July 2022 and 01 July 2023.
- b) The Broker Fee and Underwriting Premium as detailed in the Pricing Schedule are payable in full by the Municipality.

5. PRICING REQUIREMENTS

- a) Tender prices must be in ZAR Currency (Rand);
- b) Tender rates must be submitted exclusive of VAT, but the final bid price submitted must include VAT;
- c) The tenderer must provide **maximum amounts** payable per line item, in respect of Excess Payments for each asset, as per applicable column in the detailed tender schedules. In these instances where maximum amounts will not be tendered on any specific asset, this should be stated clearly as such next to the particular line item, and the applicable rate

must then be stated for these exceptions;

- d) **All Brokers fees and any other administrative fees that will be payable, must be indicated as separate items in the Gross insurance premium tendered;**
- e) Where extensions are granted free of charge, please state “free” in the premium column;
- f) Where a line of cover or an extension is not tendered for, please state “No Tender” in the premium column;
- g) **The liability for payment of Assessor Fees must be for the account of the tenderer in all instances, inclusive of alternative tenders.**
- h) The premium tendered must remain firm for a period of 12 months, thereafter the annual escalation rate of the premium for year 2 and 3 must not exceed the reasonably anticipated industry-related CPI as at 30 April of each year;
- i) The annual renewal premium for the outer two years will be based on the escalated premiums quoted as per paragraph 5.8, subject to any additions and / or reductions required as per the updated information supplied by the Municipality.
- j) The tenderer may submit tenders with Fixed Premiums for the full duration of approximately 3 (three) years of the tender as per detailed schedules that are provided as part of the tender documents.

6. FAILURE TO PERFORM

The following special conditions will apply:

6.1) If:

- a) the tenderer should fail to arrange the short-term insurance with the insurer/consortium stated in the contract; or
- b) the Municipality should suffer damage as a result of the tenderer's failure to perform,
- c) it is agreed that the tenderer will pay to the Municipality the following amounts, in each case to be determined by the Municipal Manager, as liquidated damages and not as a penalty:
 - in the event of 6.1(a), an amount equal to any additional costs over and above the tender price incurred by the Municipality

to arrange the short-term insurance in terms of the contract in a manner deemed fit by the Municipality, together with all costs and expenses involved. Or

- in the event of 6.1(b), an amount not exceeding the actual damage sustained by the Municipality.

6.2) The Municipal Manager will also determine the manner in which and the time when such payment of additional costs or damages are to be paid to the Municipality and the decision of the Municipal Manager will be binding in each case.

6.3) The Municipality will have the right, without prejudice to the rights of the Municipality, to summarily sue the tenderer for any damage suffered by the Municipality as a result of breach of contract by the tenderer or failure as stated and to terminate the contract without any compensation to the tenderer in the following instances:

- a) In the event of any breach of or failure by the tenderer to comply with any of the provisions of this contract;
- b) In the event of an order, provisional or final, for the sequestration of the estate of the tenderer or, if an application is made for such order or, if the tenderer should make an application for the surrender of his estate or, if he should enter into, make or execute, a deed of settlement for, or compound or otherwise agree to such surrender of his estate for the benefit of his creditors or proposes to do so or, where the tenderer is a company, make a decision or, where the court issues an order for the liquidation of such company; and
- c) In the event of the tenderer or any person employed by the tenderer paying or offering to pay any amount of money by way of a commission or fee to any councillor or person in the employ of the Municipality or giving or attempting to give to any such councillor or person any gift or compensation.

7. DEDUCTIONS (EXCESS)

Deductions (Excess) are to be shown clearly, otherwise the Municipality will

accept that no deductible will apply and this may not be rectified afterwards.

8. ESTIMATED QUANTITIES REQUIRED

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

9. PRE-QUALIFICATION EVALUATION CRITERIA

- a) The purpose of this bid is to procure a short-term Insurance service provider to place the insurance portfolio of the municipality in the insurance market in order to maintain effective risk management and reducing the exposure of the municipality to adverse financial impact.
- b) A prerequisite of 80% for functionality is required in order to be evaluated on price and preference points. Bidders who do not meet the minimum functionality requirements will be regarded as non-responsive.
- c) Please note that bidders must submit original or certified EME Certificate or BEE Scorecard as stated in MBD 6.1 and complete form in order to claim points.
- d) The evaluation will be performed applying escalation of a maximum of 10% per annum in order to calculate the premiums for the two outer years, unless the bidder can provide a fixed contractual amount over the three years of the contract or an increase which is less than 10% as mentioned above.

The bidder must unambiguously provide evidence of his ability to render the service as per the tender and the proposal must include details of the following:

- a) A draft of the policy wording must be attached to the bid documents.
- b) A draft Service Level Agreement must be attached to the bid documents.

The draft Service Level Agreement must address the following:

- i. A review of the cover, limits, uninsured risks, exposure and sums insured
- ii. Confirmation of placement of cover

- iii. Confirmation of credit rating of insurer
 - iv. Compilation of an insurance manual detailing the cover, limits, conditions and exclusions
 - v. A claims procedure
 - vi. A detailed proposal in respect of claims administration and maintenance
 - vii. Regular claim audits and recommendations
 - viii. The alignment with Council's Risk Management Plan
 - ix. An organogram of the service team allocated to the portfolio of the municipality
 - x. The provision of training to Council officials
- c) The bidder must disclose the insurer on each policy type.
 - d) A detailed summary of the salient features of the recommended insurance structure must be addressed.

10. EVALUATION

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

10.2) All tenders received shall be evaluated in accordance with the Municipal Finance Management Act (Act 56 of 2003) (read with its accompanying Supply Chain Management Regulations), PRINCE ALBERT Municipality's Supply Chain Management Policy and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).

11. VALIDITY PERIOD OF BID

The proposal must be valid for a period of 90 (ninety) days after the closing date.

DETAILS OF COVER PRINCE ALBERT MUNICIPALITY

DETAILS OF COVER		
1. COMBINED COVER		
1.1	STANDARD COVERAGE THATCHED ROOF SPECIFIED STRUCTURES	This policy should provide cover against fire, lightning, explosion, earthquake, special dangers (wind, water, hail, snow, etc.) malicious damage accident damage, burglary damage, burst and flooding of water tanks, airplanes and other flying devices or flying objects.
1.2	INSURED PROPERTY	All built structures, including outbuildings thereof, the owner's loose and fixed fittings therein and thereon, boundary and other walls, gates, poles, fences, public access points, purification plants, reservoirs and sewage plants.
2. HOME OWNER'S		
2.1	RISK COVER Standard	This policy should provide cover against threats of fire, lightning, explosion, earthquake, special threats (wind, water, hail, snow, etc.) malicious damage, collision damage, burglary damage, bursting and flooding of water tanks, airplanes other flying device or objects falling from it.
2.2	INSURED PROPERTY:	All buildings (homes, residential units, hostels and apartments), including all outbuildings, swimming pools, the landlord's loose and fixed fittings therein and thereon, boundary and other walls, gates, poles, enclosures and public access connections.
3. OFFICE CONTENTS (Comprehensive cover, including theft).		
3.1	ALL RISK – Worldwide	This policy should provide coverage against all types of risk not excluded in terms of the policy.
3.2	BURGLARY	All the contents of any building including goods in the open within fenced property, Council's property or for which Council is accountable or has assumed accountability. Forced access or exit is required. Theft by personnel excluded.
4. CASH-IN-TRANSIT		
4.1 4.2 4.3 4.4	Cash not in safe after hours Warrants Money other than 4.1 Cashboxes	Personal Injury included – R25 000
5. FIDELITY GUARANTEE		

5.1	Indemnity Limit	Loss and or damage as a result of dishonesty of employees or Councillors. Loss of property included.
5.2	GLASS	Internal and External Plate Glass
5.3	GOODS-IN-TRANSIT	
6. PUBLIC LIABILITY Uneven pavements, open manholes and potholes.		
a)	Indemnity Limit General	Unlimited
b)	Wrongful arrest and libel	Limited to R5 000 000
c)	Product Liability and defective workmanship	Limited to R5 000 000
d)	Legal Fees	Limited to R5 000 000
e)	Professional Liability: Medical Officers	Limited to R5 000 000
f)	Errors and Omissions	Limited to R5 000 000
g)	Vibrations, removal or depletion of trusses	Limited to R100 000 per annum
h)	Third Party Liability (Vehicle) Fire and Explosion Passenger's Liability	COVERAGE: All amounts for which Council becomes legally liable Limited to R 5 000 000
i)	Salaries and Wages	
7. EMPLOYERS LIABILITY		
	Indemnity Limit	Damages for which Council becomes legally liable as a consequence of death or bodily harm or illness of any person employed under a contract of service or apprenticeship with the Municipality.
8. PERSONAL ACCIDENT		
	A. <u>PERSONAL ACCIDENT INSURED INDIVIDUALS</u> 7 Unnamed Councillors	24-hour cover Death and/or disability as a result of violent and visible means
	Coverage BENEFITS 1. Death 2. Permanent Disability 3. Temporary disability for 104 weeks 4. Medical Expenses 5. Funeral Expenses	Coverage limited to Council activities and travel War cover included (not active participation)

<p>B. <u>PERSONAL ACCIDENT INSURED INDIVIDUALS</u> 7 Unnamed partners of councillors</p> <p>Coverage</p> <p>BENEFITS</p> <ol style="list-style-type: none"> 1. Death 2. Permanent Disability 3. Temporary disability for 104 weeks 4. Medical Expenses 5. Funeral Expenses 6. Claims Preparation Charge 	<p>24-hour cover</p> <p>Death and/or disability as a result of violent and visible means</p> <p>Coverage limited to Council activities and travel</p> <p>War cover included (not active participation)</p>
<p>C. <u>STATED BENEFITS INSURED INDIVIDUALS</u> 5 of Department heads 5 partners of Department</p> <p>Coverage</p> <p>BENEFITS</p> <p>All Employees</p> <ol style="list-style-type: none"> a) Death b) Permanent Disability c) Temporary disability for 104 weeks d) Medical Expenses e) Funeral Expenses 	<ul style="list-style-type: none"> - This policy type must cover all permanent Council employees following death and/or disability as a result of violent and visible means. - Coverage limited to Council activities and travel - War cover included (not active participation) - Total Remuneration R7 million excluding Councillors and R4 million for Councillors participation)
<p>D. <u>STATED BENEFITS INSURED INDIVIDUALS</u> All employees</p> <p>Coverage</p> <p>BENEFITS</p> <ol style="list-style-type: none"> a) All Employees b) Death c) Permanent Disability d) Temporary disability for 104 weeks e) Medical Expenses f) Funeral Expenses g) Mobility 	<ul style="list-style-type: none"> - This policy type must cover all permanent Council employees following death and/or disability as a result of violent and visible means. - Coverage limited to Council activities and travel - War cover included (not active participation) - Total Remuneration R7 million excluding Councillors and R4 million for Councillors participation)
<p>9. VEHICLE FLEET</p>	

	Insured Property Coverage	See Annexure A (extract from asset register). All vehicles owned by Council are insured as well as vehicles privately owned by personnel used by Council. Total insured value of R 8 million.
10. COMPUTERS		
	a) Insured Amount / Property b) Portable Computers c) Increased operating cost d) Recovery of Data e) Software	See Annexure B (extract from asset register). All risks covered including sudden, unforeseen, mechanical and electrical defects.
11. MANAGEMENT LIABILITY		
	INSURED: Indemnity Limit Special Remarks	Local Authority, Elected or Nominated Council- or Committee members, employees and temporary employees. R 1 000 000 Cover should include the following: - Claim against an insured individual, where Council is not a claimant and where there is no indemnity for Council. - Claim against insured individual by Council. - Claim against an individual where Council has indemnified the individual
	Coverage	Losses and/or expenses incurred as a result of Councils, councillors or official's actions because of error or omission.
	Accounts Receivables	Outstanding Debtors balance – R 23 million
	Loss of Income (Business Interruption)	Loss of income in: - Water sales - Sewerage Sales - Removal of Refuse - Loss of Rental - Electricity Sales - Claims Preparation Costs
	Machinery Breakdown	Specified Machinery

PRICING SCHEDULE

TENDER 44 / 2021

PROVISION OF PROFESSIONAL SERVICES – MANAGING THE SHORT-TERM INSURANCE PORTFOLIO OF PRINCE ALBERT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

NOTES:

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. 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. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

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

I / We _____ (full name of tenderer) the undersigned in my capacity as _____ of the firm _____ hereby offer to Prince Albert Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Prince Albert Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

Type of Risk Cover	PREMIUM			
	Year 1	Year 2 Increase equal to 10% or less if fixed amount	Year 3 Increase equal to 10% or less if fixed amount	TOTAL (INCL. VAT)
1. Combined Cover				
2. Homeowners				
3. Office Contents				
4. Accounts Receivable				
5. All Risks				
6. Burglary				
7. Cash-in-transit				
8. Fidelity Guarantee				
9. Glass				
10. Goods-in-Transit				
11. Public Liability				
12. Employer's Liability				
13. Personal Accident: Councilors				

14. Personal Accident: Partners of Councilors				
15. Personal Accident: Partners of Heads				
16. Stated Benefits				
17. Vehicle Fleet				
18. Computers				
19. Management Liability				
SUBTOTAL				
SASRIA				
Combined				
Home Owner's				
Office Contents				
All Risks				
Cash-in-transit				
Goods-in-Transit				
Vehicle Fleet				
SUBTOTAL				
PREMIUM TOTAL				

<p>Signature of Prince Albert Municipality Officials at Tender Opening</p>	<p>1. _____</p> <p>2. _____</p>
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1. Total bid price for the three years (Including value added tax and commission):

R _____

2. Amount in words

3. Address of bidder :

4. Telephone no. :

5. Fax no.

TENDER FUNCTIONALITY

TENDER 44 / 2021

PROVISION OF PROFESSIONAL SERVICES – MANAGING THE SHORT-TERM INSURANCE PORTFOLIO OF PRINCE ALBERT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS.

1. GENERAL CONDITIONS

- A total of 80 Points for Functionality is available.
- A prerequisite of **75% (60 out of 80 points)** must be obtained for functionality, in order to be evaluated on price and preference points. Bids that do not meet the minimum functionality requirement as indicated above, will be regarded as non-responsive, and will not be evaluated on price and preference points.
- The functionality points for this bid are allocated as indicated in table below:

EVALUATION CRITERIA	MAXIMUM POINTS ALLOCATED	POINTS CLAIMED	POINTS AWARDED
1. <u>EXPERIENCE OF FIRM</u> 2 points for every successfully completed local government project	20		
2. EXPERIENCE OF THE TENDERER (ENTERPRISE) IN YEARS OF OPERATION AS SHORT-TERM INSURANCE PORTFOLIO MANAGER / BROKER 1 Point for every year of experience	10		

<p>3. EXPERIENCE OF KEY PERSONNEL:</p> <p>a) <u>Project Manager</u> 1 point for every 2 years of relevant experience (Max. 4 points)</p> <p>b) <u>Assistant</u> (Max. 4 points) 2 points for every 2 years of relevant experience (Max. 4 points)</p> <p>c) <u>Assistant</u> 2 points for every 2 years of relevant experience (Max. 2 points)</p>	10		
<p>4. QUALIFICATIONS OF KEY PERSONNEL:</p>			
<p>a) <u>Project Manager</u></p> <ul style="list-style-type: none"> - Points for practical insurance portfolio management execution exceeding 2 years and FAIS compliant and registered with the FSB (5 points) <p style="text-align: center;"><u>and / or</u></p> <ul style="list-style-type: none"> - 3-year financial degree or better and FAIS compliant and registered with the FSB (5 points) 	10		
<p>b) <u>Assistant</u></p> <ul style="list-style-type: none"> - 2 years or more practical experience (3 points) - FAIS compliant and registered with the FSB (2 points) 	5		
<p>c) <u>Assistant</u></p> <ul style="list-style-type: none"> - 2 years or more practical experience (3 points) - FAIS compliant and registered with the FSB (2 points) 	5		
<p>5. METHODOLOGY AND TIME FRAME (See criteria description in T.O.R)</p>	20		
<p>TOTAL POINTS</p>	80		

- Bidders must submit a thorough methodology, with time frame and estimated cost of the project. The methodology shall be evaluated on services as indicated under the scope of the project and the following norms:

Prince Albert Municipality – Tender 44 of 2021

Professional Services: Managing short-term insurance portfolio of Prince Albert Municipality for a period of three (3) years

- a) Project specific services methodology
 - b) Itemised description of the portfolio considerations, practices and services.
 - c) Approaches to:
 - Problem solving and liaison with Officials
 - High level schedule of activities
-
- Failure on the part of a bidder to fill in a part of this may be interpreted to mean that the functionality points are not claimed.
 - Failure on the part of a bidder to sign this form will disqualify the bidder
 - The municipality 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 municipality.

FUNCTIONALITY SCHEDULES

EXPERIENCE OF FIRM

Number of projects completed: _____

Points for functionality: _____

EXPERIENCE OF KEY PERSONNEL

NR	PERSONNEL	NAME AND SURNAME OF PERSONNEL	YEARS OF EXPERIENCE	POINTS CLAIMED
1	Project Manager			
2	Assistant			
3	Assistant			

QUALIFICATIONS OF KEY PERSONNEL

NR	PERSONNEL	NAME AND SURNAME OF PERSONNEL	HIGHEST QUALIFICATION	POINTS CLAIMED
1	Project Manager			
2	Assistant			
3	Assistant			

DECLARATION WITH REGARD TO FUNCTIONALITY

1. PREVIOUS GOVERNMENT PROJECTS

List the number of government projects that were successfully dealt with and completed.

NR	INSTITUTION	CONTACT PERSON AND CONTACT DETAIL	VALUE OF WORK COMPLETED	YEAR COMPLETED
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

2. DETAIL OF KEY PERSONNEL ON THE PROJECT

DESCRIPTION	PROJECT MANAGER
	NAME & SURNAME: _____
Highest relevant qualification obtained	
Obtained at (institution / college / university):	
Year obtained:	
Key experience areas	

DESCRIPTION	ASSISTANT
	NAME & SURNAME: _____
Highest relevant qualification obtained	
Obtained at (institution / college / university):	
Year obtained:	
Key experience areas	

DESCRIPTION	ASSISTANT NAME & SURNAME: _____
Highest relevant qualification obtained	
Obtained at (institution / college / university):	
Year obtained:	
Key experience areas	

INSTRUCTIONS:

- A short curriculum vitae (not longer than 1 page), concentrating on the relevant experience with specific reference to experience in line with the scope of this project must be attached. It must clearly state the number of years of experience.
- Proof of qualifications in the form of a certified copy must be attached, as well as professional registration, where applicable.

CERTIFICATION:

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm declare that points claimed qualifies the firm for the point(s) shown and I / we acknowledge that:

- a) The information furnished is true and correct.
- b) In the event of a contract being awarded as a result of points claimed, the bidder may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- c) If the claims are found to be incorrect, the purchaser may, in addition to any other remedy it may have-
 - recover all costs, losses or damages it has incurred or suffered as a result of

that person’s conduct; and

- 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;

Signed at _____ on the _____ day of

_____ 2021.

Signature of Bidder

Date

Witnesses:

1.

2.

SCHEDULE OF WORK EXPERIENCE - CURRENT CONTRACTS

EMPLOYER (Name, Tel, fax, email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCLUSIVE OF VAT)	DATE STARTED
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						

Attach additional pages if more space is required.

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

SCHEDULE OF WORK EXPERIENCE – COMPLETED CONTRACTS

EMPLOYER (Name, Tel, fax, email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCLUSIVE OF VAT)	DATE STARTED
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						
Name						
Tel						
Fax						
Email						

Attach additional pages if more space is required.

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

List of recent previous work of a similar nature undertaken by the firm to government institutions and corporates.

DESCRIPTION OF PROJECT	CLIENT CONTACT DETAILS			VALUE OF CONTRACT	YEAR COMPLETED
	NAME OF CLIENT	NAME OF RESPONSIBLE OFFICIAL	TELEPHONE NO		

Prince Albert Municipality – Tender 44 of 2021

Professional Services: Managing short-term insurance portfolio of Prince Albert Municipality for a period of three (3) years

Signed at _____ on the _____ day of

_____ 2021.

Signature of Bidder

Date

Witnesses:

1. _____

2. _____

ANNEXURE A VEHICLE FLEET – PRINCE ALBERT MUNICIPALITY

Accounting Group	Accounting Sub-Group	Item	Asset Class	Asset Group	Asset Type	Component Type	Original Cost to date
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRUCK SEWERAGE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	18 000.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILER REFUSE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	17 559.61
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRUCK SEWERAGE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	73 672.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	FRONT END LOADER	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	GRADERS	125 000.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRACTOR	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRACTORS	32 093.94
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRACTOR	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRACTORS	32 093.94
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILER TIPPER	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	18 755.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	MOTOR VEHICLES	153 070.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILER	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	1 016.51
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILOR	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	5 021.47
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILOR SEWERAGE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	8 001.60
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRACTOR	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRACTORS	32 093.94
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRACTOR	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRACTORS	32 093.94

Prince Albert Municipality – Tender 44 of 2021

Professional Services: Managing short-term insurance portfolio of Prince Albert Municipality for a period of three (3) years

PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRACTOR	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRACTORS	32 093.94
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	129 318.66
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	126 993.66
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	169 162.28
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	MOTOR VEHICLES	128 109.63
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	151 618.42
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	49 530.96
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	49 530.96
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILER	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	18 465.13
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRUCK	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	FIRE ENGINES	1 400 000.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	150 925.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	150 925.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	150 925.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	CHERRY PICKER	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	245 000.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE TRUCK	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	REFUSE COMPACTOR TRUCKS	1 569 565.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	LDV BAKKIE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	156 947.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE TRUCK	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	592 099.00

Prince Albert Municipality – Tender 44 of 2021

Professional Services: Managing short-term insurance portfolio of Prince Albert Municipality for a period of three (3) years

PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	FIRE VEHICLE	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	FIRE ENGINES	813 833.20
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	TRAILER	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRAILERS	41 593.20
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE TRUCK	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	451 053.48
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE TRUCK	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	300 320.00
PROPERTY, PLANT AND EQUIPMENT	MOVABLE ASSETS	VEHICLE TRUCK	OWNED	TRANSPORT ASSETS	TRANSPORT ASSETS	TRUCKS / BAKKIES	300 320.00

AB

**ANNEXURE B
COMPUTER EQUIPMENT – PRINCE ALBERT MUNICIPALITY**

Description	Asset Make	Accounting Sub-Group	Asset Group	Accounting Group	Original Cost to date
COMPUTER MONITOR	NOC	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 725.00
COMPUTER SERVER	QUANTUM	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	18 261.00
COMPUTER PC CPU	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 854.17
COMPUTER PC CPU	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 854.17
COMPUTER MONITOR	AOC	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	407.99
COMPUTER PC CPU	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 854.17
COMPUTER LAPTOP/NOTE BOOK	LG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 912.28
COMPUTER MONITOR	ACER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 416.47
COMPUTER MONITOR	PROLINE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	543.99
COMPUTER SERVER	LITE- ON	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	16 380.14
CABINET HUB	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	15 364.05
COMPUTER NETWORK SWITCH	ZYXEL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 322.20
COMPUTER PC CPU	MECER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 284.72
COMPUTER PC CPU	GIGABYTE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 854.17

COMPUTER MONITOR	NOC	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 416.00
COMPUTER CPU	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 125.78
COMPUTER MONITOR	LG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 971.93
COMPUTER MONITOR	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 300.00
COMPUTER MONITOR	HEWLETT PACKARD	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 300.00
COMPUTER PC CPU	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 300.00
COMPUTER PC CPU	HEWLETT PACKARD	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 300.00
COMPUTER SERVER MOTHERBOARD	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	72 379.00
COMPUTER POWER SUPPLY AND SURG PROTECTOR	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	12 760.00
COMPUTER NETWORK SWITCH	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 450.00
COMPUTER MONITOR	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	988.00
COMPUTER MAIN MOTHER BOARD	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	450.00
COMPUTER LAPTOP	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	11 975.00
COMPUTER MONITOR FLAT SCREEN	FUJITSU	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 150.00
COMPUTER PC CPU	IBM	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 600.00
COMPUTER MONITOR	FUJITSU SIEMENS	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 150.00
COMPUTER PC CPU	IBM	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 600.00
COMPUTER LAPTOP/NOTE BOOK	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	8 705.00

COMPUTER SERVER MOTHERBOARD	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	73 485.00
COMPUTER D LINK 24X10/100	D - LINK	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 540.00
MICROPHONE WIRELESS RECIEVER	AUDIO MASTER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 123.22
COMPUTER MONITOR	BENQ	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	920.00
COMPUTER SERVER	None	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 040.00
COMPUTER NETWORK SWITCH	ZYXEL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	420.00
COMPUTER NETWORK SWITCH	TRENDNET	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	420.00
COMPUTER MONITOR	LG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	920.00
COMPUTER PC CPU	PROLINE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 473.68
COMPUTER SOFTWARE WINDOWS 7	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 075.00
COMPUTER TABLET	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 464.00
COMPUTER TABLET	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 464.00
COMPUTER TABLET	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 464.00
COMPUTER TABLET	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 464.00
COMPUTER MONITOR	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	935.00
COMPUTER MONITOR	BENQ	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 439.30
COMPUTER PC CPU	XGR	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	3 909.82
PROJECTOR DATA	3C	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 424.78

COMPUTER MONITOR FLAT SCREEN	LG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 971.96
COMPUTER PC CPU	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 479.79
CCTV CAMERA	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	8 819.75
CCTV CAMERA	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	8 819.75
COMPUTER SWITCH	PLANET	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 272.11
COMPUTER NETWORK SWITCH	DI LINK	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	550.00
COMPUTER LAPTOP/NOTE BOOK	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	20 323.00
UPS	RCT	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	19 050.00
ROUTER	Nano Beam	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 775.00
Router	Nano Beam	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 775.00
UPS 12v/100AH	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 700.00
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.26
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.26
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.26
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.26
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25

Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25
LAPTOP	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25
Laptop	Dell	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25
COMPUTER LAPTOP	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 620.25
Laptop	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	9 385.09
Laptop	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	9 385.09
LAPTOP	COMPAQ	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	11 800.30
Laptop	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	9 698.33
Laptop	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	13 318.42
SERVER	DELL POWEREDGE R230	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	59 750.00
QUANTUM RDX BACKUP	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	11 500.00
COMPUTER CPU	PROLINE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 650.00
COMPUTER CPU	MERCER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 650.00
COMPUTER CPU	MECCER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 650.00
COMPUTER CPU	MECER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 650.00
COMPUTER MONITOR	MECER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	299.00
COMPUTER MONITOR	MECCER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	299.00
COMPUTER MONITOR FLAT	MECER	MOVABLE ASSETS	COMPUTER	PROPERTY, PLANT AND EQUIPMENT	299.00

SCREEN			EQUIPMENT		
COMPUTER MONITOR	MECER	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	299.00
LAPTOP	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 745.00
LAPTOP	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 745.00
LAPTOP	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 192.11
COMPUTER LAPTOP	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	7 192.11
COMPUTER CPU	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	56 078.10
MICROPHONE	BOSCH	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 872.33
MICROPHONE	BOSCH	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 872.33
MICROPHONE	BOSCH	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	4 872.33
SERVER	DELL R230	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	32 740.00
TABLET	SAMSUNG TAB A 10.1"	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	5 920.00
TABLET	SAMSUNG TAB A 10.1"	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	5 920.00
TABLET	SAMSUNG TAB A 10.1"	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	5 920.00
TABLET	SAMSUNG TAB A 10.1"	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	5 920.00
TABLET	SAMSUNG TAB A 10.1"	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	5 920.00
LAPTOP	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 435.00
LAPTOP	HP 250 G6 I3	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 435.00

LAPTOP	HP 250 G6 I3	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 435.00
Laptop	DELL LATITUDE 5590 I7	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	21 577.00
SERVER	VESTA	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	120 111.10
SWITCH	UNIFI	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	8 361.25
SWITCH	UNIFI	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	13 941.25
SWITCH	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	13 941.25
SWITCH	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	5 207.25
COMPUTER CPU	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 580.46
COMPUTER SWITCH	TENDA	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 681.50
COMPUTER EXTERNAL HARD DRIVE	NONE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	328.03
UNINTERRUPTIBLE POWER SUPPLY (UPS)	GCM	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 034.12
COMPUTER MONITOR	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	656.90
COMPUTER LAPTOP	HP	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	13 246.00
SERVER	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	20 615.00
UPS		MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 477.39
UPS		MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	1 477.39
LAPTOP	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	22 345.00
LAPTOP	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	13 688.00

DOCKING STATION	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 090.00
MONITOR	LG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 376.00
MONITOR	LG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	2 376.00
CPU	PROLINE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	10 758.00
CPU	PROLINE	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	10 758.00
LAPTOP	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	16 295.00
TABLET	SAMSUNG	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	6 868.70
LAPTOP	LENOVO	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	16 543.90
LAPTOP, NUC PC + MONITORS	DELL	MOVABLE ASSETS	COMPUTER EQUIPMENT	PROPERTY, PLANT AND EQUIPMENT	168 172.00

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MBD 4

PRINCE ALBERT MUNICIPALITY DECLARATION OF INTEREST	
1.	No bid will be accepted from persons in the service of the state*.
2.	Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
3.1	Full Name of bidder or his / her representative:
3.2	Identity number:
3.3	Position occupied in the Company (director, trustee, shareholder?)
3.4	Company Registration Number:
3.5	Tax Reference Number:
3.6	VAT Registration Number:
3.7	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.
3.8	Are you presently in the service of the state? YES / NO
3.8.1	If yes, furnish particulars.
3.9	Have you been in the service of the state for the past twelve months? YES / NO
3.9.1	If so, furnish particulars
3.10	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO
3.10.1	If so, state particulars.
3.11	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO
3.11.1	If so, state particulars.
3.12	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state? YES / NO
3.12.1	If so, state particulars.

3.13	Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?	YES / NO	
3.13.1	If so, furnish particulars.		
3.14	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES / NO	
3.3	If so, furnish particulars.		
4.	Full details of directors / trustees / members / shareholders:		

COMPLETION OF THE FOLLOWING INFORMATION IS COMPULSORY:

Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number

CERTIFICATION

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

NAME OF ENTERPRISE			
CAPACITY		DATE	
NAME (PRINT)		SIGNATURE	
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 or any Municipality or municipal entity;		
d)	an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);		
e)	a member of the accounting authority of any national or provincial entity; or		
f)	an employee of Parliament or a provincial legislature.		
1. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.			

MBD 5

**DECLARATION FOR PROCUREMENT ABOVE R 10 MILLION
(VAT INCLUDED)**

Not required for this tender.

PRINCE ALBERT MUNICIPALITY													
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017													
NB:	BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITION 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: <ul style="list-style-type: none"> ▪ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); ▪ the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included). 												
1.2.	The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.												
1.3.	Preference points for this bid shall be awarded for: Price; and B-BBEE Status Level of Contribution.												
<table border="1" style="width: 100%;"> <tr> <td colspan="2">1.3.1 The maximum points for this bid are allocated as follows:</td> <td style="text-align: center;">POINTS</td> </tr> <tr> <td colspan="2">PRICE</td> <td style="text-align: center;">80</td> </tr> <tr> <td colspan="2">B-BBEE STATUS LEVEL OF CONTRIBUTION</td> <td style="text-align: center;">20</td> </tr> <tr> <td colspan="2">Total points for Price and B-BBEE must not exceed</td> <td style="text-align: center;">100</td> </tr> </table>		1.3.1 The maximum points for this bid are allocated as follows:		POINTS	PRICE		80	B-BBEE STATUS LEVEL OF CONTRIBUTION		20	Total points for Price and B-BBEE must not exceed		100
1.3.1 The maximum points for this bid are allocated as follows:		POINTS											
PRICE		80											
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 fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.												
1.5.	The municipality 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 municipality.												
2. DEFINITIONS													
2.1.	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">“all applicable taxes”</td> <td>includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;</td> </tr> <tr> <td>2.2.</td> <td>“B-BBEE”</td> </tr> <tr> <td>2.3.</td> <td>“B-BBEE status level of contributor”</td> </tr> <tr> <td>2.4.</td> <td>“bid”</td> </tr> </table>	“all applicable taxes”	includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;	2.2.	“B-BBEE”	2.3.	“B-BBEE status level of contributor”	2.4.	“bid”				
“all applicable taxes”	includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;												
2.2.	“B-BBEE”												
2.3.	“B-BBEE status level of contributor”												
2.4.	“bid”												
	means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;												
	means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;												
	means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;												

2.5.	“Broad-Based Black Economic Empowerment Act”	means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
2.6.	“comparative price”	means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
2.7.	“consortium or joint venture”	means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
2.8.	“contract”	means the agreement that results from the acceptance of a bid by an organ of state;
2.9.	“EME”	means any enterprise with annual total revenue of R5 million or less;
2.10	“Firm price”	means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
2.11	“Functionality”	means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
2.12	“non-firm prices”	means all prices other than “firm” prices;
2.13	“person”	includes a juristic person;
2.14	“rand value”	means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
2.15	“sub-contract”	means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the <i>contract</i> ;
2.16	“total revenue”	bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the <i>Government Gazette</i> on 9 February 2007;
2.17	“trust”	means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
2.18	“trustee”	means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
3.	ADJUDICATION USING A POINT SYSTEM	
3.1.	The bidder obtaining the highest number of total points will be awarded the contract.	
3.2.	Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;	
3.3.	Points scored must be rounded off to the nearest 2 decimal places.	
3.4.	In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.	
3.5.	However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.	

3.6.	Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.								
4. POINTS AWARDED FOR PRICE									
4.1.	THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS								
A maximum of 80 or 90 points is allocated for price on the following basis:									
<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 45%;">80/20</td> <td style="text-align: center; width: 10%;">or</td> <td style="text-align: center; width: 45%;">90/10</td> </tr> <tr> <td style="text-align: center;">$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$</td> <td style="text-align: center;">or</td> <td style="text-align: center;">$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$</td> </tr> </table>				80/20	or	90/10	$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$
80/20	or	90/10							
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$							
Where:									
P _s = Points scored for comparative price of bid under consideration									
P _t = Comparative price of bid under consideration									
P _{min} = Comparative price of lowest acceptable bid									
5. Points awarded for B-BBEE Status Level of Contribution									
5.1.	In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:								
5.2.	B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)						
	1	10	20						
	2	9	18						
	3	6	14						
	4	5	12						
	5	4	8						
	6	3	6						
	7	2	4						
	8	1	2						
	Non-compliant contributor	0	0						
5.3.	Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.								
5.4.	Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.								
5.5.	A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.								
5.6.	A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.								
5.7.	Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.								
5.8.	A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub- contractor is an EME that has the capability and ability to execute the sub-contract. Such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and								

	ability to execute the sub-contract.			
5.9.	A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.			
6.	BID DECLARATION			
6.1.	Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:			
7.	B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1			
7.1	B-BBEE Status Level of Contribution:		Points claimed (maximum of 10 or 20 points)	
7.2.	Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA.			
8.	SUB-CONTRACTING			
8.1.	Will any portion of the contract be sub-contracted? Indicate YES / NO			
8.2.	If yes, indicate:			
	(i)	What percentage of the contract will be subcontracted?	%	
	(ii)	The name of the sub-contractor?		
	(iii)	The B-BBEE status level of the sub-contractor?		
	(iv)	Whether the sub-contractor is an EME? Indicate YES / NO		
9.	Designated Group: An EME or QSE which is at least 51% owned by:		EME √	
	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				
10.	DECLARATION WITH REGARD TO COMPANY/FIRM			
10.1	Name of firm			
10.2	VAT registration number			
10.3	Company registration number:			

10.4 Type Of Company/ Firm [TICK APPLICABLE BOX]	Partnership/Joint Venture / Consortium	
	One-person business/sole propriety	
	Close corporation	
	Ltd Company	
	(Pty) Limited	
10.5 Describe Principal Business Activities		
10.6 Company Classification [TICK APPLICABLE BOX]	Manufacturer	
	Supplier	
	Professional service provider	
	Other service providers, e.g. transporter, etc.	
10.7 Municipal Information		
Municipality where business is situated :		
Registered Account Number:		
Stand Number:		
10.8 Total number of years the enterprise has been in business?		

11. DECLARATION

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - a) disqualify the person from the bidding process;
 - b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution

NAME OF ENTERPRISE: _____

CAPACITY:		DATE:	
NAME (PRINT):		SIGNATURE:	
WITNESS 1:		WITNESS 2:	

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8 (2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value-added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods Stipulated minimum threshold

This bid is not subject to local content and production:

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

.....

NB:

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS 1: _____

DATE: _____

WITNESS 2: _____

DATE: _____

CONTRACT FORM – PURCHASE OF GOODS / WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number _____ at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

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

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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

CONTRACT FORM – RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- 7. I hereby undertake to render services described in the attached bidding documents to **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
- 8. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (iv) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Other (specify)
- 9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 12. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

4. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
5. An official order indicating service delivery instructions is forthcoming.
6. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

WITNESSES

1

2

DATE:

CONTRACT FORM – SALE OF GOODS / WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

- 13. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from **PRINCE ALBERT MUNICIPALITY** in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
- 14. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (vii) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Declaration of interest;
 - Declaration of Bidder’s past SCM practices;
 - Special Conditions of Contract;
 - (viii) General Conditions of Contract; and
 - (ix) Other (specify)
- 15. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
- 16. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 17. I undertake to make payment for the goods/works as specified in the bidding documents.
- 18. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
- 19. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1.
2.
DATE:

CONTRACT FORM - SALE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE SELLER)

7. I..... in my capacity as..... accept your bid under reference numberdated.....for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).

8. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

3.

4.

DATE

PRINCE ALBERT MUNICIPALITY			
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES			
1.	This Municipal Bidding Document 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.		
2.	The bid of any bidder may be rejected if that bidder, or any of its directors have:		
2.1	abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;		
2.2	been convicted for fraud or corruption during the past five years;		
2.3	wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or		
2.4	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).		
3.	In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.		
3.1.	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).	YES / NO	
3.2.	If so, furnish particulars:		
3.3.	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	YES / NO	
3.4.	If so, furnish particulars:		
3.5.	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	
3.6.	If so, furnish particulars:		
3.7.	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	
3.8.	If so, furnish particulars:		
3.9.	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	
3.10.	If so, furnish particulars:		

4. CERTIFICATION

I, certify that the information furnished on this declaration form are 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.

NAME OF ENTERPRISE:			
NAME (PRINT):			
CAPACITY:		DATE:	
SIGNATURE:		WITNESS 1	
		WITNESS 2:	

**PRINCE ALBERT MUNICIPALITY
Certificate of Independent Bid Determination**

1.	Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). ² Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds
2.	Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to: <ul style="list-style-type: none"> a) take all reasonable steps to prevent such abuse; b) reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and c) cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
3.	This Municipal Bidding Document serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4.	In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Bid Number:	
Description:	

In response to the invitation for the bid issued by the **PRINCE ALBERT MUNICIPALITY**, do hereby make the following statements that I certify to be true and complete in every respect:

certify, on behalf of (Name of Bidder):	
---	--

That:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.

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

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

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE 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.

NAME (PRINT)		SIGNATURE	
CAPACITY		DATE	

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

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

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

PRINCE ALBERT MUNICIPALITY

CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

(To be signed in the presence of a Commissioner of Oaths)

I, the undersigned, in submitting the accompanying bid, declare that I am duly authorised to act on behalf on:	<i>(Name of Enterprise)</i>
--	-----------------------------

I 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 Prince Albert Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

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.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards any Municipality in respect of which payment is overdue for more than 30 days;

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

FURTHER DETAILS OF THE BIDDER'S (Directors / Shareholders / 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 IDENTITY DOCUMENT(S).

NB: PLEASE ATTACH COPY(IES) OF MUNICIPAL ACCOUNTS.

NUMBER OF SHEETS APPENDED BY THE TENDERER TO THIS SCHEDULE (IF NUL, ENTER NIL).	
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Therefore, hereby agrees and authorises the Prince Albert Municipality to deduct the full amount outstanding by the Tenderer or any of its directors / members / partners from any payment due to the tenderer; and

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.

NAME OF ENTERPRISE:			
NAME (PRINT):			
CAPACITY:			
SIGNATURE:		DATE:	

<p style="text-align: center;">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p style="text-align: center;">Apply official stamp of authority on this page:</p>
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PRINCE ALBERT MUNICIPALITY General Conditions of Contract

1. DEFINITIONS

The following terms shall be interpreted as indicated:

"Closing time"	means the date and hour specified in the bidding documents for the receipt of bids.
"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.
"Contract price"	means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
"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.
"Countervailing duties"	are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
"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.
"Day"	means calendar day.
"Delivery"	means delivery in compliance of the conditions of the contract or order.
"Delivery ex stock"	means immediate delivery directly from stock actually on hand
"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.
"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.
"Force majeure"	means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
"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.
"GCC"	means the General Conditions of Contract.
"Goods"	means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
"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.
"Local content"	means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
"Manufacture"	means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
"Order"	means an official written order issued for the supply of goods or works or the rendering of a service.
"Project site"	where applicable, means the place indicated in bidding documents.
"Purchaser"	means the organization purchasing the goods.
"Republic"	means the Republic of South Africa.
"SCC"	means the Special Conditions of Contract.

“Services”	means that 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.
“Supplier”	means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
“Tort”	means in breach of contract.
“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.
“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.
- 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.

- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to 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.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. 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.
- 8.7. Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal, the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size 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

- 10.1. 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

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

12. Transportation

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

13. Incidental

- 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.

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 fulfilment 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

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

18. Variation orders

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

19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the 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

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

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 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.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 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

- 24.1. 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 or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the 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

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that

such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
 - 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

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

30. Applicable law

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

31. Notices

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

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

34. Amendment of contracts

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

35. Prohibition of restrictive practices

- 35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

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

General Conditions of Contract (revised July 2010)

Prince Albert Municipality – Tender 44 of 2021

Professional Services: Managing short-term insurance portfolio of Prince Albert Municipality for a period of three (3) years