



TENDER NO.: SC 1840/2018

**MANAGEMENT OF THE SHORT-TERM INSURANCE PORTFOLIO
OF THE OVERSTRAND MUNICIPALITY FOR A CONTRACT PERIOD
ENDING 30 JUNE 2021**

PROCUREMENT DOCUMENT

NAME OF BIDDER:	
Total Bid Price (Inclusive of VAT):	<u>REFER TO PRICING SCHEDULE ON PAGES 148 to 155</u>

JANUARY 2018

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Overstrand Municipality
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Hannes Vorster
Senior Manager: Expenditure & Assets
Tel. Number: 028 313 8046

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TENDER DETAILS						
TENDER NUMBER:	SC1840/2018					
TENDER TITLE:	MANAGEMENT OF THE SHORT-TERM INSURANCE PORTFOLIO OF THE OVERSTRAND MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2021					
CLOSING DATE:	2018/02/23		CLOSING TIME:	12H00		
SITE MEETING:	DATE:	N/A	TIME:	N/A	COMPULSORY:	N/A
SITE MEETING ADDRESS:	N/A					
CIDB GRADING REQUIRED:	NO	LEVEL AND CATEGORY:	N/A			
BID BOX NO:	5	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.				
OFFER TO BE VALID FOR:	90	DAYS FROM THE CLOSING DATE OF BID.				

TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender)			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE NO:		FAX NO.	
E-MAIL ADDRESS:		CELL NO.	

DATE:	
SIGNATURE OF TENDERER:	
CAPACITY UNDER WHICH THIS BID IS SIGNED:	

PLEASE NOTE:
1. Tenders that are deposited in the incorrect box will not be considered.
2. Tender box deposit slot is 28cm x 2.5cm.
3. Mailed, telegraphic or faxed tenders will not be accepted.
4. If the bid is late, it will not be accepted for consideration.
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.

ENQUIRIES MAY BE DIRECTED TO:	CONTACT PERSON	TEL. NUMBER
1. TECHNICAL ENQUIRIES	Hannes Vorster	028 313 8046
2. ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS	A Moore	028 313 8974
	L du Preez	028 313 8147

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

1. 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:

1.	Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No
2.	Tax Clearance Certificate - Is an ORIGINAL and VALID Tax Clearance Certificate attached?	Yes	No
3.	MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No
4.	MBD 5 (Declaration for procurement above R10 Million (VAT Included)	Yes	No
5.	MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?	Yes	No
6.	MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No
7.	MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No
8.	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
9.	MBD16 (Key Performance Indicators) - Is the form duly completed and signed?	Yes	No
10.	OHASA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes	No
11.	Indemnity - Is the form duly completed and signed?	Yes	No
12.	Specifications - Is the form duly completed and signed?	Yes	No
13.	Schedule of Work Experience of Tenderer - Is the form duly completed and signed?	Yes	No
14.	Pricing Schedule - Is the form duly completed and signed?	Yes	No
15.	MBD 7.2 (Contract form – Services) - Is the form duly completed and signed?	Yes	No
16.	DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached?	Yes	No

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 1840/2018****MANAGEMENT OF THE SHORT-TERM INSURANCE PORTFOLIO OF THE OVERSTRAND
MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2021**

Tenders are hereby invited for the **Management of the Short- term Insurance Portfolio of the Overstrand Municipality for a contract period ending 30 June 2021.**

Tender documents, in English, are obtainable from **Friday, 19 January 2018**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus from Ms Rita Neethling; Tel. 028 313 8064, between 08h30 and 15h30 upon payment of a **tender participation fee of R177-02 per set**. Alternatively the document may be downloaded free of charge from the website: www.overstrand.gov.za .

Sealed tenders, with: **“Tender No. SC1840/2018: Management of the Short- term Insurance Portfolio of the Overstrand Municipality for a contract period ending 30 June 2021”** clearly endorsed on the envelope, must be deposited in **Tender Box No. 5** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

The closing date and time of the tender is on **23 February 2018 at 12h00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

Please refer enquiries to **Mr J Vorster** at telephone number: **028 313 8046**.

3. AUTHORITY TO SIGN A BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

1	Company (Pty) Ltd. & Ltd.		Please complete section 1 below
2	Close Corporation (CC)		Please complete section 2 below
3	Sole Proprietor		Please complete section 3 below
4	Partnership		Please complete section 4 below
5	Consortium, Club, Trust, etc.		Please complete section 5 below
6	Joint Venture		Please complete section 6 below

1. COMPANIES - (PTY) LTD. & LTD.

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

1.2. A valid resolution must be signed by:

- 1.2.1. Majority directors; or
- 1.2.2. Chairman of the Board; or
- 1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY

Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s)			
Is a copy of the resolution attached?	YES		NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. CLOSE CORPORATION (CC)

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

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION

Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s) / member (s)			
Is a copy of the resolution attached?	YES		NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

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

OR

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

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



4. PARTNERSHIP

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

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

Full name of partner	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

5. CONSORTIUM / CLUB / TRUST / ETC.

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

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

Full Name of consortium member	Role of consortium member	% Participation	Signature

SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

6. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms _____

authorized signatory of the Company / Close Corporation / Partnership (name) _____

acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

1. LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender)

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

2. 2nd PARTNER

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. 3rd PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. 4th PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.



4. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

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- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. APPLICATION

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

3. GENERAL

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

4. STANDARDS

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

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION.

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

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- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. PATENT RIGHTS

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

7. PERFORMANCE SECURITY

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

8. INSPECTIONS, TESTS AND ANALYSES

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

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- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. 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

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

11. INSURANCE

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

12. TRANSPORTATION

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

13. INCIDENTAL

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
 - 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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14. SPARE PARTS

- 14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- 14.1.2. in the event of termination of production of the spare parts:
- 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
- 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made by the purchaser no later than thirty (30) days after submission of an invoice, statement or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

17. PRICES

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

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18. VARIATION ORDERS

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

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

20. SUBCONTRACTS

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

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. PENALTIES

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

23. TERMINATION FOR DEFAULT

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - 23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

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- 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 purchase actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
- 23.6.2. the date of commencement of the restriction
- 23.6.3. the period of restriction; and
- 23.6.4. the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped 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.

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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

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

27. SETTLEMENT OF DISPUTES

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

28. LIMITATION OF LIABILITY

- 28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

29. GOVERNING LANGUAGE

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

30. APPLICABLE LAW

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

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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

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

34. AMENDMENT OF CONTRACTS

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

35. PROHIBITION OF RESTRICTIVE PRACTICES.

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

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5. GENERAL CONDITIONS OF TENDER

1. GENERAL

- 1.1. All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.
 - 1.1.1. Under no circumstances whatsoever may the bid forms be retyped or redrafted.
- 1.2. Subject to the provisions of clause 1.3 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by erasing or using masking fluid / tape (Tipp-Ex or similar) on any submitted page or by pasting another page over it with glue.
- 1.3. Notwithstanding the provisions of clause 1.2 of this document, alterations and/or corrections may only be effected as follows:
 - 1.3.1. By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialing, preferable in the margin next to the alteration/alterations or correction/corrections.
 - 1.3.2. All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 1.3.1 above, will be rejected.
- 1.4. Bids submitted must be complete in all respects.
 - 1.4.1. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

2. PRICING

- 2.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorized signatory.
- 2.2. All prices shall be quoted in South African currency, and be **INCLUSIVE of Value Added Tax (VAT)**.
- 2.3. Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.4. All bid prices will be final and binding.

A bid will not be invalidated if the amount in words and the amount in figures do not correspond in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply
- 2.5. Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000, 00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.
 - 2.5.1. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3, 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Overstrand Municipality is 4140106396.

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3. FORWARD EXCHANGE RATE COVER

- 3.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
- 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

4. SUBMITTING A BID:

- 4.1. Sealed bids, with the **“Bid Number and Title”** clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.
 - 4.1.1. Any bid received without the **“Bid Number and / or Title”** clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered
- 4.2. The bid boxes are at the entrance of the Main Cash Hall, Hermanus Municipal Offices, 2 Magnolia Avenue, Hermanus.
- 4.3. A specific bid box is provided for each bid to be deposited into and no bid will be considered which, subsequent to the closing date and time for that specific bid, is found in another box.
- 4.4. The bid box deposit slot is 28cm x 2.5cm.
- 4.5. Mailed, telegraphic, e-mailed or faxed bids **will not be accepted**.

5. BID OPENING

- 5.1. Bids shall be opened in public at the Hermanus Municipal Offices as soon as possible subsequent to the closing time for the receipt of bids.
- 5.2. Where practical, prices will be read out at the time of opening bids.
- 5.3. The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 5.4. Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

6. EVALUATION AND ADJUDICATION CRITERIA:

- 6.1. Relevant specifications;
- 6.2. Value for money;
- 6.3. Capacity and capability of bidders to execute the contract; and
- 6.4. PPPFA & associated regulations.

7. REQUIREMENTS OF A VALID BID:

The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:

- 7.1.1. The tender has not been completed in non-erasable handwritten ink,
- 7.1.2. Non-submission of a valid Tax Clearance Certificate and / or PIN,
- 7.1.3. A partially completed and/or defective MBD 6.2 and relevant Annexures (if applicable),
- 7.1.4. Incomplete Pricing Schedule or Bill of Quantities,

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- 7.1.5. A Form of Offer not signed in non-erasable ink,
- 7.1.6. Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.
- 7.2. The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;
- 7.2.1. To obtain a copy of the most recent municipal account(s) from the recommended bidder;
- 7.2.2. To obtain the personal income tax number(s) from the recommended bidder;
- 7.2.3. To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;
- 7.2.4. To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;
- 7.2.5. To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.
- 7.2.5.1. If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.

8. TEST FOR RESPONSIVENESS:

- 8.1. A Bid will be considered non-responsive if:
- 8.1.1. the bid is not in compliance with the specifications;
- 8.1.2. the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
- 8.1.3. the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing.
- 8.2. The Municipality reserves the right to accept or reject:
- 8.2.1. any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;.
- 8.2.2. a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
- 8.2.3. the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 8.3. The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

9. INCORRECT INFORMATION

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

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10. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROCESS:

- 10.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Overstrand holds the right to accept or reject with or without a claim for any damages.
- 10.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

11. INVOICES

- 11.1. All invoices must be forwarded to the following address:

Overstrand Municipality
 PO Box 20
 Hermanus, 7200

11.2. Legal requirements for invoices

- 11.2.1. Please ensure that your tax invoices complies with the requirements as stipulated by SARS (VAT Act No 89 of 1991), i.e.:

11.2.1.1. Ordinary invoice (not VAT Registered)

- a) The word '**INVOICE**' to be displayed in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The Official order number of Overstrand Municipality is compulsory – non-compliance will result in non-payment
- e) The Municipality's name and postal address (PO Box 20, Hermanus, 7200)
- f) Accurate description of goods and / or services supplied / provided.
- g) Unit of measurement of goods or services supplied
- h) Price

11.2.1.2. VAT/Tax invoice (VAT registered) An example of a valid Tax Invoice is attached as **Annexure C**.

- a) Word '**TAX INVOICE**' to be displayed in a prominent place
- b) Trade, legal name and registration number(if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of invoice
- e) The Official order number of Overstrand Municipality is compulsory – non-compliance will result in non-payment
- f) The Municipality's name and postal address (PO Box 20, Hermanus, 7200) and VAT registration number (4140106396)
- g) Accurate description of goods and / or services supplied / provided.
- h) Unit of measurement of goods or services supplied
- i) Price and VAT amount

12. PAYMENT TERMS

- 12.1. It is the policy of the Overstrand Municipality to pay all creditors by means of electronic bank transfers.
- 12.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality. In exceptional circumstances, the Municipality may, at its discretion, deviate from the above.

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- 12.3. In order to qualify for a weekly payment, a supplier must be registered as a **Survivalist Enterprise / Micro Enterprise**¹ on the Municipality's supplier database. It must however be noted, that a weekly payment is not a right in terms of this Policy. Survivalist and Micro enterprises may request such payments which may then be made at the discretion of the Municipality. These weekly payments will be reviewed after a period of 12 months of doing business with the Municipality, as it may be assumed that the enterprise will, by that stage be self-sustainable. It is the obligation of the supplier to arrange earlier payments with the creditors department.

13. PRECEDENCE OF TERMS AND CONDITIONS

- 13.1. Precedence of terms and conditions in documentation during the bidding process and after award, resulting in an formal agreement:
- 13.1.1. The following legislative and legal precedence will apply to documentation during the bidding process subsequent to the award of a bid to a bidder:
- 13.1.1.1. Municipal Financial Management Act 56 of 2003
 - 13.1.1.2. Municipal Supply Chain Management Regulations
 - 13.1.1.3. Supply Chain Management policy
 - 13.1.1.4. Specifications of the bid document
 - 13.1.1.5. Special Conditions of Contract
 - 13.1.1.6. General Conditions of Contract
 - 13.1.1.7. Service Level Agreements/ Service Delivery Agreements
 - 13.1.1.8. Memorandum of Understanding/ Memorandum of Agreements

¹ SURVIVALIST ENTERPRISES / MICRO ENTERPRISES ARE DEFINED AS FOLLOWS:

Survivalist enterprises are generally defined as businesses set up by people unable to find a paid job or get into an economic sector of their choice. Income generated from these activities usually falls far short of even a minimum income standard, with very little capital invested, virtually no skills training in the particular field and only limited opportunities for growth into a viable business. This category is characterized by poverty and the attempt to survive.

Micro enterprises are very small businesses, often involving only the owner, some family members and at the most one or two paid employees. They usually lack 'formality' in terms of business licenses, value-added tax (VAT) registration, formal business premises, operating permits and accounting procedures. Most of them have a limited capital base and only rudimentary technical or business skills among their operators. However, many micro enterprises advance into viable small businesses. Earning levels of micro enterprises differ widely, depending on the particular sector, the growth phase of the business and access to relevant support.

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6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Fileers through the website www.sars.gov.za
3. 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.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Tax Compliance Status (TCS) Pin as of 18 April 2016
 - a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder’s tax status online via SARS E-filing.
 - b. The taxpayer must issue the municipality with the following:

Bidders who are not in possession of an original Tax Clearance Certificate must provide at least 2 of the 3 numbers listed below in order to verify the Tax Clearance Certificate via SARS e-filing		
1	Tax Reference Number:	
2	Tax Compliance Status Pin:	
3	Tax Clearance Certificate Number:	

- c. If a bidder is registered on the Overstrand Municipality Supplier’s Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it **MUST** be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.
6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

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7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudging authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full name of bidder or his or her representative								
3.2.	Identity number								
3.3.	Position occupied in the company (director, shareholder³ etc.)								
3.4.	Company registration number								
3.5.	Tax reference number								
3.6.	VAT registration number								
3.7.	Are you presently in the service of the state?	YES		NO					
3.7.1.	If so, furnish particulars:								
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO					
3.8.1.	If so, furnish particulars:								

² MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³ "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES		NO	
3.13.1.	If so, furnish particulars:				



3.14.	Please provide the following information on ALL directors / shareholders / trustees / members below:		
full name and surname	identity number	personal income tax number	Provide State ⁴ employee number <i>(Only to be completed if in the service of the State)</i>

NB:

- PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**
- PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.**

4. DECLARATION

I, the undersigned (name) _____,

certify that the information furnished in paragraph 3 above is correct.

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

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

⁴ **MSCM Regulations: "in the service of the state" means to be –**

1. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.



8. MBD5 – DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

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

1. Are you by law required to prepare annual financial statements for auditing?	YES		NO	
1.1. If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.				
2. Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES		NO	
2.1. If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.				
2.2. If yes, provide particulars.				
3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES		NO	
3.1. If yes, furnish particulars				
4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES		NO	
4.1. If yes, furnish particulars				

CERTIFICATION

I, the undersigned (name) _____, certify that the information furnished on this declaration form is correct.

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

SIGNATURE		DATE	
NAME (PRINT)			
CAPACITY			
NAME OF FIRM			



9. MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS

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

NB:
Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. 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 preference point system shall be applicable.
- 1.3. Preference points for this bid shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. B-BBEE Status Level of Contribution.
- 1.4. 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

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- 2.5. **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor ”** means:
- 2.8.1. Original B-BBEE Status level certificate issued by an authorized body or person or a certified copy thereof;
- 2.8.2. An original sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act,
- 2.10. **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.11. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing.

3. POINTS AWARDED FOR PRICE

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

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

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

Where:-

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid.

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

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

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



5. BID DECLARATION

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

5.1.1.	B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1	
5.1.2.	B-BBEE Status Level of Contributor	
5.1.3	Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

5.2. (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.)

6. SUB-CONTRACTING

6.1.	Will any portion of the contract be sub-contracted? (Tick applicable box)	Yes		No	
	If yes, indicate:				
i.	what percentage of the contract will be subcontracted	%			
ii.	the name of the sub-contractor				
iii.	the B-BBEE status level of the sub-contractor				
iv.	whether the sub-contractor is an EME or QSE (Tick applicable box)	Yes		No	
v.	Specify, by ticking the appropriate box, if sub-contracting with an enterprise in terms of Preferential Procurement Regulations, 2017:				
	Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE		
		√	√		
a.	Black people				
b.	Black people who are youth				
c.	Black people who are women				
d.	Black people with disabilities				
e.	Black people living in rural or underdeveloped areas or townships				
f.	Cooperative owned by black people				
g.	Black people who are military veterans				
	OR				
h.	Any EME				
i.	Any QSE				

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1.	Name of company/firm	
7.2.	VAT registration number	
7.3.	Company registration number	
7.4.	TYPE OF COMPANY/FIRM (Tick applicable box)	Partnership / Joint Venture / Consortium
		One person business / sole proprietor
		Close Corporation (CC)
		Company ((Pty) Ltd. / Ltd.)
		Company (Ltd.)
7.5.	Describe principal business activities	
7.6.	Company Classification (Tick applicable box)	Manufacturer
		Supplier
		Professional service provider
		Other service providers, e.g. transporter, etc.
7.7.	Municipal information	
i.	Municipality where business is situated	
ii.	Registered municipal account number	
iii.	Stand number	
7.8.	Total number of years the company/firm has been in business	

7.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 5.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

7.9.1. The information furnished is true and correct;

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

7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

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



- a) disqualify the person from the bidding process;
- b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- e) forward the matter for criminal prosecution.

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



REQUIREMENTS REGARDING VALIDATION OF B-BBEE POINTS

VERY IMPORTANT:

1. **ONLY THE DOCUMENTS LISTED BELOW WILL BE ACCEPTED**
2. **Failure to submit the said documents will result in the bidder forfeiting the B-BBEE points claimed.**

1. EMEs:

1.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (form available in the tender document);

or

1.2. **A VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);

or

1.3. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by the South African National Accreditation System (**SANAS**).

2. QSEs:

2.1. **A VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (form available in the tender document); **Only applicable to QSEs with 51% or more Black ownership**

or

2.2. **A VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by **SANAS**.

3. BIDDERS OTHER THAN EMEs AND QSEs

3.1. The bidder **MUST** submit either a **VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a verification agency accredited by **SANAS**.

MUNISIPALITEIT



MUNICIPALITY

10. SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE
INCOME NOT EXCEEDING R10,000,000 (TEN MILLION RAND)

I, the undersigned,				
Full name				
Surname				
Identity number				
Hereby declare under oath as follows:				
1.	The contents of this statement are to the best of my knowledge a true reflection of the facts.			
2.	I am a (please indicate with an "X")			
	Member	Director	Owner	of the following enterprise and am duly authorised to act on its behalf.
	Enterprise Legal Name			
	Trading Name			
	Registration Number			
	Enterprise Address			
	Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date		
3.	I hereby declare under oath that:			
	The enterprise is	% black owned	% black woman owned	
4.	Based on the (please indicate with an "X")	financial statements	management accounts	
	and other information available on the	financial year ,		
	the income did not exceed R10,000,000.00 (ten million Rand);			
5.	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.			
	Level One	100% black owned (135% B-BBEE procurement recognition)		
	Level Two	More than 51% black owned (125% B-BBEE procurement recognition)		
	Level Four	Less than 51% black owned (100% B-BBEE procurement recognition)		
6.	The entity is an empowering supplier in terms of the dti Codes of Good Practice.			
7.	I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.			
8.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.			
Deponent signature:		Commissioner of Oaths stamp		
Date:				
Commissioner of Oaths signature				
Date				

MUNISIPALITEIT



MUNICIPALITY

11. SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE
INCOME BETWEEN R10,000,000 (TEN MILLION RAND) & R50,000,000 (FIFTY MILLION RAND)

I, the undersigned,											
Full name											
Surname											
Identity number											
Hereby declare under oath as follows:											
1.	The contents of this statement are to the best of my knowledge a true reflection of the facts.										
2.	I am a (please indicate with an "X")										
3.	Member		Director		Owner		the following enterprise and am duly authorised to act on its behalf:				
	Enterprise legal name										
	Trading name										
	Registration number										
	Enterprise physical address										
	Type of entity (CC, (Pty) Ltd., Sole Proprietor, etc.)										
	Nature of business										
	Definition of "Black People"		<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p>i. Before 27 April 1994; or</p> <p>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p>								
4.	I hereby declare under oath that:										
	The enterprise is		% black owned				As per amended code series 100 of the amended Codes of Good Practice issued under section 9(1) of B-BBEE Act no. 53 of 2003 as amended by Act n. 46 of 2013				
	The enterprise is		% black woman owned								
	The enterprise is		% Black designated group owned								
5.	Based on the (please indicate with an "X")		financial statements			management accounts					
	and other information available on the latest financial year-end of										
	the annual Total Revenue was between R10,000,000.00 (ten million rands) and R50,000,000 (fifty million rands),										
6.	Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.										
	Level One	100% black owned (135% B-BBEE procurement recognition)									
	Level Two	At least 51% black owned (125% B-BBEE procurement recognition)									
7.	I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.										
8.	The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.										
Deponent signature:						Commissioner of Oaths stamp					
Date:											
Commissioner of Oaths signature											
Date											



12. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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



4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

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



13. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁵ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

OVERSTRAND MUNICIPALITY

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 5.1. has been requested to submit a bid in response to this bid invitation;

⁵ 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.



- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁶ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁶ 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.



14. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF THE SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

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

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

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

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

Further details of the bidder’s director(s) / shareholder(s) / partner(s) / member(s), etc.:

Director / partner / member	Physical residential address of the director / partner / member	Municipal account number(s)

PLEASE NOTE:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.

Signature	Position	Date

<p 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>Apply official stamp of authority on this page:</p>
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15. MBD 16 – KEY PERFORMANCE INDICATORS

1. KEY PERFORMANCE INDICATORS (KPIs)			
1.1.	Work(s) performed / goods delivered within timeframes specified		
1.2.	Work(s) performed / goods delivered within financial framework specified		
1.3.	Acceptable quality of work(s) performed / goods delivered		
<p>I / We acknowledge that I / we am / are fully acquainted with the abovementioned Key Performance Indicators (KPIs) applicable to this tender / contract as stipulated by the Municipality and that I / we accept these Key Performance Indicators (KPIs) in all respects.</p> <p>I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work / item(s) specified in the tender document and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.</p>			
SIGNATURE		NAME (PRINT)	
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WITNESS 1		WITNESS 2	



16. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO 85 OF 1993

INTRODUCTION

In terms of section 16(1) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) the Chief Executive Officer is responsible as far as is reasonably practicable to ensure that the duties of his employer as contemplated in the Act are properly discharged. This responsibility is also, in terms of section 37(2) of the Act, extended to include a mandatary that performs work on behalf of the employer on his/her premises.

A “mandatary” is defined in the said Act as: - *“Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”*

In terms of Section 37(2), read with section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatary. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatary regarding the arrangements and procedures between them to ensure compliance by the mandatary with the provisions of the Occupational Health and Safety Act, 1993.

By ensuring that there is a written agreement in place, the management of Overstrand Municipality is acting in a responsible manner, so as to ensure that this requirement is indeed being met.

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is in the process of being executed will be conducted and if found not to be in compliance with the said agreement, a notice of non-compliance will be issued. All work will be stopped, reasons for non-compliance must be given including the corrective action that will be taken to rectify the situation must be stipulated.

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

Overstrand Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor’s registration number with the office of the Compensation Commissioner:	
--	--

NOTE:
A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing to be handed in, in this regard.

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



WRITTEN AGREEMENT

This is a written agreement between

OVERSTRAND MUNICIPALITY

And

(Name of the MANDATARY)

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I, _____,

representing the MANDATARY do hereby acknowledge that _____

(*mandatary*) is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements and to liaise with the Municipality should I, for whatever reason, be unable to perform in terms of this Agreement.

SIGNED ON BEHALF OF MANDATORY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			

SIGNED ON BEHALF OF THE MUNICIPALITY			
DATE:		PLACE:	
PRINT NAME:			
CAPACITY:			
SIGNATURE:			



17. INDEMNITY

Given by (name of company) _____
 of (registered address of company) _____
 a company with limited liability registration number _____
 registered in terms of Laws of the Republic of South Africa (hereinafter the contractor), represented by
 (name of representative) _____
 in his capacity as (designation) _____
 of the contractor, and duly authorised by a resolution dated _____/20_____.

WHEREAS the contractor entered into a contract with the municipality dated _____/20_____.

AND WHEREAS the Municipality requires an indemnity from the contractor.

NOW THEREFORE the contractor hereby indemnifies and holds harmless the Municipality in respect of all loss and/or damage that may be incurred or sustained by the contractor by reason of or in any way arising out of or caused by operations that may be carried out by the contractor in connection with the aforementioned contract; and also in respect of all claims that may be instituted against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever including all legal fees and costs that may be incurred by the Municipality in examining, resisting or settling any such claims.

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



PART B – SPECIFICATIONS AND PRICING SCHEDULE



18. SPECIFICATIONS

1. INTRODUCTION

The Municipality hereby invites tenders from reputable Short-term Insurance Intermediaries, who are members of the Financial Intermediaries Association (F.I.A.) and who comply with the Financial Advisory and Intermediary Services (F.A.I.S.) Act, for the Management of the Short-term Insurance Portfolio of the Municipality for a contract period ending 30 June 2021.

2. BACKGROUND

- 2.1 The municipality serves an area that covers a 200 km coastline with a limited mountainous inland area. It falls within the traditional winter rainfall area. Furthermore it has a constant stream of visitors from all over South Africa and the world. Included in the local population is a large group of elderly and retired people.
- 2.2 Section 78(1) (e) of the Municipal Finance Management Act, No. 56 of 2003, states that “Each senior manager of a municipality and each official of a municipality exercising financial management responsibilities must take all reasonable steps within their respective areas of responsibility to ensure that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary.”
- 2.3 In order to comply with the above Act and to ensure that the Municipality’s assets are adequately insured and any risk exposure is minimized, the Municipality needs to appoint a Service Provider to perform the following functions:
 - 2.3.1. Negotiate and place the Municipality’s insurance portfolio with insurance underwriters and present the underwriting terms to the Municipality for acceptance each year;
 - 2.3.2. Administer the Municipality’s short-term insurance portfolio; and
 - 2.3.3. Assess the Municipality’s insurance cover and provide advice on adequate cover to be taken out.
- 2.4 The renewal of the insurance portfolio normally 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.
- 2.5 The current contract for a Short-term Insurance Intermediary will expire on 30 June 2018. The insurance portfolio will then be placed with the successful Bidder as from 01 July 2018.

3. SCOPE

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 2019

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

- 3.1.1. Assess the Municipality’s insurance requirements as reflected in the Tender Specification;
- 3.1.2. Submit the Municipality’s information with regard to the latest insurance statistics to the proposed Insurance Underwriters;
- 3.1.3. Negotiate with the Insurance Underwriters on suitable insurance terms and premiums based on the quotations obtained by the Service Provider in satisfaction of this tender;
- 3.1.4. Attend insurance pre-placement meeting(s) with the Municipality to discuss the underwriting terms and premiums;

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- 3.1.5. Advise the Municipality and provide quotations on additional insurance cover that might be necessary to take out to ensure that the Municipality’s risk is minimized;
- 3.1.6. Place the Municipality’s insurance portfolio with the Insurance Underwriters and provide the Municipality with written confirmation thereof together with details of the insurance cover placed.

3.2 Underwriting Administration

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

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

3.3 Claims Administration

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

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

3.4 Renewal / Placement of the Municipality’s Insurance Portfolio – Effective from 01 July 2019 and 01 July 2020 respectively

The appointed Service Provider will be required to perform the following before the renewal in respect of each year:

- 3.4.1. Assess the Municipality’s insurance requirements as reflected in the insurance policy;
- 3.4.2. Compile updated information for the Municipality with regard to the latest insurance statistics and submit this information to the Insurance Underwriters;
- 3.4.3. Negotiate with the Insurance Underwriters on suitable insurance terms and premiums based on the Municipality’s existing insurance cover and updated asset register;
- 3.4.4. Attend insurance pre-renewal meeting(s) with the Municipality in May / June 2019 and in May / June 2020 respectively to discuss the underwriting terms and premiums;
- 3.4.5. Advise the Municipality and provide quotations on additional insurance cover that could become necessary to be taken out to ensure that the Municipality’s risk is minimized;
- 3.4.6. Renew the Municipality’s insurance portfolio with the Insurance Underwriters by no later than 30 June 2019 and 30 June 2020 respectively and provide the Municipality with written confirmation thereof, together with details of the insurance cover placed by 30 June 2019 and 30 June 2020.

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3.5 Handling of Outstanding Claims

- 3.5.1. The current Service Provider will remain responsible for the administration and finalisation of all existing outstanding / open claims as at 30 June 2018, including claims with date of loss up to 30 June 2018 but only discovered and submitted on or after 01 July 2018;
- 3.5.2. Public Liability claims are dealt with on a claims-made basis, therefore any Public Liability claims received up to 30 June 2018 will be dealt with by the current Service Provider. Public Liability claims received on or after the commencement date of the contract with the newly appointed Service Provider will be dealt with by the newly appointed Service Provider, even where the actual date of loss is before said date.

3.6 Training of staff and active skills transfer / capacity building

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

3.7. Detail of Cover Required

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

SECTION	INSURED AMOUNT
ACCOUNTS RECEIVABLE	
Outstanding Debit Balances	R64,471,000
Sub-total – Accounts Receivable	R64,471,000
BUSINESS ALL RISK	
General Specified Items	R19,912,000
Sub-Total – Business All Risk	R19,912,000
SASRIA – Business All Risk	
COMBINED	
Standard And Non-Standard Construction	R3,039,113,000
Claims Preparation Costs	R100,000
Debris Removal	R100,000
Professional Fees	R250,000
Sub-Total – Combined	R3,039,563,000
SASRIA – Combined	
DIRECTORS AND OFFICIALS	
Limit of Indemnity	R3,000,000
Sub-Total – Directors & Officials	R3,000,000
ELECTRONIC EQUIPMENT	
Hardware	R16,494,000
Laptops	R2,901,000
Reinstatement of Data	R150,000
Increased Cost of Working	R150,000
Sub-Total – Electronic Equipment	R19,695,000
SASRIA – Electronic Equipment	

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SECTION	INSURED AMOUNT
EMPLOYER'S LIABILITY (Workman's Comp)	
Limit of Indemnity	R25,000,000
Sub-Total – Employer's Liability	R25,000,000
FIDELITY GUARANTEE	
Limit of Indemnity	R1,450,000
Claims Preparation Costs	R100,000
Sub-Total – Fidelity Guarantee	R1,550,000
GLASS	
General Limit	R132,000
Sub-Total – Glass	R132,000
SASRIA – Glass	
GOODS IN TRANSIT	
First Loss	R825,000
Debris Removal	R10,000
Fire Extinguishing Charges	R1,000
Claims Preparation Costs	R100,000
Sub-Total – Goods in Transit	R936,000
SASRIA – Goods In Transit	
HOUSE OWNERS	
Standard Construction	R124,784,000
Non Standard Construction	R599,000
Claims Preparation Costs	R100,000
Debris Removal	R40,000
Professional Fees	R0
Sub-Total – House Owners	R125,523,000
SASRIA – House Owners	
LOSS OF INCOME (BUSINESS INTERRUPTION)	
Electricity Sales	R387,951,000
Water Sales	R134,708,000
Sewerage Sales	R87,095,000
Removal of Refuse	R72,837,000
Loss of Rental	R11,612,000
Claims Preparation Costs	R100,000
Sub-Total – Loss of Income (Business Interruption)	R694,303,000
MACHINERY BREAKDOWN	
Specified Machinery	R702,091,000
Sub-Total – Machinery Breakdown	R702,091,000
MARINE	
Specified Vessel	R413,000
Sub-Total – Marine	R413,000
MONEY	
Major Limit	R399,000

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SECTION	INSURED AMOUNT
Seasonal Increase	R3,400,000
Cheques	R100,000
Increased Limit Outside Safe	R15,000
Sub-Total – Money	R3,914,000
SASRIA – Money	
OFFICE COMBINED	
Contents of Office	R96,075,000
Loss of Documents	R500,000
Theft Extension	R24,019,000
Increased Cost of Working	R25,000
Claims Preparation Costs	R12,000
Debris Removal	R10,000
Sub-Total – Office Combined	R120,641,000
SASRIA – Office Combined	
PERSONAL ACCIDENT	
Councillors 24 Hours (2.5 X Annual Package)	25 Councillors
Spouses, Activities Only	25 Councillors
Voluntary Firemen, Activities Only	24 Fire Volunteers
Sub-Total – Personal Accident	R26,310,000
SASRIA [22 Councillors @ R800,000 per Councillor]	
PUBLIC LIABILITY	
Limit of Indemnity	R100,000,000
Salaries and Wages	R366,605,000
Sub-Total – Public Liability	R466,605,000
STATED BENEFITS	
All Personnel, Activities Only	2 Times
Annual Earnings X 2	R366,605,000
Sub-Total – Stated Benefits	R366,605,000
THEFT	
First Loss Basis	R1,000,000
Total Contents of All Buildings	R84,917,000
Damage to Buildings	R100,000
Property in the Open (Within Fenced Area)	R2,200,000
Sub-Total – Theft	R88,217,000
VEHICLE FLEET	
311 x Council Vehicles	
- 277 x Council Vehicles of Limit < R500,000	R39,481,000
- 34 x Council Vehicles of Limit > R500,000	R47,905,000
Sub-Total – Council Vehicles	R87,386,000
SASRIA – Council Vehicles	
29 x Fire Vehicles	
- 16 x Fire Vehicles of Limit < R500,000	R4,539,000

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SECTION	INSURED AMOUNT
- 5 x Fire Vehicles of Limit > R500,000 < R1,000,000	R3,473,000
- 8 x Fire Vehicles of Limit > R1,000,000	R25,059,000
Sub-Total – Fire Vehicles	R33,071,000
SASRIA – Fire Vehicles	
Grand Sub-Total – Vehicle Fleet	R120,457,000
SASRIA – Vehicle Fleet	

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

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

3.8. Claims History

Following please find a schedule with the claims history of the Overstrand Municipality for the past three financial years up to 31 October 2017:

Class of Insurance	2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018
				Up to 31 October 2017
Accounts Receivable	R 0.00	R 0.00	R 0.00	R 0.00
Business All Risk	R 54,504.79	R 47,337.80	R 0.00	R 0.00
Combined	R 353,994.78	R 2,013,396.82	R 362,106.83	R 0.00
Directors & Officials	R 0.00	R 0.00	R 0.00	R 0.00
Electronic Equipment	R 0.00	R 49'800.73	R 0.00	R 0.00
Employer's Liability	R0.00	R 0.00	R 0.00	R 0.00
Fidelity Guarantee	R 0.00	R 0.00	R 0.00	R 0.00
Glass	R 0.00	R 15'281.40	R 0.00	R 0.00
Goods in Transit	R0.00	R 0.00	R 0.00	R 0.00
House Owners	R 0.00	R 0.00	R 0.00	R 0.00
Loss of Income	R 0.00	R 0.00	R 0.00	R 0.00
Machinery Breakdown	R 0.00	R 0.00	R 0.00	R 0.00
Marine	R 0.00	R 0.00	R 0.00	R 0.00
Money	R 0.00	R 0.00	R 0.00	R 0.00
Office Combined	R 0.00	R 0.00	R 0.00	R 0.00
Personal Accident	R 0.00	R 0.00	R 0.00	R 0.00
Public Liability	R 668,527.76	R 389,000.67	R 98,892.01	R 19,713.83
Stated Benefits	R 0.00	R 0.00	R 0.00	R 0.00
Theft	R 6,240.95	R 75,772.67	R 35,146.59	R 2,339.00
Vehicle Fleet	R 449,043.67	R 948,723.04	R 724,521.02	R 138,641.06
Total Claims	R 1,532,311.95	R 3,539,313.13	R 1,220,666.45	R 160,693.89

3.9. Deductions (Excess)

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

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3.10. Estimated Quantities Required

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

4. GENERAL

4.1. Period of the contract

The services of the successful tenderer will be for a contract period from 01 July 2018, ending on 30 June 2021. The Short Term Insurance Cover of the Municipality is due for placing effective from 01 July 2018 and then for renewal / re-structuring by the appointed Service Provider effective from 01 July 2019 and 01 July 2020.

4.2. Validity period of tender/quotation

Tenders must remain valid for a period of 90 days.

4.3. Evaluation

- 4.3.1. Tenders will be evaluated on a comparative basis, which is the reason for the design of the tender specification and additional schedules containing the detail information for inclusion on the insurance portfolio;
- 4.3.2. All tenders received shall be evaluated in accordance with the Municipal Finance Management Act, Act 56 of 2003 (read with its accompanying Supply Chain Management Regulations), Overstrand Municipality’s SCM Policy and the Preferential Procurement Policy Framework Act, Act 5 of 2000 (read with its accompanying regulations).

5. TECHNICAL REQUIREMENTS

- 5.1. In order to ensure that the Municipality’s assets are adequately insured and any risk exposure is minimized, including keeping abreast with the latest insurance developments, it is imperative that the relevant industry related administrative assistance is provided in order to support the existing capacity that the Municipality has.
- 5.2. The Service Provider must meet the following minimum requirements:

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

SIGNATURE		NAME (PRINT)	
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Minimum Requirements:	Please indicate with an "X" whether the offer complies with the requirements.			Reference (Supporting documents attached)
	YES	NO	Comment	
5.2.4. The tenderer must have a minimum limit of R50,000,000 (50 million rand) Fidelity Guarantee insurance. An originally certified copy of the insurance policy schedule reflecting the limit, excess, Insurers and renewal date must be submitted with the tender				

- 5.3. Notwithstanding the aforementioned, the following documentation must also be submitted as part of the tender:
- 5.3.1. Proof of Insurers Solvency Margin;
 - 5.3.2. Letter of Authority;
 - 5.3.3. Company Registration Certificate;
 - 5.3.4. Ownership Certificate & Change of Name Certificate;
 - 5.3.5. Audited financial statements of the last 3 years for both the Broker and the proposed Underwriter.
- 5.4. Tenderers must submit fully completed schedules of items for insurance cover together with each tender submitted, containing the detailed premium calculations for each class of insurance. Tenderers must ensure that the tender submission and all the relevant schedules are duly signed off.
- 5.5. The tenderer must disclose the insurer or consortium of insurers on each policy type.
- 5.6. The tenderer must submit the draft proposed Policy Documents on each policy type.
- 5.7. The tenderer must submit a tender for **Full Insurance Cover** as per detailed schedules that are provided as part of the tender documents.
- 5.8. The tenderer may submit additional alternative tenders for **Partial Self Insurance** as per detailed schedules that are provided as part of the tender documents. The tenderer's proposal in this regard should be accompanied by a detailed summary of the relevant features of before-mentioned insurance structure.
- 5.9. The Municipality reserves the right to accept alternative tenders. The Municipality is not bound to accept the lowest or any tender and reserves the right to accept any tender either wholly or a part thereof.
- 5.10. Unless otherwise specified, it is accepted that, in the case of every type of policy tendered for, the tenderer will be willing to underwrite any individual policy type at the premium tendered, without any other individual policies being awarded to him.
- 5.11. A detail description of the assets, amounts insured, et cetera, is furnished herewith according to information currently available. However, the Municipality reserves the right to adjust details in respect of final number, description and value of individual items for insurance cover, if necessary, at the final placement of the insurance.
- 5.12. The submission of a tender signifies complete acceptance of the conditions contained in these instructions, the Form of Tender and the annexures.
- 5.13. Any deviations, limitations or unfamiliar conditions in respect of each policy type must be clearly stipulated and highlighted in the tender submission to enable the municipality to consider the impact thereof on the cover and the cost.
- 5.14. The Municipality reserves the right to notify the tenderer of any adjustments, additions and or disposals during the period of the contract, for which the appropriate adjustments in premium payable / refundable must be effected.

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6. PRE-QUALIFICATION CRITERIA

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

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

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

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

SIGNATURE		NAME (PRINT)	
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NAME OF FIRM			



7. INFORMATION TO BE PROVIDED BY THE TENDERER

7.1. Checklist of documentation to be submitted

No	Information required	Submitted	
		Yes	No
7.1.1	Completed Tender Form and Pricing Schedule		
7.1.2	Originally certified copy of Financial Intermediaries Association (FIA) membership certificate (refer Item 5.2.1)		
7.1.3	Originally certified copy of Financial Advisory and Intermediary Services (FAIS) Act compliancy certificate (refer Item 5.2.2)		
7.1.4	Originally certified copy of proof of Professional Indemnity Insurance Cover (refer Item 5.2.3)		
7.1.5	Originally certified copy of proof of Fidelity Guarantee insurance cover (refer Item 5.2.4)		
7.1.6	Documented proof of the Insurer’s Solvency Margins (refer item 5.3.1)		
7.1.7	Signed Letter of Authority (refer Item 5.3.2)		
7.1.8	Originally certified copy of Company Registration Certificate (refer Item 5.3.3)		
7.1.9	Originally certified copy of Ownership / Change of Name Certificate (refer Item 5.3.4)		
7.1.10	Audited financial statements of the last 3 years for both the Broker and the proposed underwriter (refer Item 5.3.5)		
7.1.11	Draft proposed Policy Document(s) on each policy type, disclosing the insurer or consortium of insurers on each policy type (refer Items 5.5 and 5.6)		
7.1.12	Evidence of experience of the tenderer (enterprise) in years of operation as Short-Term Insurance Portfolio Manager / Broker (refer Items 6.5.1; 6.5.2 and 6.5.3)		
7.1.13	Referee contact details (refer Items 6.5.2 and 6.5.3)		
7.1.14	Detailed service offering outlining proposed service rendering as Short-Term Insurance Portfolio Manager / Broker (refer Item 6.6)		

7.2. Special Conditions

The following special conditions will apply:

7.2.1. If:

7.2.1.1. the tenderer should fail to arrange the short-term insurance with the insurer/consortium stated in the contract;

Or

7.2.1.2. the Municipality should suffer damage as a result of the tenderer’s failure to perform,

7.2.1.3. 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:

7.2.1.3.1. in the event of 7.2.1.1, 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

7.2.1.3.2. In the event of 7.2.1.2, an amount not exceeding the actual damage sustained by the Municipality.

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- 7.2.2. 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.
- 7.2.3. 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:
 - 7.2.3.1. In the event of any breach of or failure by the tenderer to comply with any of the provisions of this contract;
 - 7.2.3.2. 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
 - 7.2.3.3. 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.

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ANNEXURE A:
Comprehensive list of Assets to be insured with insured value as at 01 July 2017

ALL RISK			
ITEM		DESCRIPTION	SUM INSURED
1		Cameras and binoculars - Refer to list	75 740
2		Laptops and tablets - Refer to list	2 603 866
3		Weed eaters, brush cutters, blowers etc. - Refer to list	612 815
4		Pumps and generators - Refer to list	393 503
5		Compactors, compressors, pressure washers - Refer to list	269 701
6		Firearms and policing equip - Refer to list	-
7		Fire fighting eq - Refer to list	-
8		Communication equipment - Refer to list	1 356 801
9		TV and Sound equipment - Refer to list	1 263 533
10		Lawnmowers, welding units and wrenches - Refer to list	714 969
11		Detectors, meters, testers - Refer to list	651 005
12		Grinders, saws and various tools - Refer to list	437 469
13		Bicycles - refer to list	116 160
14		Survey equipment - refer to list	36 250
15		Various tools and containers - Refer to list	592 318
		CELLULAR PHONES:	
16		Samsung Galaxy S III mini (white) - Imei: 352220069581906	3 509
17		Samsung Galaxy S III mini (white) - Imei: 352220069581682	3 509
18		Samsung Galaxy S III mini (white) - Imei: 352220069580296	3 509
	Serial no	Leased equipment (also on Electronic)	
19	M5793300045	Photocopier (operating lease)	188 760
20	3906612025	Photocopier (finance lease)	144 570
21	6RT6612102015	Photocopier (finance lease)	85 992
22		Mobile Printer	5 000
23		Library computers on loan	60 000
		Other items to be insured under All Risk	
		HERMANUS	
24		Employee's personal belongings and apparel while on duty	48 400
25		Council - Mayoral chains and medals	121 000
26		Traffic equipment, incl. speed measuring eq	2 109 128
27		Traffic control - traffic lights	1 210 000
28		Radio Equipment Tsunami/Motorola and app	2 114 021
29		Mitsubishi G.511 Water pump	12 367
30		Truvello Kombi camera speed measuring met viewfinder	644 072
31		2 Portable pumps and tanks - Fire control	111 819
32		Time and Attendance/Access Control Equipment	186 364
33		Testing Equipment on Tracker CEM 15777	675 231
34		Telephone Management System VSA RAMPpage	140 554
35		Optimail Franking machine FP ser no 327169	24 185

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ALL RISK			
ITEM		DESCRIPTION	SUM INSURED
		STANFORD	
36		Phillips SOPHO IS3010 PBX and accessories	246 847
		GANSBAAI	
37		Phillips B Sure XG2 Projector (s/n 21011198 model LC 3146/LO)	62 516
38		Phillips SOPHO IS3030 PBX and accessories	316 246
39		Optimail Franking machine FP ser no 373831	24 185
		HANGKLIP/KLEINMOND	
40		Phillips B Sure XG2 Projector (s/n 21011212 model LC 3146)	62 516
41		Phillips SOPHO IS3030 PBX and accessories	316 246
42		Optimail Franking machine FP ser no 327177	24 186
TOTAL			18 068 863

BINOCULARS & CAMERAS		
Inventory Number	Item	Insured value
19819	Binoculars	3 183
10939	Camera	3 118
13895	Camera	4 044
17511	Camera	7 392
20208	Camera	4 816
21487	Camera	3 574
21601	Camera	2 649
21852	Camera	2 470
22217	Camera	2 470
22314	Camera	3 118
22837	Camera	3 503
22838	Camera	3 503
23863	Camera	2 649
24090	Camera	3 699
24091	Camera	3 699
24092	Camera	3 699
24093	Camera	3 699
24094	Camera	3 699
24618	Camera	2 439
28470	Camera	2 649
25226	Camera & Flash	5 668
TOTAL		75 740

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TABLETS AND LAPTOPS			
Inventory Number	Item	Serial Number	Insured Value
TABLETS			
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0032	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002V	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0030	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0007	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 00PI	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009P	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0004	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002S	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 00P3	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00P6	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000A	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009T	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009R	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009N	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002N	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0042	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0045	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 003Y	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00PJ	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 00PM	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0043	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00PH	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00P0	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000F	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009S	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 003U	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0035	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 003X	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0036	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00KD	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000G	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009I	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002Y	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00PN	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 003V	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009V	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000I	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0009	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0033	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0089	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0005	3 872

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TABLETS AND LAPTOPS			
Inventory Number	Item	Serial Number	Insured Value
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0003	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46B 00PD	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002P	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0041	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000C	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000B	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 003Z	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 008O	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0034	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 003G	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0008	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0031	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009O	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002U	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 000E	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 009Q	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 002R	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0037	3 872
	DELL Tablet Venue 8 Anton Z2580 2GB	CN 0VMGTF 77881 46A 0044	3 872
26413	Tablet		10 624
26414	Tablet		10 624
26415	Tablet		3 366
26757	Tablet		3 424
26761	Tablet		3 424
26762	Tablet		3 424
26763	Tablet		3 424
26918	Tablet		3 424
31654	Tablet		7 587
31655	Tablet		7 587
31656	Tablet		7 587
30469	Samsung Tab A	R52H315EGHF	7 260
30470	Samsung Tab A	R52H315ETBR	7 260
30471	Samsung Tab A	R52H315EQ1H	7 260
30472	Samsung Tab A	R52H315EABL	7 260
31716	Samsung Tab A	R52H315E3VL	7 260
31717	Samsung Tab A	R52H315ENXW	7 260
31719	Samsung Tab A	R52H315ETPT	7 260
31720	Samsung Tab A	R52H315ETNB	7 260
31721	Samsung Tab A	R52H315EGAL	7 260
31722	Samsung Tab A	R52H315E40F	7 260
31723	Samsung Tab A	R52H315ETEN	7 260

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TABLETS AND LAPTOPS			
Inventory Number	Item	Serial Number	Insured Value
31724	Samsung Tab A	R52H315EPKF	7 260
31725	Samsung Tab A	R52H315EJWA	7 260
31726	Samsung Tab A	R52H315E3TT	7 260
31727	Samsung Tab A	R52H315EJJW	7 260
31728	Samsung Tab A	R52H315EKWX	7 260
TABLETS - TOTAL			412 976
LAPTOPS			
9218	Laptop		12 257
9303	Laptop		12 257
9305	Laptop		12 257
9306	Laptop		12 257
9311	Laptop		12 257
9898	Laptop		12 257
9932	Laptop		12 257
9933	Laptop		15 172
9935	Laptop		12 257
9936	Laptop		12 257
9950	Laptop		15 172
9958	Laptop		12 257
9959	Laptop		12 257
9960	Laptop		12 257
14350	Laptop		12 257
14376	Laptop		12 257
14534	Laptop		15 172
14648	Laptop		15 172
14665	Laptop		12 257
14678	Laptop		15 172
15498	Laptop		12 257
15749	Laptop		9 222
15752	Laptop		12 539
15842	Laptop		27 198
16927	Laptop		12 257
16928	Laptop		26 305
16929	Laptop		26 487
17404	Laptop		12 257
17411	Laptop		19 209
17417	Laptop		12 257
17496	Laptop		27 198
18011	Laptop		15 581
18012	Laptop		12 539
18280	Laptop		12 562
19093	Laptop		12 562

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TABLETS AND LAPTOPS			
Inventory Number	Item	Serial Number	Insured Value
20813	Laptop		12 257
21014	Laptop		12 349
21061	Laptop		21 458
21150	Laptop		12 257
21157	Laptop		17 315
21478	Laptop		12 257
21824	Laptop		16 775
21825	Laptop		16 775
21826	Laptop		16 775
21828	Laptop		16 775
21829	Laptop		16 775
21830	Laptop		16 775
21831	Laptop		16 775
21832	Laptop		16 775
21833	Laptop		16 775
21834	Laptop		16 775
21835	Laptop		16 775
21836	Laptop		16 775
21837	Laptop		16 775
21838	Laptop		16 775
21839	Laptop		16 775
21840	Laptop		16 775
21841	Laptop		16 775
22776	Laptop		12 377
23561	Laptop		14 773
23753	Laptop		16 901
23767	Laptop		18 092
23768	Laptop		16 901
23769	Laptop		16 901
23770	Laptop		18 092
23771	Laptop		16 901
23772	Laptop		16 901
23774	Laptop		16 901
23776	Laptop		16 901
23777	Laptop		16 901
23778	Laptop		16 901
23779	Laptop		16 901
23780	Laptop		16 901
23781	Laptop		16 901
23782	Laptop		16 901
23783	Laptop		16 901
23784	Laptop		16 901

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TABLETS AND LAPTOPS			
Inventory Number	Item	Serial Number	Insured Value
23785	Laptop		16 901
24504	Laptop		8 222
24505	Laptop		8 222
24562	Laptop		5 445
24564	Laptop		5 445
24589	Laptop		16 602
24590	Laptop		16 602
24592	Laptop		16 602
24593	Laptop		16 602
24625	Laptop		27 466
24694	Laptop		14 006
24882	Laptop		17 024
24906	Laptop		17 024
24914	Laptop		17 868
25193	Laptop		7 758
25195	Laptop		7 758
25196	Laptop		7 758
25197	Laptop		7 758
25203	Laptop		9 702
25209	Laptop		9 702
25210	Laptop		9 702
25476	Laptop		15 367
25674	Laptop		14 210
25705	Laptop		26 011
25900	Laptop		15 617
25939	Laptop		15 617
25957	Laptop		20 613
25958	Laptop		15 801
25959	Laptop		15 801
25972	Laptop		19 747
26049	Laptop		17 581
26131	Laptop		21 158
26627	Laptop		9 120
26640	Laptop		25 133
28019	Laptop		16 602
28370	Laptop		12 257
28441	Laptop		4 355
21848	Laptop Zingani Tshetu		19 359
23754	Laptop Laurens Strydom		16 901
29122	Dell Latitude E5550	FTX6G72	19 312
30413	Dell Latitude E5550	4RG7G72	19 312
30419	Dell Latitude E5550	59DZGC2D	19 312

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TABLETS AND LAPTOPS			
Inventory Number	Item	Serial Number	Insured Value
30465	Dell Latitude E5550	8C97G72	19 312
31522	Dell Precision 3510	3KDBG72	31 912
30335	Laptop		21 773
30336	Laptop		21 773
30337	Laptop		30 101
31971	Laptop		6 596
31972	Laptop		6 596
31973	Laptop		6 596
31974	Laptop		6 596
31975	Laptop		6 596
31976	Laptop		6 596
31977	Laptop		6 596
31978	Laptop		6 596
31979	Laptop		6 596
31980	Laptop		6 596
31981	Laptop		6 596
31982	Laptop		6 596
31983	Laptop		6 596
31984	Laptop		6 596
31985	Laptop		6 596
31986	Laptop		6 596
31987	Laptop		6 596
31988	Laptop		6 596
31989	Laptop		6 596
31990	Laptop		6 596
31991	Laptop		6 596
31992	Laptop		6 596
32043	Laptop		10 967
32044	Laptop		10 967
32045	Laptop		10 967
32067	Laptop		10 967
32451	Laptop		19 035
32452	Laptop		10 475
32453	Laptop		10 475
32454	Laptop		13 632
LAPTOPS – TOTAL			2 190 890
TOTAL			2 603 866

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WEED EATERS & BRUSH CUTTERS		
Inventory Number	Item	Insured value
32106	Blower	6 482
32080	Blower Mower	42 861
32081	Blower Mower	42 861
32084	Blower Mower	42 861
11441	Blower: Leaves	4 395
22866	Blower: Leaves	2 697
23162	Blower: Leaves	4 111
23163	Blower: Leaves	4 111
23509	Blower: Leaves	4 043
23513	Blower: Leaves	4 043
24008	Blower: Leaves	3 526
24647	Blower: Leaves	2 750
24944	Blower: Leaves	4 337
25979	Blower: Leaves	2 798
26614	Brush Cutter	9 316
26650	Brush Cutter	7 792
26668	Brush Cutter	4 092
26669	Brush Cutter	8 445
26670	Brush Cutter	8 445
32105	Brush Cutter	6 158
32108	Brush Cutter	4 294
32096	Brush Cutter	8 200
32102	Brush Cutter	8 200
31588	Chainsaw	7 364
19550	Brush Cutter	8 826
21635	Brush Cutter	4 269
21636	Brush Cutter	4 269
21637	Brush Cutter	4 269
22582	Brush Cutter	9 644
22807	Brush Cutter	9 644
22821	Brush Cutter	9 644
23510	Brush Cutter	9 155
23511	Brush Cutter	9 155
23515	Brush Cutter	9 155
23517	Brush Cutter	9 155
23610	Brush Cutter	3 145
23627	Brush Cutter	6 455
23644	Brush Cutter	6 455
24112	Brush Cutter	6 455
24113	Brush Cutter	6 455
24369	Brush Cutter	7 092
24371	Brush Cutter	7 092

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WEED EATERS & BRUSH CUTTERS		
Inventory Number	Item	Insured value
24389	Brush Cutter	3 956
24596	Brush Cutter	5 999
24645	Brush Cutter	6 783
24975	Brush Cutter	6 087
24981	Brush Cutter	6 087
24983	Brush Cutter	6 087
25101	Brush Cutter	6 087
25102	Brush Cutter	6 087
25103	Brush Cutter	6 087
24388	Brush Cutter	3 956
26643	High Pressure Washer	14 685
3603	Weed eater	4 835
5275	Weed eater	4 835
8224	Weed eater	4 835
19050	Weed eater	4 835
20123	Weed eater	5 456
20129	Weed eater	4 835
20130	Weed eater	7 057
20132	Weed eater	7 057
20244	Weed eater	5 456
20260	Weed eater	4 835
20261	Weed eater	4 835
20612	Weed eater	4 835
21693	Weed eater	9 534
23645	Weed eater	6 455
23646	Weed eater	6 455
23946	Weed eater	4 835
23947	Weed eater	4 835
23952	Weed eater	4 835
24922	Weed eater	4 313
25045	Weed eater	5 456
25049	Weed eater	5 456
25429	Weed eater	5 482
25430	Weed eater	5 482
25973	Weed eater	7 989
26018	Weed eater	7 477
26040	Weed eater	7 477
31592	Weed eater	5 587
31599	Weed eater	5 587
32190	Weed eater	5 440
TOTAL		612 815

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LIST OF GENERATORS, PUMPS		
Inventory Number	Item	Insured value
24009	Engine	3 898
24911	Engine	50 900
8797	Generator	3 933
24681	Generator	28 012
24827	Generator	4 331
25114	Generator	4 834
25486	Generator	9 081
27965	Generator	4 834
Order 215183	Generator	8 201
31 650	Generator	6 778
5252	Generator Petrol	4 834
5272	Generator Petrol	4 834
5364	Generator Petrol	4 834
8177	Generator Petrol	4 834
9528	Generator Petrol	4 834
11331	Generator Petrol	4 834
11548	Generator Petrol	4 834
12850	Generator Petrol	4 834
14117	Generator Petrol	4 834
14189	Generator Petrol	4 834
15058	Generator Petrol	4 834
19329	Generator Petrol	4 834
20133	Generator Petrol	4 834
22408	Generator Petrol	3 092
22799	Generator Petrol	8 246
23649	Generator Petrol	9 675
5404	Pump	4 417
5572	Pump	4 417
6636	Pump	4 417
6955	Pump	4 417
11329	Pump	4 417
11916	Pump	4 417
21337	Pump	4 417
21641	Pump	3 628
22848	Pump	14 762
23313	Pump	4 198
23650	Pump	4 007
23987	Pump	4 417
24600	Pump	4 011
24601	Pump	4 011
25029	Pump	63 747
25503	Pump	3 602

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LIST OF GENERATORS, PUMPS		
Inventory Number	Item	Insured value
25585	Pump	18 050
28205	Pump	4 834
6658	Pump Holmatro	4 556
19598	Pump Water	4 834
30318	Pump Water	7 638
30319	Pump Water	7 638
TOTAL		393 503

COMPACTORS, COMPRESSORS, WASHERS		
Inventory Number	Item	Insured Value
17962	Compactor Wacker	8 464
21628	Compactor Wacker	12 704
21633	Compactor Wacker	23 146
22579	Compactor Wacker	9 020
4632	Compressor	21 780
19137	Compressor	5 804
24395	Compressor	46 437
22845	High Pressure Washer	20 503
23651	High Pressure Washer	3 295
24396	High Pressure Washer	44 589
24706	High Pressure Washer	50 820
25983	High Pressure Washer	9 022
29124	High Pressure Washer	14 117
Total		269 701

TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
21116	Radio Communication Detection	10 527
9334	Radio Communication System	9 680
15595	Radio Communication System	9 680
15598	Radio Communication System	9 680
15599	Radio Communication System	9 680
16430	Radio Communication System	10 527
16431	Radio Communication System	10 527
16575	Radio Communication System	9 680
24954	Radio Communication System	3 086
25171	Radio Communication System	69 696
28023	Radio Communication System	20 691
3262	Radio Home-base	5 755
3501	Radio Home-base	5 755
3502	Radio Home-base	5 755
5464	Radio Home-base	5 755

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TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
6466	Radio Home-base	5 755
6472	Radio Home-base	5 755
6689	Radio Home-base	5 755
6781	Radio Home-base	5 755
6798	Radio Home-base	5 755
6799	Radio Home-base	5 755
6800	Radio Home-base	5 755
6816	Radio Home-base	5 755
6832	Radio Home-base	5 755
6941	Radio Home-base	5 755
7062	Radio Home-base	5 755
7074	Radio Home-base	5 755
7307	Radio Home-base	5 755
7322	Radio Home-base	5 755
7324	Radio Home-base	5 755
7921	Radio Home-base	5 755
8596	Radio Home-base	5 755
8642	Radio Home-base	5 755
8643	Radio Home-base	5 755
8742	Radio Home-base	5 755
8751	Radio Home-base	5 755
8795	Radio Home-base	5 755
13885	Radio Home-base	5 755
14019	Radio Home-base	5 755
14025	Radio Home-base	5 755
14042	Radio Home-base	5 755
14160	Radio Home-base	5 755
14181	Radio Home-base	9 433
14903	Radio Home-base	5 755
14906	Radio Home-base	5 755
14921	Radio Home-base	5 755
14941	Radio Home-base	3 993
14945	Radio Home-base	4 901
14960	Radio Home-base	5 755
14971	Radio Home-base	3 993
14983	Radio Home-base	5 755
15094	Radio Home-base	5 755
15095	Radio Home-base	5 755
15098	Radio Home-base	5 755
15246	Radio Home-base	9 680
15351	Radio Home-base	5 755
15352	Radio Home-base	5 755

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TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
16262	Radio Home-base	5 755
16267	Radio Home-base	5 755
16268	Radio Home-base	5 755
18622	Radio Home-base	5 755
19034	Radio Home-base	5 755
19125	Radio Home-base	5 755
19291	Radio Home-base	5 755
19396	Radio Home-base	5 755
19572	Radio Home-base	5 755
19575	Radio Home-base	5 755
21144	Radio Home-base	5 755
21166	Radio Home-base	5 755
21177	Radio Home-base	5 755
21311	Radio Home-base	5 755
21321	Radio Home-base	5 755
21323	Radio Home-base	5 755
21327	Radio Home-base	5 755
21350	Radio Home-base	5 755
21356	Radio Home-base	5 755
21357	Radio Home-base	5 755
21358	Radio Home-base	5 755
21396	Radio Home-base	5 755
21408	Radio Home-base	5 755
21409	Radio Home-base	5 755
21412	Radio Home-base	5 755
21413	Radio Home-base	5 755
22573	Radio Home-base	5 755
22574	Radio Home-base	5 755
22641	Radio Home-base	5 755
22665	Radio Home-base	5 755
22671	Radio Home-base	5 755
22674	Radio Home-base	5 755
22685	Radio Home-base	5 755
22688	Radio Home-base	3 993
22721	Radio Home-base	5 755
22746	Radio Home-base	5 755
22961	Radio Home-base	5 755
22980	Radio Home-base	5 755
22982	Radio Home-base	5 755
22983	Radio Home-base	5 755
23022	Radio Home-base	5 755
23044	Radio Home-base	5 755

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TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
23081	Radio Home-base	5 755
23086	Radio Home-base	5 755
23092	Radio Home-base	5 755
23110	Radio Home-base	3 388
23120	Radio Home-base	5 755
23122	Radio Home-base	5 755
23134	Radio Home-base	5 755
23146	Radio Home-base	5 755
23977	Radio Home-base	5 755
24857	Radio Home-base	2 904
26638	Radio Home-base	9 650
26639	Radio Home-base	9 650
28007	Radio Home-base	5 755
28008	Radio Home-base	5 755
28009	Radio Home-base	5 755
28353	Radio Home-base	5 755
28354	Radio Home-base	5 755
28355	Radio Home-base	5 755
28356	Radio Home-base	5 755
28358	Radio Home-base	5 755
28359	Radio Home-base	3 993
28360	Radio Home-base	5 755
28361	Radio Home-base	5 755
28362	Radio Home-base	3 993
28363	Radio Home-base	5 755
28364	Radio Home-base	5 755
28365	Radio Home-base	5 755
28366	Radio Home-base	5 755
28367	Radio Home-base	5 755
3026	Radio Two Way	3 993
4986	Radio Two Way	3 993
5057	Radio Two Way	3 993
5304	Radio Two Way	3 993
5342	Radio Two Way	3 993
5343	Radio Two Way	3 993
5476	Radio Two Way	3 993
5751	Radio Two Way	3 993
6528	Radio Two Way	3 993
6590	Radio Two Way	3 993
6665	Radio Two Way	3 993
6724	Radio Two Way	3 993
7437	Radio Two Way	3 993

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TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
7655	Radio Two Way	3 993
7985	Radio Two Way	3 993
8175	Radio Two Way	3 993
8256	Radio Two Way	3 993
8304	Radio Two Way	3 993
8575	Radio Two Way	3 993
8780	Radio Two Way	4 041
8791	Radio Two Way	3 993
11102	Radio Two Way	3 993
11361	Radio Two Way	3 993
12536	Radio Two Way	3 993
12684	Radio Two Way	3 993
13380	Radio Two Way	4 041
13539	Radio Two Way	3 993
13757	Radio Two Way	3 993
13804	Radio Two Way	3 993
13808	Radio Two Way	3 993
13832	Radio Two Way	3 993
14053	Radio Two Way	3 993
14112	Radio Two Way	3 993
14157	Radio Two Way	3 993
14966	Radio Two Way	3 993
14977	Radio Two Way	3 993
15097	Radio Two Way	3 993
16031	Radio Two Way	3 993
16035	Radio Two Way	3 993
16067	Radio Two Way	3 993
16072	Radio Two Way	3 993
16417	Radio Two Way	3 993
16442	Radio Two Way	3 993
16443	Radio Two Way	3 993
18351	Radio Two Way	4 041
18613	Radio Two Way	3 993
18739	Radio Two Way	3 993
18794	Radio Two Way	3 993
18891	Radio Two Way	4 828
19052	Radio Two Way	3 993
19066	Radio Two Way	3 993
19075	Radio Two Way	3 993
19081	Radio Two Way	3 993
19100	Radio Two Way	3 993
19101	Radio Two Way	3 993

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TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
19144	Radio Two Way	3 993
19283	Radio Two Way	3 993
19510	Radio Two Way	3 993
19569	Radio Two Way	3 993
20235	Radio Two Way	3 993
20237	Radio Two Way	3 993
20357	Radio Two Way	3 993
20703	Radio Two Way	3 993
20713	Radio Two Way	4 828
20762	Radio Two Way	3 993
20771	Radio Two Way	3 993
21153	Radio Two Way	3 993
21372	Radio Two Way	3 993
21373	Radio Two Way	3 993
22572	Radio Two Way	3 993
22600	Radio Two Way	3 993
22601	Radio Two Way	3 993
22633	Radio Two Way	3 993
23109	Radio Two Way	3 993
23133	Radio Two Way	3 993
23828	Radio Two Way	3 993
23829	Radio Two Way	3 993
23894	Radio Two Way	3 993
23920	Radio Two Way	3 993
23938	Radio Two Way	3 993
23964	Radio Two Way	3 993
25015	Radio Two Way	3 993
25016	Radio Two Way	3 993
25051	Radio Two Way	3 993
25580	Radio Two Way	10 769
27967	Radio Two Way	3 993
28226	Radio Two Way	3 993
28309	Radio Two Way	3 993
28310	Radio Two Way	4 041
28311	Radio Two Way	3 993
28369	Radio Two Way	3 993
28373	Radio Two Way	3 993
28378	Radio Two Way	3 993
28379	Radio Two Way	3 993
28380	Radio Two Way	3 993
28381	Radio Two Way	3 993
28382	Radio Two Way	3 993

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TELEPHONE & RADIO COMMUNICATION SYSTEMS		
Inventory Number	Item	Insured value
28383	Radio Two Way	3 993
28384	Radio Two Way	3 993
28385	Radio Two Way	4 041
28386	Radio Two Way	3 993
28387	Radio Two Way	3 993
28388	Radio Two Way	3 993
28389	Radio Two Way	3 993
28390	Radio Two Way	3 993
28391	Radio Two Way	3 993
28392	Radio Two Way	3 993
28393	Radio Two Way	3 993
28410	Radio Two Way	3 993
28427	Radio Two Way	3 993
28434	Radio Two Way	3 993
28443	Radio Two Way	3 993
28472	Radio Two Way	3 993
28474	Radio Two Way	3 993
30313	Radio Two Way	4 108
30315	Radio Two Way	4 108
30348	Radio Two Way	4 839
30349	Radio Two Way	4 839
30350	Radio Two Way	4 839
23922	Radio Two Way (Motorola GP300)	3 993
24578	Telephone: PABX	4 729
24579	Telephone: PABX	4 729
24580	Telephone: PABX	4 729
24581	Telephone: PABX	4 729
TOTAL		1 356 801

TV, SOUND & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
11996	Amplifier	2 547
15605	Amplifier	2 547
16419	Amplifier	3 786
24664	Amplifier	4 054
30302	Europower EP2500 Aplifier	12 705
31507	Hisense 48 Inch	8 773
31510	Hisense 48 INCH	8 773
10268	Microphone	5 961
10269	Microphone	5 961
15782	Microphone	3 590
21537	Microphone	5 307

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TV, SOUND & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
28021	Microphone	5 961
32 180	Mixer	5 500
32 187	Mixer	3 722
25731	Mixer Lights	3 179
28345	Mixer Lights	3 629
24517	Mixer: Auto Audio	30 780
22769	Mixer: Auto Audio	2 535
8200	Piano	60 494
15788	Piano	762 300
15179	Player: Compact Disk	3 184
24955	Receiver	9 136
24668	Receiver: Microphone	2 602
24890	Receiver: Surge Wave	97 133
10005	Recorder: Digital Voice	4 771
10327	Recorder: Digital Voice	3 866
10609	Recorder: Digital Voice	6 160
12955	Recorder: Digital Voice	3 216
12956	Recorder: Digital Voice	3 253
12957	Recorder: Digital Voice	3 866
12958	Recorder: Digital Voice	3 866
20851	Recorder: Digital Voice	3 216
20858	Recorder: Digital Voice	3 216
21501	Recorder: Digital Voice	2 958
21610	Recorder: Digital Voice	2 958
24886	Recorder: Digital Voice	2 726
24903	Recorder: Digital Voice	2 726
9204	Speaker	3 859
9205	Speaker	3 859
9206	Speaker	3 859
9207	Speaker	3 859
10783	Speaker	3 591
12074	Speaker	3 591
12075	Speaker	3 591
15387	Speaker	3 591
15785	Speaker	3 859
15786	Speaker	3 859
15787	Speaker	3 859
15790	Speaker	3 775
16517	Speaker	3 775
16556	Speaker	3 775
16561	Speaker	3 859
16600	Speaker	3 859

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TV, SOUND & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
17365	Speaker	3 859
17367	Speaker	3 859
20033	Speaker	3 591
20196	Speaker	3 591
22770	Speaker	5 018
22771	Speaker	5 018
24926	Speaker	8 469
25136	Speaker	6 710
25137	Speaker	6 710
25732	Speaker	6 735
25733	Speaker	6 735
21525	Stool: Piano	3 146
17368	Subwoofer	2 851
17369	Subwoofer	2 851
10239	Subwoofer	2 851
10241	Subwoofer	2 851
23603	Television	6 103
25955	Television	11 665
26624	Television	3 183
26625	Television	3 183
26626	Television	3 183
TOTAL		1 263 533

LAWNMOWERS		
Inventory Number	Item	Insured value
8631	Lawnmower	55 102
14124	Lawnmower	47 063
14187	Lawnmower	47 063
17965	Lawnmower	47 063
17986	Lawnmower	3 926
23605	Lawnmower	22 385
23641	Lawnmower	3 980
24147	Lawnmower	23 981
24376	Lawnmower	7 249
24628	Lawnmower	20 147
24629	Lawnmower	20 147
24741	Lawnmower	14 860
25982	Lawnmower	13 915
32094	Lawnmower	21 373
32097	Lawnmower	5 015
32098	Lawnmower	5 015
32107	Lawnmower	7 368

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LAWNMOWERS		
Inventory Number	Item	Insured value
24976	Lawnmower: Attachment	34 715
25104	Lawnmower: Attachment	34 715
25105	Lawnmower: Attachment	45 980
25106	Lawnmower: Attachment	34 715
23524	Pitch Cutter	9 818
31597	Pole Pruner	11 514
21462	Sprayer: Canon	36 039
28448	Sprayer: Canon	35 736
22976	Sprayer: Emulsion	18 150
30392	Walk Behind Mower	21 052
Order 214890	Walk Behind Mower	25 473
TOTAL		673 557

WELDING MACHINES AND WRENCHES		
Inventory Number	Item	Insured value
4669	Welding Unit	2 898
5238	Welding Unit	2 898
8606	Welding Unit	2 898
13611	Welding Unit	2 898
13980	Welding Unit	4 016
20313	Welding Unit	2 898
20477	Welding Unit	2 760
24126	Wrench: Heavy Duty Impact	6 367
24127	Wrench: Heavy Duty Impact	7 961
24846	Wrench: Heavy Duty Impact	5 819
TOTAL		41 412

DETECTORS, METERS, TESTERS		
Inventory Number	Item	Insured Value
5373	Detector: Cable	10 527
Order 215036	Detector: Cable	6 788
21121	Detector: Voltage	2 848
23598	Detector: Voltage	4 719
24443	Detector: Voltage	5 100
24520	Detector: Voltage	5 100
25109	Detector: Voltage	4 719
Order 215036	Earth Kit	10 218
25968	Meter : Laser	4 041
25969	Meter : Laser	4 041

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DETECTORS, METERS, TESTERS		
Inventory Number	Item	Insured Value
25970	Meter : Laser	4 041
26026	Meter: Amp Clamp On	2 505
26134	Meter: Amp Clamp On	2 505
24392	Meter: Cholesterol	2 500
23614	Meter: Colori	11 236
23620	Meter: Colori	11 236
23642	Meter: Colori	6 111
24777	Meter: Colori	5 824
25605	Meter: Colori	24 659
23129	Meter: Multi	3 328
24833	Meter: Multi	5 561
22864	Meter: Oxygen	5 390
11694	Meter: Oxygen/Temperature	7 117
23616	Meter: Ph. & Chlorine	4 684
23618	Meter: Ph. & Chlorine	4 684
25131	Meter: Ph. & Chlorine	8 838
23643	Meter: Pipette	3 812
23617	Meter: Turbidity	8 528
23619	Meter: Turbidity	8 528
19826	Meter: Wind	5 266
26019	Meter: Wind	2 904
26020	Meter: Wind	2 904
26021	Meter: Wind	2 904
8263	Meter: Ph. & Chlorine	5 306
11660	Meter: Ph. & Chlorine	5 306
13219	Meter: Ph. & Chlorine	5 306
13221	Meter: Ph. & Chlorine	5 306
16593	Meter: Ph. & Chlorine	5 306
18941	Meter: Ph. & Chlorine	5 306
19565	Meter: Ph. & Chlorine	6 770
20278	Meter: Ph. & Chlorine	5 306
20505	Meter: Ph. & Chlorine	5 306
20509	Meter: Ph. & Chlorine	5 306
20755	Meter: Ph. & Chlorine	5 306
22299	Meter: Ph. & Chlorine	4 049
22457	Meter: Ph. & Chlorine	13 802
8266	Meter: Spectrohpot	4 049
13741	Tester	2 844
16060	Tester	31 363
16235	Tester	28 260
21528	Tester	13 008
21529	Tester	13 008

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DETECTORS, METERS, TESTERS		
Inventory Number	Item	Insured Value
24521	Tester	97 792
24522	Tester	110 352
28038	Tester	13 008
24623	Tester (Buttinski)	2 868
28350	Tester : Breath	13 008
14950	Tester : Electricity	2 848
26030	Tester Multi	19 072
14980	Tester: Earth Leakage	5 748
16290	Tester: Earth Resistance	9 767
26015	Tester: Insulation	3 166
Total		651 005

BICYCLES		
Inventory Number	Item	Insured value
18670	Bicycle	7 260
18671	Bicycle	7 260
24149	Bicycle	7 260
24150	Bicycle	7 260
24151	Bicycle	7 260
24152	Bicycle	7 260
24446	Bicycle	7 260
24447	Bicycle	7 260
24454	Bicycle	7 260
24455	Bicycle	7 260
24456	Bicycle	7 260
24529	Bicycle	7 260
24530	Bicycle	7 260
24531	Bicycle	7 260
24532	Bicycle	7 260
24533	Bicycle	7 260
TOTAL		116 160

SERVERS			
Inventory Number	Item	Serial Number	Insured value
22498	Computer Data Storage		4 187
26133	Computer Data Storage		26 620
28020	Computer Data Storage		337 883
21822	Computer Powervault		371 822
21823	Computer Powervault		335 192
23306	Computer Powervault		320 090
23827	Computer Tape Drive		53 760
1366	Computer: Server		5 627

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SERVERS			
Inventory Number	Item	Serial Number	Insured value
6225	Computer: Server		5 627
7520	Computer: Server		5 627
9281	Computer: Server		5 627
9282	Computer: Server		5 627
9968	Computer: Server		9 450
9980	Computer: Server		12 257
9982	Computer: Server		9 450
10924	Computer: Server		5 627
23153	Computer: Server		377 660
24915	Computer: Server		172 517
24916	Computer: Server		172 517
24917	Computer: Server		172 517
25480	Computer: Server		179 157
26655	Computer: Server		163 922
28320	Computer: Server		189 133
28326	Computer: Server		67 849
31501	Power Edge R730 Server		241 866
26257	VNX Cabinet Server	4X6GDD2	343 432
TOTAL			3 595 042

LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
22906	Board: Electronic Clipboard	5 519
25589	Board: Electronic Clipboard	10 773
23247	Clock Card Machine	2 499
23248	Clock Card Machine	2 499
21862	Computer Handheld	23 824
21863	Computer Handheld	23 824
21864	Computer Handheld	23 824
21865	Computer Handheld	23 824
21866	Computer Handheld	23 824
21869	Computer Handheld	23 824
21870	Computer Handheld	23 824
21871	Computer Handheld	23 824
21872	Computer Handheld	23 824
21873	Computer Handheld	23 824
1247	CPU	6 049
1257	CPU	6 049
1938	CPU	6 049
2770	CPU	6 049
2797	CPU	6 049

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LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
5340	CPU	6 049
9120	CPU	6 049
9162	CPU	6 049
9243	CPU	6 049
12952	CPU	6 049
12959	CPU	6 049
12960	CPU	6 160
12961	CPU	6 049
12962	CPU	6 049
12963	CPU	6 160
12964	CPU	6 049
12965	CPU	6 160
12966	CPU	6 160
12968	CPU	6 049
12969	CPU	6 160
12971	CPU	6 049
12974	CPU	6 160
12975	CPU	6 049
12978	CPU	6 160
12980	CPU	6 049
12981	CPU	6 049
12982	CPU	6 049
12983	CPU	6 049
12984	CPU	6 049
12985	CPU	6 049
12987	CPU	6 049
12993	CPU	6 049
12994	CPU	6 049
12995	CPU	6 049
13000	CPU	6 160
13151	CPU	6 049
14286	CPU	9 704
14287	CPU	6 160
14681	CPU	9 704
14683	CPU	6 160
14684	CPU	6 160
14686	CPU	9 704
14687	CPU	6 160
14688	CPU	6 160
14689	CPU	9 704
14690	CPU	6 160
14692	CPU	6 160

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LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
14694	CPU	6 160
14695	CPU	3 594
14696	CPU	9 704
14697	CPU	9 704
14698	CPU	3 594
14699	CPU	6 049
14700	CPU	6 160
15826	CPU	6 884
15977	CPU	6 160
15978	CPU	6 160
15979	CPU	6 160
15984	CPU	6 160
15985	CPU	6 160
15987	CPU	6 160
15988	CPU	6 160
15989	CPU	6 160
15990	CPU	6 160
15992	CPU	6 160
15995	CPU	6 049
16813	CPU	6 160
16814	CPU	6 160
16815	CPU	6 160
16816	CPU	6 160
16817	CPU	6 160
16818	CPU	6 160
16819	CPU	6 160
16820	CPU	6 160
16821	CPU	6 160
16822	CPU	6 160
16823	CPU	6 160
16824	CPU	6 160
16825	CPU	6 160
16827	CPU	6 160
16828	CPU	6 160
16829	CPU	6 160
16830	CPU	6 160
16831	CPU	6 160
16833	CPU	6 160
16834	CPU	6 160
16836	CPU	6 160
16837	CPU	6 160
16838	CPU	6 160

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
16839	CPU	6 160
16840	CPU	6 160
16841	CPU	6 160
16842	CPU	6 160
16844	CPU	6 160
16845	CPU	6 160
16846	CPU	6 160
16847	CPU	6 160
16848	CPU	6 160
16849	CPU	6 160
16850	CPU	6 160
16851	CPU	6 160
16852	CPU	6 160
16853	CPU	6 160
16854	CPU	6 160
16855	CPU	6 160
16856	CPU	6 160
16857	CPU	6 160
16858	CPU	6 160
16859	CPU	6 160
16860	CPU	6 160
16861	CPU	6 160
16862	CPU	6 160
16863	CPU	6 160
16864	CPU	6 160
16865	CPU	6 160
16866	CPU	6 160
16867	CPU	6 160
16868	CPU	6 049
16869	CPU	6 160
16870	CPU	6 160
16871	CPU	6 160
16872	CPU	6 160
16873	CPU	6 160
16874	CPU	6 160
16875	CPU	6 160
16877	CPU	6 160
16878	CPU	6 160
16879	CPU	6 160
16880	CPU	6 160
16906	CPU	6 160
16907	CPU	6 160

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
16909	CPU	6 160
16910	CPU	6 160
16911	CPU	6 160
16912	CPU	6 160
16915	CPU	6 160
16916	CPU	6 160
16917	CPU	6 160
16918	CPU	6 160
16919	CPU	6 160
16921	CPU	6 160
16922	CPU	6 160
16923	CPU	6 160
16924	CPU	6 160
16925	CPU	6 160
18062	CPU	7 584
21064	CPU	8 625
21065	CPU	8 625
21066	CPU	8 625
21067	CPU	8 625
21068	CPU	8 625
21071	CPU	8 625
21072	CPU	8 625
21073	CPU	8 625
21074	CPU	8 625
21075	CPU	8 625
21077	CPU	8 625
21078	CPU	8 625
21079	CPU	8 625
21080	CPU	8 625
21081	CPU	8 625
21082	CPU	8 625
21084	CPU	8 625
21085	CPU	8 625
21086	CPU	8 625
21087	CPU	8 625
21088	CPU	8 625
21089	CPU	8 625
21091	CPU	8 625
21231	CPU	9 704
21702	CPU	7 604
21760	CPU	7 604
21761	CPU	7 604

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
21762	CPU	7 604
21763	CPU	7 604
21764	CPU	7 604
21765	CPU	7 604
21766	CPU	7 604
21767	CPU	7 604
21768	CPU	7 604
21769	CPU	7 604
21770	CPU	7 604
21771	CPU	7 604
21772	CPU	7 604
21776	CPU	7 604
21777	CPU	7 604
21778	CPU	7 604
21779	CPU	7 604
21780	CPU	7 604
21781	CPU	7 604
21782	CPU	7 604
21783	CPU	7 604
21784	CPU	7 604
21786	CPU	7 604
21787	CPU	7 604
21788	CPU	7 604
21789	CPU	7 604
21790	CPU	7 604
21791	CPU	7 604
21792	CPU	7 604
21793	CPU	7 604
21794	CPU	7 604
21795	CPU	7 604
21796	CPU	7 604
21797	CPU	7 604
21798	CPU	7 604
21799	CPU	7 604
21800	CPU	7 604
21801	CPU	7 604
21802	CPU	7 604
21803	CPU	7 604
21804	CPU	7 604
21805	CPU	7 604
21806	CPU	7 604
21807	CPU	7 604

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
21808	CPU	7 604
21809	CPU	7 604
21810	CPU	7 604
21811	CPU	7 604
21812	CPU	7 604
21813	CPU	7 604
21814	CPU	7 604
21815	CPU	7 604
21816	CPU	7 604
21817	CPU	7 604
21818	CPU	7 604
21819	CPU	7 604
21820	CPU	7 604
23394	CPU	7 259
23395	CPU	7 259
23397	CPU	7 259
23398	CPU	7 259
23399	CPU	7 259
23400	CPU	7 259
23403	CPU	7 259
23470	CPU	6 395
23471	CPU	6 395
23472	CPU	6 395
23473	CPU	6 395
23504	CPU	6 074
23505	CPU	6 074
23506	CPU	6 074
23723	CPU	9 112
23724	CPU	9 112
23725	CPU	9 112
23726	CPU	9 112
23727	CPU	9 112
23728	CPU	9 112
23729	CPU	9 112
23730	CPU	9 112
23731	CPU	9 112
23732	CPU	9 112
23733	CPU	9 112
23734	CPU	9 112
23735	CPU	9 112
23736	CPU	9 112
23737	CPU	9 112

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
23738	CPU	9 112
23739	CPU	9 112
23740	CPU	9 112
23741	CPU	9 112
23742	CPU	9 112
23743	CPU	9 112
23744	CPU	9 112
23745	CPU	9 112
23746	CPU	9 112
23747	CPU	9 112
23748	CPU	9 112
23749	CPU	9 112
23750	CPU	9 112
23751	CPU	9 112
23752	CPU	9 112
23806	CPU	6 049
23821	CPU	7 584
23822	CPU	8 625
23824	CPU	8 625
23825	CPU	7 604
24537	CPU	10 944
24724	CPU	5 028
24830	CPU	9 191
24831	CPU	9 191
24885	CPU	9 824
24902	CPU	9 191
25194	CPU	11 031
25212	CPU	7 900
25213	CPU	7 900
25214	CPU	7 900
25216	CPU	7 900
25217	CPU	7 900
25218	CPU	7 900
25223	CPU	7 900
25295	CPU	8 815
25477	CPU	8 652
25516	CPU	10 136
25518	CPU	10 136
25519	CPU	10 136
25520	CPU	10 136
25521	CPU	10 136
25522	CPU	10 136

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
25523	CPU	10 136
25524	CPU	10 136
25525	CPU	10 136
25526	CPU	10 136
25527	CPU	10 136
25528	CPU	10 136
25529	CPU	10 136
25530	CPU	10 136
25531	CPU	10 136
25532	CPU	10 136
25533	CPU	10 136
25534	CPU	10 136
25535	CPU	10 136
25536	CPU	10 136
25537	CPU	10 136
25538	CPU	10 136
25539	CPU	10 136
25540	CPU	10 136
25659	CPU	11 256
25661	CPU	11 256
25675	CPU	11 256
25676	CPU	11 256
25677	CPU	11 256
25678	CPU	11 256
25679	CPU	11 256
25680	CPU	11 256
25681	CPU	11 256
25682	CPU	11 256
25683	CPU	11 256
25684	CPU	9 706
25685	CPU	9 706
25686	CPU	9 706
25687	CPU	9 706
25688	CPU	9 706
25689	CPU	9 706
25690	CPU	9 706
25691	CPU	9 706
25692	CPU	9 706
25693	CPU	9 706
25694	CPU	9 706
25695	CPU	9 706
25696	CPU	9 706

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
25697	CPU	9 706
25698	CPU	9 706
25699	CPU	9 706
25700	CPU	9 706
25701	CPU	9 706
25702	CPU	9 706
25703	CPU	9 706
25704	CPU	9 706
25729	CPU	8 588
25750	CPU	11 435
25751	CPU	11 435
25760	CPU	11 435
25768	CPU	11 435
29754	CPU	11 901
29755	CPU	11 901
29758	CPU	11 901
29760	CPU	11 901
30301	CPU	4 029
30 328	CPU	12 582.85
30 329	CPU	12 582.86
30 330	CPU	12 582.86
30 331	CPU	12 582.86
30 332	CPU	19 885.71
30 333	CPU	19 885.72
30473	CPU	11 339
31513	CPU	12 215
31519	CPU	12 215
31529	CPU	12 298
31530	CPU	12 298
31531	CPU	12 298
31532	CPU	12 298
31533	CPU	12 298
31534	CPU	12 298
31535	CPU	12 298
31 622	CPU	2 915.00
31 623	CPU	2 915.00
31 624	CPU	2 915.00
32 040	CPU	17 493.84
32 041	CPU	17 493.84
32 042	CPU	17 493.84
17581	Cradle	3 656
17586	Cradle	23 379

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
18162	Cradle	23 076
22917	Disc Publisher	25 550
24867	Engraver	105 070
32 031	Mini Pc	2 529.00
22495	Modem	2 557
10052	Monitor	2 882
10053	Monitor	2 882
10057	Monitor	2 882
10449	Monitor	2 882
11017	Monitor	2 882
11021	Monitor	2 882
12525	Monitor	2 882
12701	Monitor	2 882
12702	Monitor	2 882
12704	Monitor	2 882
12706	Monitor	2 882
12707	Monitor	2 882
12709	Monitor	2 882
12793	Monitor	2 882
12991	Monitor	2 882
12998	Monitor	2 882
15806	Monitor	2 882
15807	Monitor	2 882
15814	Monitor	2 882
15816	Monitor	2 882
15817	Monitor	2 882
15818	Monitor	2 882
15821	Monitor	2 882
15822	Monitor	2 882
15823	Monitor	2 882
16101	Monitor	2 557
16103	Monitor	2 557
16104	Monitor	2 557
16105	Monitor	2 557
16106	Monitor	2 557
16107	Monitor	2 557
16108	Monitor	2 557
16109	Monitor	2 557
16110	Monitor	2 557
16111	Monitor	2 557
16113	Monitor	2 557
16114	Monitor	2 557

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
16115	Monitor	2 557
16116	Monitor	2 557
16117	Monitor	2 557
16118	Monitor	2 557
16119	Monitor	2 557
16120	Monitor	2 557
16121	Monitor	2 557
16122	Monitor	2 557
16123	Monitor	2 557
16124	Monitor	2 557
16125	Monitor	2 557
16126	Monitor	2 557
16127	Monitor	2 557
16129	Monitor	2 557
16130	Monitor	2 557
16131	Monitor	2 557
16132	Monitor	2 557
16133	Monitor	2 557
16134	Monitor	2 557
16135	Monitor	2 557
16136	Monitor	2 557
16137	Monitor	2 557
16139	Monitor	2 557
16140	Monitor	2 557
16141	Monitor	2 557
16142	Monitor	2 557
16143	Monitor	2 557
16144	Monitor	2 557
16146	Monitor	2 557
16148	Monitor	2 557
16150	Monitor	2 557
16151	Monitor	2 557
16152	Monitor	2 557
16153	Monitor	2 557
16155	Monitor	2 557
16156	Monitor	2 557
16157	Monitor	2 557
16158	Monitor	2 557
16159	Monitor	2 557
16160	Monitor	2 557
16161	Monitor	2 557
16162	Monitor	2 557

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
16163	Monitor	2 557
16164	Monitor	2 557
16165	Monitor	2 557
16166	Monitor	2 557
16167	Monitor	2 557
16168	Monitor	2 557
16169	Monitor	2 557
16170	Monitor	2 557
16171	Monitor	2 557
16172	Monitor	2 557
16173	Monitor	2 557
16174	Monitor	2 557
16176	Monitor	2 557
16177	Monitor	2 557
16178	Monitor	2 557
16179	Monitor	2 557
16181	Monitor	2 557
16182	Monitor	2 557
16183	Monitor	2 557
16184	Monitor	2 557
16185	Monitor	2 557
16186	Monitor	2 557
16187	Monitor	2 557
16188	Monitor	2 557
16189	Monitor	2 557
16190	Monitor	2 557
16191	Monitor	2 557
16192	Monitor	2 557
16193	Monitor	2 557
16194	Monitor	2 557
16195	Monitor	2 557
16196	Monitor	2 557
16197	Monitor	2 557
16199	Monitor	2 557
16200	Monitor	2 557
16209	Monitor	2 557
16210	Monitor	2 557
16255	Monitor	2 557
16931	Monitor	2 882
16932	Monitor	2 882
16933	Monitor	2 882
16935	Monitor	2 882

SIGNATURE		NAME (PRINT)	
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NAME OF FIRM			



LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
16936	Monitor	2 882
16937	Monitor	2 882
17018	Monitor	2 882
17021	Monitor	2 882
17022	Monitor	2 882
17023	Monitor	2 882
17025	Monitor	2 882
17026	Monitor	2 882
18061	Monitor	3 199
18249	Monitor	2 882
20151	Monitor	2 882
20159	Monitor	2 882
20378	Monitor	2 882
24626	Monitor	2 656
24871	Monitor	4 354
25202	Monitor	2 488
25204	Monitor	2 488
25205	Monitor	2 488
25206	Monitor	2 488
25207	Monitor	2 488
25208	Monitor	2 488
25757	Monitor	4 538
25976	Monitor	3 061
25977	Monitor	3 061
26013	Monitor	3 092
26024	Monitor	3 092
25759	Monitor & Computing Device	4 538
25758	Monitor & Computing Device	4 538
25765	Monitor & Computing Device	4 538
25755	Monitor & Computing Device	4 538
25756	Monitor & Computing Device	4 538
25763	Monitor & Computing Device	4 538
25764	Monitor & Computing Device	4 538
25766	Monitor & Computing Device	4 538
25767	Monitor & Computing Device	4 538
32 068	NUC CPU	2 612.00
32 159	NUC CPU	2 790.00
32 160	NUC CPU	2 790.00
32 161	NUC CPU	2 790.00
32 162	NUC CPU	2 790.00
32 163	NUC CPU	2 790.00
32 164	NUC CPU	2 790.00

SIGNATURE		NAME (PRINT)	
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LIST OF COMPUTERS & RELATED EQUIPMENT		
Inventory Number	Item	Insured value
32 165	NUC CPU	2 790.00
32 166	NUC CPU	2 790.00
32 167	NUC CPU	2 790.00
32 056	Power Vault	303 833.61
8366	Router	9 474
23562	Router	10 993
24700	Router	3 557
17489	Switch	8 234
17492	Switch	31 218
20082	Switch	27 742
20106	Switch	3 570
22250	Switch	5 183
22251	Switch	5 183
22458	Switch	9 657
22470	Switch	5 627
22474	Switch	10 382
23271	Switch	7 696
23274	Switch	7 696
23276	Switch	75 020
23277	Switch	75 020
24375	Switch	18 961
24393	Switch	18 961
24411	Switch	33 426
24413	Switch	33 426
24462	Switch	83 490
24463	Switch	83 490
24697	Switch	2 706
25145	Switch	13 310
25189	Switch	68 751
25190	Switch	68 751
25215	Switch	18 145
26187	Switch	6 050
28339	Switch	7 696
31586	Switch	22 751
31587	Switch	22 751
3142	UPS	6 049
12152	UPS	11 508
15280	UPS	8 255
22496	UPS	10 083
26051	UPS	8 533
TOTAL		5 113 463

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



PRINTERS, COPIERS, SCANNERS, FAX MACHINES, PROJECTORS, BINDERS		
Inventory Number	Item	Insured value
15805	Copier	7 011
17060	Copier	6 697
17061	Copier	6 697
17062	Copier	6 697
17380	Copier	5 146
24205	Copier	9 276
24676	Counter: Coins/Notes	3 624
25869	Counter: Coins/Notes	4 245
2936	Machine: Binder	3 113
7730	Machine: Binder	3 113
15800	Machine: Binder	4 442
18215	Machine: Binder	5 163
18687	Machine: Binder	2 877
20047	Machine: Binder	3 988
20173	Machine: Binder	6 617
21686	Machine: Binder	5 883
23270	Machine: Binder	4 707
24164	Machine: Binder	4 229
24262	Machine: Binder	4 104
24639	Machine: Binder	3 981
24651	Machine: Binder	4 341
25899	Machine: Binder	6 309
25975	Machine: Binder	6 057
25984	Machine: Binder	8 500
26632	Machine: Binder	3 025
9071	Machine: Fax	5 554
1686	Machine: Franking	2 965
7726	Machine: Franking	2 965
21455	Machine: Franking	14 278
22640	Machine: Laminator	2 496
24162	Machine: Laminator	2 526
25138	Machine: Laminator	2 806
21576	Machine: Money Counting	5 439
21582	Machine: Money Counting	5 439
16781	Machine: Shredder	3 983
20172	Machine: Shredder	3 084
22618	Machine: Shredder	12 602
24641	Machine: Shredder	3 200
25985	Machine: Shredder	7 324
26619	Machine: Shredder	4 501
9858	Plotter	2 874

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



PRINTERS, COPIERS, SCANNERS, FAX MACHINES, PROJECTORS, BINDERS		
Inventory Number	Item	Insured value
25374	Plotter	90 750
1517	Printer	4 199
2867	Printer	4 199
4555	Printer	2 859
7517	Printer	19 239
9053	Printer	3 322
9063	Printer	4 839
9068	Printer	4 839
9312	Printer	4 511
9378	Printer	10 696
9379	Printer	4 511
10809	Printer	4 511
12710	Printer	6 049
12718	Printer	2 859
12771	Printer	10 696
12772	Printer	10 696
13174	Printer	10 696
14316	Printer	2 886
14591	Printer	2 886
14900	Printer	2 886
15230	Printer	4 511
15236	Printer	4 511
15237	Printer	4 511
15414	Printer	3 341
15455	Printer	4 423
15835	Printer	3 993
16744	Printer	6 129
16999	Printer	9 371
17017	Printer	5 213
17401	Printer	2 886
17403	Printer	8 379
17481	Printer	3 205
17500	Printer	15 261
18002	Printer	5 213
18003	Printer	5 213
18005	Printer	4 199
18045	Printer	2 782
18055	Printer	2 866
18211	Printer	4 617
20121	Printer	14 919
21698	Printer	6 048
21843	Printer	3 358

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



PRINTERS, COPIERS, SCANNERS, FAX MACHINES, PROJECTORS, BINDERS		
Inventory Number	Item	Insured value
21927	Printer	15 261
22215	Printer	3 235
22216	Printer	3 235
22840	Printer	7 311
22956	Printer	6 050
23404	Printer	3 373
23405	Printer	3 373
23406	Printer	3 373
23452	Printer	3 373
23453	Printer	3 373
23765	Printer	8 567
24055	Printer	7 805
24107	Printer	3 879
24203	Printer	9 276
24204	Printer	9 276
24394	Printer	31 574
24414	Printer	27 685
24594	Printer	24 598
24595	Printer	8 285
24656	Printer	9 311
24683	Printer	21 906
25198	Printer	4 110
25199	Printer	4 110
25200	Printer	3 524
25201	Printer	4 072
25220	Printer	3 524
25221	Printer	3 524
25243	Printer	4 121
25244	Printer	3 890
25245	Printer	3 890
25376	Printer	4 911
25752	Printer	3 207
25769	Printer	3 207
25898	Printer	5 781
26622	Printer	4 458
26623	Printer	4 458
26634	Printer	4 458
26641	Printer	4 458
28430	Printer	15 261
25923	Printer Sharp Copier	21 841
24855	Printer Epson Fx-890	3 939
24872	Printer Laserjet Pro 400	5 498

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



PRINTERS, COPIERS, SCANNERS, FAX MACHINES, PROJECTORS, BINDERS		
Inventory Number	Item	Insured value
25917	Printer Nashua Copier	118 196
25931	Printer Nashua Copier	235 043
25890	Printer Sharp Copier	21 841
25891	Printer Sharp Copier	21 841
25892	Printer Sharp Copier	21 841
25893	Printer Sharp Copier	21 841
25894	Printer Sharp Copier	38 967
25895	Printer Sharp Copier	21 841
25896	Printer Sharp Copier	118 196
25897	Printer Sharp Copier	26 959
25901	Printer Sharp Copier	21 841
25902	Printer Sharp Copier	21 841
25903	Printer Sharp Copier	26 958
25904	Printer Sharp Copier	54 425
25905	Printer Sharp Copier	54 425
25907	Printer Sharp Copier	21 841
25909	Printer Sharp Copier	54 425
25910	Printer Sharp Copier	21 841
25911	Printer Sharp Copier	21 841
25912	Printer Sharp Copier	21 841
25913	Printer Sharp Copier	26 959
25914	Printer Sharp Copier	26 959
25916	Printer Sharp Copier	21 841
25925	Printer Sharp Copier	26 959
25929	Printer Sharp Copier	26 959
25933	Printer Sharp Copier	54 425
25934	Printer Sharp Printer	21 841
24853	Printer Thermal Receipt	2 983
24854	Printer Thermal Receipt	2 983
1812	Projector	23 952
6924	Projector	23 952
7866	Projector	10 915
9203	Projector	10 915
10568	Projector	10 915
12765	Projector	22 869
15606	Projector	10 915
16598	Projector	17 474
18010	Projector	23 952
18276	Projector	22 374
20443	Projector	10 915
21935	Projector	6 722
22130	Projector	10 915

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



PRINTERS, COPIERS, SCANNERS, FAX MACHINES, PROJECTORS, BINDERS		
Inventory Number	Item	Insured value
23308	Projector	5 519
23604	Projector	5 266
24054	Projector	7 121
24288	Projector	5 830
24352	Projector	5 533
24471	Projector	5 200
24502	Projector	4 507
24503	Projector	4 507
24923	Projector	5 444
24927	Projector	5 444
24929	Projector	5 444
24932	Projector	5 444
24994	Projector	12 988
25314	Projector	19 366
26003	Projector	5 114
24695	Scale Electronic	3 629
9248	Scanner	9 657
11016	Scanner	2 771
13264	Scanner	2 771
14664	Scanner	2 771
15153	Scanner	4 326
15157	Scanner	4 326
18364	Scanner	3 388
21695	Scanner	19 335
23507	Scanner	4 283
23881	Scanner	12 806
24110	Scanner	15 571
24458	Scanner	22 567
24459	Scanner	22 567
24460	Scanner	22 567
24552	Scanner	22 567
25141	Scanner	3 677
25142	Scanner	3 677
25143	Scanner	3 677
25144	Scanner	3 677
Order 215590	Shredder	12 946
26033	Tapewriter	6 252
32 238	Projector	9 328
31 616	Shredder	10 700
31 905	Shredder	10 877
32 069	Binder	6 124
32 281	Projector	3 870

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PRINTERS, COPIERS, SCANNERS, FAX MACHINES, PROJECTORS, BINDERS		
Inventory Number	Item	Insured value
31 994	Projector	9 611
31 649	Laminator	3 038
32 203	Laminator	2 749
31 913	Projector	7 289
32 005	Laminator	3 708
TOTAL		2 641 665

VEHICLES				
Item	Model	Registration no.	Description	Insured value
TRAILERS				
1	2006	CEM13907	Trailer	9 620
2	2006	CAM19158	Vehicle: Trailer	12 705
3	2006	CAM22845	Vehicle: Trailer	12 705
4	2006	CAM22846	Vehicle: Trailer	12 705
5	1986	CAM25259	Vehicle: Trailer	12 705
6	1989	CAM30010	Vehicle: Trailer	12 705
7	1974	CAM5794	Vehicle: Trailer	12 705
8	2005	CAM631	Vehicle: Trailer	12 705
9	2005	CAM6607	Vehicle: Trailer	12 705
10	2005	CAM6998	Vehicle: Trailer	12 705
11	1972	CEM1151	Vehicle: Trailer	12 705
12	1999	CEM1172	Trailer	12 705
13	2000	CEM14181	Vehicle: Trailer	12 705
14	1993	CEM142	Vehicle: Trailer	12 705
15	1990	CEM15139	Trailer	12 705
16	1991	CEM15304	Vehicle: Trailer	12 705
17	1991	CEM15305	Trailer	12 705
18	1991	CEM15306	Vehicle: Trailer	12 705
19	2001	CEM15777	Trailer	12 705
20	1993	CEM16127	Trailer	12 705
21	1994	CEM17291	Vehicle: Trailer	12 705
22	1989	CEM1953	Trailer	12 705
23	2003	CEM22682	Vehicle: Trailer	12 705
24	2008	CEM2437	Vehicle: Trailer	12 705
25	1996	CEM2440	Trailer	12 705
26	2008	CEM27284	Vehicle: Trailer	12 705
27	2004	CEM2740	Vehicle: Trailer	12 705
28	1990	CEM2753	Vehicle: Trailer	12 705
29	2005	CEM27692	Trailer	12 705
30	1996	CEM3598	Vehicle: Trailer	12 705
31	1983	CEM9502	Vehicle: Trailer	12 705

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
32	1998	CEM9704	Vehicle: Trailer	12 705
33	2006	CEM17287	Trailer	13 795
34	2006	CEM17292	Vehicle: Trailer	13 795
35	2006	CEM17295	Vehicle: Trailer	13 795
36	1983	CEM7208	Vehicle: Trailer	13 795
37	1986	CEM11764	Trailer	17 545
38	1994	CEM17935	Vehicle: Trailer	21 599
39	2011	CEM6114	Vehicle: Trailer	21 660
40	1985	CAM24281	Vehicle: Trailer	21 780
41	1985	CEM10616	Vehicle: Trailer	21 780
42	1980	CEM4439	Vehicle: Trailer	21 780
43	1998	CEM5638	Vehicle: Trailer	21 780
44	2000	CEM9967	Trailer - Mobile Generator	21 780
45	2002	CEM18782	Trailer Boat	24 200
46	2009	CEM22176	Trailer Water	31 218
47	2011	CEM28209	Trailer	33 689
48	2012	CEM20705	Moolman Trailer	48 279
49	2009	CEM20520	Vehicle: Trailer	310 970
50	2009	CEM14636	Vehicle: Trailer	320 650
51	2009	CEM25152	Vehicle: Trailer	121 000
52	2012	CEM10772	Visser Sewer Tank Trailer- 11000 L	448 668
53	1989	CEM1340	Trailer Roller Bomag	82 614
54	2008	CEM23636	Telecon 6 Ton Trailer	100 699
55	2009	CEM22151	Vehicle: Trailer	257 348
56	2009	CEM26082	Trailer	424 956
57	2001	CEM11439	Harrier Technomechanica-Cherry Picker	12 705
58			Trailer Baggage	15 815
TRACTORS				
59	2003	CEM21823	Tractor Ursus 2812	63 685
60	2003	CEM21927	Tractor Ursus 2812	63 685
61	1998	CEM7408	Tractor Roller Caterpillar	68 226
62	2006	CEM9402	Tractor Ursus	145 200
63	2003	CEM23522	Tractor Ursus 2812	157 300
64	1981	CEM5341	Vehicle: Grader	163 350
65	1981	CAM13541	Tractor Digger Loader	175 450
66	2004	CEM26581	Tractor Ursus 2812	181 500
67	2011	CEM19659	Tractor New Holland	182 561
68	2000	CEM12876	Tractor New Holland	187 550
69	1994			211 750
70	2013	CEM36006	John Deere 5303 Tractor	235 950
71	2013	CEM28201	John Deere 5303 Tractor	235 950
72	2013	CEM32814	John Deere 5303 Tractor	235 950

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
73	2009	CEM15111	Tractor International	242 000
74	2011	CEM10843	Tractor Landini	280 720
75	2007	CEM24211	Tractor Front-End Loader Caterpilla	435 600
76	2009	CAM25938	Tractor Roller Caterpillar	484 000
77	2006	CEM12733	Tractor Front-End Loader Caterpilla	542 080
78	2011	CEM8154	Tractor Front-End Loader Caterpilla	786 500
79	2008	CEM31789	Tractor Front-End Loader Caterpilla	634 220
80	1995	CEM18328	Tractor Digger Loader	658 240
81	2008	CEM19317	Tractor Roller Caterpillar	692 389
82	2008	CEM31339	Tractor Roller Caterpillar	692 389
83	2004	CEM25824	Tractor Front-End Loader Caterpilla	828 116
84	1994	CEM17262	Tractor Massey Ferguson	95 144
85	1984	CEM2445	Tractor Front-End Loader Caterpilla	119 849
86	2002	CEM19287	Tractor Ursus 2812	139 150
87	2005	CAM16700	Vehicle: Grader	1 570 123
SEDAN'S				
88	2005	CEM14451	Sedan Toyota	41 019
89	2004	CEM25887	Sedan Vw Citi Golf	36 905
90	2003	CEM22014	Sedan Toyota Sedan	40 172
91	2003	CEM22569	Sedan Toyota	40 172
92	2006	CEM10693	Sedan Opel	60 379
93	2009	CEM23972	Sedan VW Citi Golf	55 539
94	2009	CEM31934	Sedan VW Citi Golf	55 539
95	2009	CEM31936	Sedan VW Citi Golf	55 539
96	2009	CEM31937	Sedan VW Citi Golf	55 539
97	2007	CEM30657	Sedan VW Citi Golf	129 201
98	2007	CEM30658	Sedan VW Citi Golf	129 201
99	2007	CEM30661	Sedan VW Citi Golf	129 201
100	2007	CEM30660	Sedan VW Citi Golf	129 201
101	2007	CEM30662	Sedan VW Citi Golf	129 201
102	2000	CAM165	Sedan Toyota	45 012
103	2011	CEM33866	Sedan VW Citi Golf	115 676
104	2011	CEM33869	Sedan VW Citi Golf	115 676
105	2011	CEM11076	Sedan VW Citi Golf	115 676
106	2011	CEM1726	Sedan VW Citi Golf	115 676
107	2011	CEM33893	Sedan VW Citi Golf	115 676
108	2012	CEM29049	Sedan Polo Vivo	144 337
109	2011	CEM5110	Sedan VW Citi Golf	115 676
110	2015	CEM38651	VW Polo Vivo Hatchback 1.4	143 979
111	2015	CEM38653	VW Polo Vivo Hatchback 1.4	143 979
112	2015	CEM38650	VW Polo Vivo Hatchback 1.4	143 979
113	2015	CEM38649	VW Polo Vivo Hatchback 1.4	143 979

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
114	2015	CEM38647	VW Polo Vivo Hatchback 1.4	143 979
115	2015	CEM24724	VW Polo Vivo Hatchback 1.4	143 979
116	2015	CEM28364	VW Polo Vivo Hatchback 1.4	143 979
117	2015	CEM35633	VW Polo Vivo Hatchback 1.4	143 979
118	2015	CEM38643	VW Polo Vivo Hatchback 1.4	143 979
119	2015	CEM38646	VW Polo Vivo Hatchback 1.4	143 979
120	2015	CEM38645	VW Polo Vivo Hatchback 1.4	143 979
LDVS				
121	1995	CEM19427	Truck LDV Ford Courier	25 627
122	1999	CEM9859	Truck LDV Mazda	28 260
123	1997	CEM5336	Truck LDV Nissan	30 129
124	1999	CEM10666	Truck LDV Nissan	32 495
125	1999	CEM10670	Truck LDV Nissan	41 745
126	2000	CEM14096	Truck LDV Nissan	27 588
127	2000	CEM12891	Truck LDV Nissan	46 948
128	2000	CEM12892	Truck LDV Nissan	52 331
129	1999	CEM11303	Truck LDV Isuzu	43 076
130	2004	CEM25946	Truck LDV Ford Bantam	37 389
131	2004	CEM8161	Truck LDV Ford Bantam	23 958
132	2003	CEM21409	Truck Nissan LDV	77 890
133	2006	CEM10024	Truck LDV Ford Bantam	40 051
134	2003	CEM22303	Truck LDV Nissan	81 162
135	2006	CEM1183	Truck LDV Ford Bantam	40 051
136	2003	CEM21872	Truck LDV Nissan	62 678
137	2004	CEM25947	Truck LDV Ford Bantam	37 389
138	2009	CEM23334	Truck LDV Nissan	96 558
139	2007	CEM13511	Truck LDV Ford Bantam	47 311
140	2007	CEM18472	Truck LDV Ford Bantam	47 311
141	2007	CEM21490	Truck LDV Ford Bantam	20 086
142	2007	CEM24181	Truck LDV Ford Bantam	47 311
143	2007	CEM24214	Truck LDV Ford Bantam	47 311
144	2007	CEM21472	Truck LDV Ford Bantam	47 311
145	2007	CEM22209	Truck LDV Ford Bantam	47 311
146	2007	CEM19055	Truck LDV Ford Bantam	47 311
147	2007	CEM20050	Truck LDV Ford Bantam	47 311
148	2007	CEM21474	Truck LDV Ford Bantam	90 412
149	2007	CEM21531	Truck LDV Ford Bantam	47 311
150	2007	CEM24230	Truck LDV Ford Bantam	51 183
151	2008	CEM16310	Truck LDV Ford Bantam	54 450
152	2008	CEM18918	Truck LDV Ford Bantam	54 450
153	2007	CEM20650	Truck LDV Ford Bantam	54 450
154	2008	CEM21552	Truck LDV Ford Bantam	54 450

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
155	2002	CEM19882	Truck LDV Nissan Incl Canopy	156 061
156	2006	CEM11583	Truck LDV Ford Ranger	64 856
157	2006	CEM11592	Truck LDV Ford Ranger	39 446
158	2006	CEM11594	Truck LDV Ford Ranger	64 856
159	2003	CEM22056	Truck LDV Nissan	52 635
160	2003	CAM15898	Truck LDV Nissan	62 678
161	2007	CEM10267	Truck LDV Nissan Hardbody	61 468
162	2007	CAM12125	Truck LDV Nissan	61 468
163	2007	CEM15808	Truck LDV Nissan Hardbody	62 920
164	2004	CEM25907	Truck LDV Nissan	55 176
165	2004	CEM26047	Truck LDV Nissan	117 175
166	2004	CEM26184	Truck LDV Nissan	51 546
167	2004	CEM26365	Truck LDV Nissan	51 546
168	2004	CAM19924	Truck LDV Toyota	118 320
169	2004	CEM25882	Truck LDV Toyota	118 320
170	2004	CEM26330	Truck LDV Toyota	77 924
171	2007	CEM16259	Truck LDV Nissan Hardbody	80 344
172	2007	CEM30615	Truck LDV Nissan	125 731
173	2007	CEM30616	Truck LDV Nissan	125 731
174	2007	CEM30617	Truck LDV Nissan	62 920
175	2007	CEM30618	Truck LDV Nissan	80 344
176	2007	CEM30619	Truck LDV Nissan	80 344
177	2007	CEM3062	Truck LDV Nissan	125 731
178	2007	CEM21126	Truck LDV Nissan	80 344
179	2009	CEM17727	Truck LDV Nissan	126 912
180	2001	CEM15476	Truck LDV Nissan Incl Canopy	61 771
181	2003	CAM14455	Truck LDV Nissan	132 677
182	2003	CEM22295	Truck LDV Nissan	62 678
183	2009	CAM26214	Truck LDV Nissan	110 473
184	2009	CEM22380	Truck LDV Nissan	134 331
185	2009	CEM23757	Truck LDV Nissan	96 558
186	2011	CEM33609	Truck LDV Nissan	106 117
187	2004	CEM26329	Truck LDV Toyota	60 258
188	2011	CEM24304	Truck LDV Nissan	106 117
189	2011	CEM33608	Truck LDV Nissan	106 117
190	2003	CEM20017	Truck LDV Nissan	141 339
191	2013	CEM31428	Truck LDV Nissan	131 890
192	2013	CEM32055	Truck LDV Nissan	131 890
193	2013	CEM29094	Truck LDV Nissan	131 890
194	2011	CEM16727	Truck LDV Nissan	131 406
195	2011	CEM20686	Truck LDV Nissan	147 378
196	2011	CEM30170	Truck LDV Nissan	129 470

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
197	2011	CEM33775	Truck LDV Nissan	129 470
198	2011	CEM33776	Truck LDV Nissan	129 470
199	2012	CEM28619	Nissan NP300	165 550
200	2012	CEM35527	Nissan NP300	116 523
201	2011	CEM33606	Truck LDV Nissan	129 470
202	2011	CEM33712	Truck LDV Nissan	129 470
203	2011	CEM20601	Truck LDV Nissan	129 470
204	2011	CEM26897	Truck LDV Nissan	129 470
205	2011	CEM33782	Truck LDV Nissan	129 470
206	2012	CEM26604	Nissan NP300	174 746
207	2012	CEM28710	Nissan NP300	174 746
208	2012	CEM31545	Nissan NP300	174 746
209	2012	CEM31521	Nissan NP300	181 885
210	2012	CEM24959	Nissan NP300	181 885
211	2007	CEM30651	Truck LDV Toyota 4x4	195 536
212	2012	CEM21103	Truck LDV Nissan	116 523
213	2012	CEM34463	Truck LDV Isuzu	242 000
214	2012	CEM34464	Truck LDV Isuzu	242 000
215	2012	CEM34465	Truck LDV ISUZU	237 644
216	2014	CEM36937	Nissan NP300	293 298
217	2014	CEM34060	Nissan NP300	186 783
218	2014	CEM36936	Truck NISSAN LDV	186 783
219	2014	CEM36935	Truck NISSAN LDV	287 496
220	2015	CEM21635	Nissan NP200 LDV 1.6	127 050
221	2015	CEM16768	Nissan NP300 Harbody LWB 4X4 LDV 2.5	262 570
222	2015	CEM21458	Nissan NP300 Hardbody LWB 4X4 LDV 2.5	262 570
223	2015	CEM29448	Nissan NP300 Hardbody LDV 2.0	243 723
224	2015	CEM28302	Nissan NP300 Hardbody LDV 2.0	152 460
225	2015	CEM31158	Nissan NP300 Hardbody	152 460
226	2015	CEM28922	Nissan NP300 Hardbody LDV 2.0	152 460
227	2015	CEM30635	Nissan NP300 Hardbody LDV 2.0	152 460
228	2015	CEM15028	Nissan NP300 Hardbody LDV 2.0	152 460
229	2015	CEM38654	Nissan NP300 Hardbody LDV 2.0	166 980
MOTOR CYCLE'S				
230	2012	CEM32691	Motorcycle	90 406
231	2012	CEM32701	Motorcycle	90 406
232	2013	CEM36140	Motorcycle Honda	141 830
233	2013	CEM23842	Motorcycle Honda	141 830
234	2013	CEM15023	Motorcycle Honda	141 830
MINI BUSESSES				
235	2004	CEM26857	Minibus	87 120
236	2006	CEM12467	Minibus	132 374

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
237	2007	CEM21915	Minibus	270 754
FIRE FIGHTING VEHICLES				
238		CAM13677	Trailer	95 335
239	1999	CEM11744	Truck Fire Unicab	4 840 000
REFUSE				
240	2000	CEM13034	Truck Refuse	45 617
241	2006	CEM2746	Nissan CM12L	59 314
242	1998	CEM6932	Truck Refuse	59 314
243	1999	CEM11377	Truck Nissan Diesel UD80	106 682
244	1999	CEM6782	Truck Refuse	140 453
245	2004	CEM26262	Truck Refuse	211 750
246	2009	CEM28545	Truck Refuse	170 247
247	2004	CEM26264	Truck Refuse	280 730
248	2001	CEM17013	Truck Nissan Diesel	502 653
249	2007	CEM23347	Truck Refuse	546 796
250	2001	CAM9879	Truck Refuse	691 378
251	2003	CEM23618	Truck Nissan Diesel	730 556
252	2006	CEM5397	Truck Nissan Diesel UD90	904 154
253	2008	CEM31896	Truck Nissan Diesel	1 025 081
254	2009	CEM30749	Truck Refuse	1 025 081
255	2011	CEM17431	Truck Refuse	1 090 924
256		CEM37562	Nissan Compacter	1 406 088
SEWER				
257	1993	CEM71	Truck Nissan Diesel	42 229
258	2004	CEM26105	Truck Nissan Diesel	3 630 000
259	2004	CEM4791	Truck Nissan Diesel	387 124
260	2008	CEM20423	Truck Nissan Diesel	4 840 000
261	2009	CEM31952	Truck Nissan Diesel	342 430
262	2009	CEM31953	Truck Sewerage	459 800
263	2006	CEM2110	Truck Nissan Diesel UD70	387 200
264	2008	CEM18489	Truck Sewerage	563 042
265	2007	CAM17986	Truck Sewerage	602 006
266	2011	CEM17033	Truck Nissan Diesel	3 025 000
267	2004	CEM19633	Truck Nissan Diesel	915 947
268	2004	CAM20030	Truck Sewerage	915 947
269	2007	CEM21722	Truck Nissan Diesel	966 632
270	2008	CAM25655	Truck Sewerage	1 100 725
271	1982	CEM6395	Truck Sewerage	21 780
272	1994	CEM17359	Truck Nissan Diesel	64 372
273	1999	CEM11980	Nissan UD70-6000L	211 750
274	1998	CAM7067	Truck Mercedes Benz	53 799
275	2003	CEM22018	Truck Nissan Diesel	201 286

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VEHICLES				
Item	Model	Registration no.	Description	Insured value
276	2001	CEM12988	Truck Nissan Diesel	261 375
277	2003	CAM15874	Truck Nissan Cabstar	268 256
278	2002	CAM10971	Truck Nissan Cabstar	281 853
279	2006	CEM14079	Truck Nissan Diesel 3ton Tipper	133 100
280	2006	CEM14080	Truck Isuzu 4 Ton Diesel Tipper	133 100
281	2004	CAM20080	Truck Nissan Diesel	296 806
282	2009	CEM31897	Truck Nissan Diesel	307 381
283	2012	CEM30681	Nissan Diesel Tipper	382 241
284	2007	CEM1921	Truck Nissan Diesel	295 240
285	2006	CEM12509	Truck Nissan Diesel Ud85	439 367
286	2009	CEM24428	Truck Nissan Diesel	4 235 000
287	2011	CEM5748	Truck Nissan Diesel	511 451
288	2009	CEM29263	Truck Nissan Cabstar	330 572
FLATBEDS				
289	1991	CEM15468	Ford Triton 3.0 LWB Flatbed	34 364
290	1999	CEM10716	Truck AMC 3.5 Ton DiESEL	77 585
291	2003	CEM20399	Truck Toyota 4 Ton Diesel	121 797
292	2008	CEM31798	Truck Nissan Diesel	114 103
293	2008	CEM28807	Truck Nissan Diesel	152 097
294	2008	CEM28243	Truck Nissan Cabstar	152 097
295	2012	CEM29799	Nissan Diesel Truck	333 458
296	2012	CEM33123	Nissan Diesel Truck	333 458
297	2009	CEM31898	Truck Nissan Diesel	169 400
298	2011	CEM5372	Truck Nissan Diesel	3 630 000
CHERRY PICKER'S				
299	1991	CEM5139	Truck Toyota Hino With Crane	52 756
300	2002	CAM11187	Mercedes	167 341
301	1999	CEM21945	Truck Nissan Diesel	193 238
302	2004	CEM26438	Truck Nissan Cabstar	272 250
303	2004	CEM26336	Truck Nissan Diesel	280 730
304	2009	CEM25925	Truck Cherry Picker	170 247
305	2007	CEM15338	Truck Nissan Diesel	717 603
WATER TRUCKS				
306	2011	CEM12419	Truck Nissan Diesel	815 586
307	2011	CEM4958	Truck Nissan Diesel	815 586
OTHER				
308	2011	PREEKSTOEL	FORKLIFT (Fleet File No 353)	632 598
309	1986	CEM5209	Compressor	21 780
310	1991	CEM15486	Compressor	21 780
311		CAM7525	Lawnmover Sit On	55 102
TOTAL				79 441 633

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ADDITIONS				
	2017		Caterpillar 428F2 Backloader	1 306 175
	2017	CEM 42052	Nissan NP300 Hardbody	203 702
	2017	CEM 42053	Nissan NP300 Hardbody	203 702
	2017	CEM 42054	Nissan NP300 Hardbody	210 474
	2017	CEM 42055	Nissan NP300 Hardbody	203 702
			Trailer	20 050
TOTAL				81 589 439

MARINE AND AIRCRAFT		
Item	Description	Insured amount
RUBBER DUCKS		
1	Rump insurance x 3	72 600
2	Outboard insurance x 3	145 200
3	Specialised equipment	60 500
4	Yamaha VX 700 Jetski and trailer CEM13677 Eng. 6AE1000560	96 800
TOTAL		R375 100
	DJI Navic Pro Drone	32 000
TOTAL		R32 000

HOUSE-OWNERS – STANDARD		
ITEM	DESCRIPTION	INSURED AMOUNT (Including all buildings, electrical and civil works)
	Hermanus	
1	Selkirks Cottage	1 230 701
2	Fernkloof caretaker house	1 640 935
3	Fernkloof Nursery house	1 452 000
4	Preekstoel supervisor house	1 965 916
5	Hawston pool caretaker house	1 077 999
6	Hawston camp caretaker house	436 147
7	De Mond caretaker house	1 435 818
8	Onrus karavaan opsigter woning	1 996 500
9	Mountain road house	1 952 897
10	Heidestreet Mount Pleasant	984 561
11	Heidestreet Mount Pleasant	984 561
12	Kannastreet (SF Adams)	533 304
13	Vygiestreet (Joubert)	738 421
14	Erf 315 - 125 units @ R110 000	15 125 000
	Kleinmond	-
15	Palmietkamp caretaker house	1 331 000
16	Garage	425 920
17	Kleinmond caravan caretaker house	2 662 000
18	Garage	425 920
19	Hangklip 2411 House	2 747 400

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HOUSE-OWNERS – STANDARD		
ITEM	DESCRIPTION	INSURED AMOUNT (Including all buildings, electrical and civil works)
	Buffelsrivier Water works	-
22	House	1 107 943
23	House	950 735
24	House	441 680
25	House	658 777
26	Garage	381 791
	Gansbaai	-
27	Klipgat Caretaker house	1 059 446
28	Klipgat labourer houses x2	751 865
29	Municipal house erf 484	1 000 000
30	Gansbaai Caravan caretaker house	615 162
	Stanford	-
31	1 Labourer house	133 100
32	Toilets 460	5 454 675
	Low cost properties not transferred yet	-
	Mt Pleasant	-
33	2 low cost houses	42 592
	Zwelihle	-
34	23 Peach House houses	612 260
35	6 low cost houses	71 874
36	2 low cost houses	53 240
37	21 low cost houses	475 167
38	Low cost house	9 983
39	Low cost house	37 268
40	Low cost house	58 564
41	Low cost house	32 743
	Hawston	-
42	Low cost house	29 282
43	Low cost house	69 212
	Kleinmond	-
44	3 Low cost houses	306 130
45	5 Low cost houses	199 650
46	6 low cost houses	359 370
47	18 semi/flats	1 437 480
48	10 double quarters	798 600
49	12 single quarters	718 740
	Bettysbay	-
50	3 low cost houses	29 948
	Gansbaai	-
51	6 low cost houses	127 776
52	6 low cost houses	167 706

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
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HOUSE-OWNERS – STANDARD		
ITEM	DESCRIPTION	INSURED AMOUNT (Including all buildings, electrical and civil works)
53	2 low cost houses	127 776
54	Low cost house	99 825
55	Low cost house	179 685
56	4 low cost houses	191 664
57	Low cost house	122 452
58	Low cost house	33 275
	Hostels Zwelihle	-
59	Dwellings 3 Roomed 20	5 217 515
60	Dwellings 2 Roomed	4 695 763
61	Dwellings 3 Roomed 29	7 565 397
62	Dwellings 4 Roomed 44	13 043 787
	Hostels Mt Pleasant	-
63	Hostel Mount Pleasant	1 796 665
64	MP Sk 1 3 Roomed (1)	413 952
65	MP Sk 1 4 Roomed (4)	1 655 806
66	MP Sk 2 4 Roomed (1)	482 944
67	MP Sk 3 3 Roomed (6)	2 483 710
68	MP Sk 4 5 Roomed (1)	586 431
69	MP Sk 5 5 Roomed (6)	3 518 589
70	MP Sk 6 2 Roomed (3)	827 903
71	MP Sk 6 3 Roomed (5)	1 811 038
72	MP Sk 6 1 Roomed (8)	2 069 758
73	MP Sk 7 5 Roomed (19)	9 175 927
	Total	113 439 621

HOUSE-OWNERS - NON-STANDARD		
ITEM	DESCRIPTION	2017 SUM INSURED
1	Wooden Wendy House (+-1.2 X 1.4M) x 15	544 500
	TOTAL	R544 500

MACHINERY BREAKDOWN		
ITEM	DESCRIPTION	SUM INSURED
	HERMANUS/HAWSTON	
	MV SECTIONALISER	
268	Sectionaliser	3 347 731
	RING MAIN UNITS	-
269	Ring Main Units	10 461 660
	MINI SUBSTATIONS	-
270	150kVA	758 498
271	160kVA	379 249

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MACHINERY BREAKDOWN		
ITEM	DESCRIPTION	SUM INSURED
272	200kVA	3 033 990
273	250kVA	394 431
274	300kVA	791 461
275	315kVA	25 858 080
276	400kVA	4 280 496
277	500kVA	23 533 145
278	630kVA	11 349 703
279	800kVA	2 464 079
280	1000kVA	675 616
	TRANSFORMERS	-
281	50kVA	73 765
282	100kVA	164 074
283	200kVA	3 644 388
284	315kVA	261 941
285	500kVA	676 988
286	20 MVA	7 814 476
	BULK METERING UNITS	-
287	Metering Units	2 580 269
	SWITCHGEAR	-
318	Switchgear-11kV	49 999 620
319	Switchgear-66kV	21 395 162
	KLEINMOND	-
	MV SECTIONALISER	-
327	Sectionaliser	1 255 399
	RING MAIN UNITS	-
328	Ring Main Units	2 510 798
	MINI SUBSTATIONS	-
329	160kVA	379 249
330	200kVA	1 137 746
331	315kVA	6 464 520
332	400kVA	2 140 248
333	500kVA	7 548 367
334	630kVA	3 611 269
	TRANSFORMERS	-
335	25kVA	41 917
336	50kVA	36 883
337	200kVA	91 110
	SWITCHGEAR	-
344	Switchgear-11kV	3 608 220
	STANFORD	-
	MV SECTIONALISER	-
350	Sectionaliser	418 466

SIGNATURE		NAME (PRINT)	
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NAME OF FIRM			

MACHINERY BREAKDOWN		
ITEM	DESCRIPTION	SUM INSURED
	RING MAIN UNITS	-
351	Ring Main Units	2 092 332
	MINI SUBSTATIONS	-
352	200kVA	379 249
353	315kVA	2 424 195
354	400kVA	428 050
355	500kVA	5 772 281
	TRANSFORMERS	-
356	16kVA	53 027
357	25kVA	41 917
358	50kVA	110 648
359	100kVA	109 383
360	200kVA	182 219
361	400kVA	145 345
	SWITCHGEAR	-
367	Switchgear	2 061 840
	GANSBAAI	-
	RING MAIN UNITS	-
376	Ring Main Units	5 440 063
	MINI SUBSTATIONS	-
377	200kVA	4 930 234
378	315kVA	11 312 910
379	400kVA	8 132 942
380	500kVA	23 089 123
381	630kVA	1 547 687
382	800kVA	616 020
383	1000kVA	675 616
	TRANSFORMERS	-
384	15kVA	24 948
385	16kVA	185 595
386	25kVA	712 589
387	50kVA	700 768
388	100kVA	875 061
389	200kVA	546 658
390	250kVA	118 512
391	315kVA	130 970
	BULK METERING UNITS	-
392	Metering Units	737 220
	SWITCHGEAR	-
406	Switchgear	32 473 980
	Water Network - excl reticulation	-
	Hermanus	-

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
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MACHINERY BREAKDOWN		
ITEM	DESCRIPTION	SUM INSURED
407	Preekstoel WTW	85 910 000
408	Hermanus Reservoirs	2 420 000
409	Hermanus Pumpstations	2 420 000
410	Hermanus Boreholes	3 630 000
	Kleinmond	-
411	Kleinmond WTW	14 036 000
412	Kleinmond Reservoirs	2 420 000
413	Kleinmond Pumpstations	4 477 000
414	Kleinmond Boreholes	242 000
	Buffelsrivier	-
415	Buffelsrivier WTW	13 310 000
416	Buffelsrivier Reservoirs	1 815 000
417	Buffelsrivier Pumpstations	1 573 000
	Stanford	-
418	Stanford WTW	121 000
419	Stanford Reservoirs	605 000
420	Stanford Pumpstations	605 000
421	Stanford Boreholes	968 000
	Greater Gansbaai	-
422	Gansbaai WTW	28 120 400
423	Greater Gansbaai Reservoirs	2 420 000
424	Greater Gansbaai Pumpstations	4 840 000
	Pearly Beach	-
425	Pearly Beach WTW	11 151 360
426	Pearly Beach Reservoirs	605 000
427	Pearly Beach Pumpstations	1 452 000
	Baardskeedersbos	-
428	Baardskeedersbos WTW	6 050 000
429	Baardskeedersbos Reservoirs	242 000
430	Baardskeedersbos Boreholes	605 000
	Buffeljagsbaai	-
431	Buffeljagsbaai WTW	121 000
432	Buffeljagsbaai Reservoirs	60 500
433	Buffeljagsbaai Boreholes	242 000
	Sewerage and Sanitation	-
	Greater Hermanus	-
434	WWTWs (incl Hawston)	78 650 000
435	Pumpstations	18 150 000
	Kleinmond	-
436	WWTW	12 100 000
437	Pumpstations	7 865 000

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MACHINERY BREAKDOWN		
ITEM	DESCRIPTION	SUM INSURED
	Gansbaai	-
438	WWTW	12 100 000
439	Gansbaai Pumpstations	3 230 700
	Stanford	-
440	WWTW	6 050 000
441	Stanford Pumpstations	423 500
TOTAL		638 264 856

Fire Department		
	Replacement value excluding equipment	Equipment
CAM 4600	27 610	-
CAM 4601	27 610	-
CAM 30979	119 350	-
CEM 3366	58 300	-
CEM 2179	2 035 000	66 608
CEM 14827	2 420 000	223 469
CEM 21662	1 650 000	193 139
CEM 23400	457 160	-
CEM 31965	233 970	-
CEM 38652	233 970	-
CEM 1	198 000	-
CEM 129	346 597	55 096
CEM 10226	3 520 000	508 679
CEM 37463	4 103 550	1 142 112
CEM 11593	401 500	-
CEM 20166	454 520	-
CEM 26286	454 520	69 094
CEM 13012	396 000	-
CAM 22987	401 500	-
CEM 22989	401 500	-
CEM 1626	2 750 008	66 047
CEM 2869	1 980 000	-
CEM 8390	2 420 000	-
CEM 23784	850 245	72 397
CEM 14938	814 644	35 600
CEM 26226	814 644	35 600
CEM 32828	814 644	35 600
	28 384 840	2 503 443

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GPA COUNCILARS FROM AUGUSTUS 2017					
	Name		Post	2017 Annual Package	2.5 X Annual Package
C1717	Coetsee A	DA	Speaker	667 051	1 667 628
C1733	SMITH RJ	DA	Executive Mayor	833 813	2 084 533
C1737	Botha-Guthrie N	DA	Councillor	251 329	628 323
C1738	SAPEPA NM	ANC	Councillor	251 329	628 323
C1739	Nqinata NNT	ANC	Councillor	251 329	628 323
C1743	Macotha VC	ANC	Councillor	251 329	628 323
C1748	Coetzee DP	DA	Deputy Mayor	667 051	1 667 628
C1749	Opperman MD	DA	Councillor	251 329	628 323
C1756	Brice KD	DA	Councillor	251 329	628 323
C1758	Botha DB	DA	Mayoral Committee	625 361	1 563 403
C1760	DE Coning CA	DA	Mayoral Committee	625 361	1 563 403
C1761	Kloppers-Lourens JC	DA	Councillor	625 361	1 563 403
C1763	Klaas AG	DA	Councillor	251 329	628 323
C1764	Krige SDUT	DA	Councillor	251 329	628 323
C1765	Africa FAK	DA	Councillor	251 329	628 323
C1766	Gillion EE	DA	Mayoral Committee	625 361	1 563 403
C1767	Msweli X	ANC	Councillor	251 329	628 323
C1768	Ntsabo L	DA	Councillor	251 329	628 323
C1769	Kalolo SV	ANC	Councillor	251 329	628 323
C1770	Pungupungu VNT	ANC	Councillor	251 329	628 323
C1771	Tafu-NWONKWO CC	ANC	Councillor	251 329	628 323
C1772	Molefe BJ	EFF	Councillor	251 329	628 323
C1773	Tebele SS	ANC	Councillor	251 329	628 323
C1774	Komani AS	DA	Mayoral Committee	625 361	1 563 403
C1775	Cohen GM	DA	Councillor	251 329	628 323
				9 567 315	23 918 286

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



SASRIA - COUNCILLORS - OVERSTRAND MUNICIPALITY

2016 - 2021

Ward	Surname, Full Names			Id No	Tel / Fax	E-Mail	Address
PR	2016 Replacement value excluding equipment	DA	N/A	670610 5743 088	082 514 6411 028 313 8058 (W) 028 313 8067 (F)	rsmith@overstrand.gov.za	240 Recreation Road, Fisherhaven, 7200 P O Box 909, HERMANUS, 7200
PR	Africa Frederick Cllr	DA	N/A	781210 516 6087	071 608 0007	arniefak@gmail.com	2021 Wembley Road, Hawston, 7202
7	Botha, David Cllr	DA	Honda HRV CEM 29660 - Honda CRV CEM 35548	470201 5079 087	079 491 6218 028 316 1654 (H)	david@route2.co.za	10 Maartblom Street, Sandbaai Postnet Suite 172, P/Bag X16, Hermanus, 7200
PR	Botha-Guthrie, Nicolette Rhr/Ald	DA	N/A	480505 0020 088	082 376 6265 028 316 2187 (H)	nbotha-guthrie@overstrand.gov.za	2 Yellow Finch Close, Fisante Cres, Vermont P O Box 116, Onrusrivier, 7201
3	Brice, Kari	DA		630802 0149 085	083 650 4206 028 312 1785 (H)	karibrice@hermanus.co.za	39 Prestwick Village, Brug Street, Hermanus
4	Coetsee, Anton Rhr/Ald Speaker	DA	N/A	600826 5162 088	083 283 5237 028 316 4454 (W) 086 603 6114 (F)	antoncoetsee@hermanus.co.za acoetsee@overstrand.gov.za	27 Main Road, Onrusrivier P O Box 630, Hermanus, 7200
11	Coetsee, Dudley Peter Rhr/Ald DEPUTY MAYOR	DA	Mazda 323	470721 5075 082	082 574 4404 028 313 8016 (W)	dcoetsee@overstrand.gov.za dudley.coetsee@vodamail.co.za	10 Newey Street, Pearly Beach P O Box 53, Pearly Beach, 7221
9	Cohen, Grant Cllr	DA		820925 501 8086	072 436 9068	grantcohen25@gmail.com	245 Main Road, Kleinmond, 7195
2	De Coning, Riana Cllr	DA	Terious CEM 9820	540403 0073 083	083 597 2781 028 388 0788 (H)	rdc@axxess.co.za	14 Fouche Street, Franskraal, Gansbaai, 7220
ODM	Fourie Steven Cllr	DA		811107 5125 085	072 346 3245	blomrug@gmial.com	Blomrug, Baardskeerdersbos, 7220
8	Gillion, Elnora Cllr	DA	Renault 2007 CEM 10020 - Toyota Tazz CEM 25585	750427 0161 080	073 177 3299	elnora.gillion@gmail.com	534 Mountain View Drive, Hawston, 7202
PR	Klaas Archie Cllr	DA		750830 5412 087	074 623 0153	archieklaas@gmail.com	89 Tebele street, Zwelihle, Hermanus, 7200
13	Kloppers-Lourens, Junita (Dr) Cllr	DA	Mercedes Elegance C200 2010	480606 0053 085	083 268 9408 028 316 2670 (H)	jck-lourens@da-mp.org.za	57 Onrus Close, Vermont Avenue, Onrus P O Box 476, Onrusrivier, 7201
PR	Komani Andrew Sithemele Cllr	DA		740612 629 30825	073 827 9972	komaniandrew@gmail.com	45 Walter Sisulu Street, Masakhane,

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		



SASRIA - COUNCILLORS - OVERSTRAND MUNICIPALITY

2016 - 2021

Ward	Surname, Full Names			Id No	Tel / Fax	E-Mail	Address
10	Krige, Fanie Cllr	DA		570101 5069 089	082 773 7749 028 272 9533 (H) 086 614 7261 (F)	sdkrige@gmail.com	38 Disa Road, Betty's Bay P O Box 80, Betty's Bay, 7141
ODM	May Christene Ann Cllr	DA		600408 0176 080	076 155 9684	maychristine206@gmail.com	260 Madeliefie Street, Mount Pleasant, Hermanus, 7200
PR	Ntsabo Lindile Cllr	DA		870421 599 4087	081 491 0949	intsabo@yahoo.com	51 Tshandu Street, Zwelihle, Hermanus, 7200
PR	Opperman, Moira Cllr	DA		570802 0136 084	072 898 3335 028 313 8018 (W)	mopperman@overstrand.gov.za moiraopperman02@gmail.com	19 Angelier Street, Blompark, Gansbaai
PR	Kalolo, Sipiwo Vincent Cllr	ANC		820101 5147 081	073 828 3678	kololo.sipiwo@gmail.com	62 Walter Sisulu Street, Masakhane, Gansbaai, 7220
12	Macotha, Vuyani Colbert Cllr	ANC	Chevrolet Sonic Sedan 2013 - CEM 36249	811216 5703 088	076 859 7607	ymacotha@overstrand.gov.za	9276 Eluxolweni Street, Zwelihle, Hermanus
1	Msweli, Xolani Cllr	ANC		820218 6078 089	083 284 3144	bennert@gmail.com	582 Tshurete Street, Masakhane, Gansbaai, 7220
PR	Nqinata, Nomaxesibhe Cllr	ANC		820405 0585 082	072 335 1338	nnqinata@overstrand.gov.za	3244 Mandela Street, Masakhane, Gansbaai
5	Pungupungu Valerie Nomathembe Cllr	ANC	Opel Zafira 2004 CEM 14614	720825 0641 083	073 093 7288 073 512 6943	pungupunguvalerie@gmail.com	8879 Sobukwe Street, Zwelihle, Hermanus 7200
6	Sapepa, Michelle N Rhr/Ald	ANC		711110 0511 086	072 580 5157	msapepa@overstrand.gov.za	69 Tebele Street, Zwelihle, Hermanus, 7200
PR	Tafu-Nwonkwo, Constancy Connie Cllr	ANC		861126 0359 084	071 916 7342	constancyt@yahoo.com	9019 Buhle Street, Zwelihle, Hermanus, 7200
PR	Tebele, Samuel Simphiwe Cllr	ANC		810220 5581 081	072 886 0245	simpra10@yahoo.com	68 Tebele Street, Zwelihle, Hermanus, 7200
PR	Molefe, Benet Joseph Cllr	EFF		840321 5428 085	060 718 2807	molefebenet@gmail.com	8762 Hlola Street, Zwelihle, Hermanus, 7200

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
1	Office contents - total region (schedule)		32 670 000.00			
2	Inventory -total region (stores / yards)		8 107 000.00			
	Office Buildings (use by employees)					
	Hermanus					
3	Offices and outbuildings Zwelihle	6 277 255.09				
4	Civic centre (old)	22 418 768.20				
5	Civic centre (new)	45 696 182.40				
6	Town planning and other Erf 730	7 778 073.60				
7	Impala street No 1 (Office HR)	1 775 360.58				
8	Impala street No 2 (Office GIS)	1 775 360.58				
9	Ambulance station	5 380 504.37				
10	Magnolia street / Nerina lane	2 071 254.01				
11	Office/carports	1 500 000.00				
12	Stores / Workshops	13 451 260.92	1 210 000.00	711 571.70		
13	Store Toilets	697 340.27				
14	Store / Shelters	939 274.65				
15	Testing centre	6 725 630.46	3 025 000.00	2 568 773.85		
16	Fire station	6 048 359.47		1 031 778.97		
17	Offices Onrus	6 725 630.46				
18	Municipal Store Onrus	10 673 575.54				
19	Office building Preekstoel	4 840 000.00				
20	Temporary office Parking	2 509 056.00				
SIGNATURE		NAME (PRINT)			DATE	
CAPACITY			NAME OF FIRM			



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	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
	Kleinmond					
21	Office complex and hall	14 704 985.02				
22	Office building 5th Ave (administration)	8 183 074.58				
23	Office building 5th Ave (engineering)	2 701 685.76				
24	Vehicle garage - old workshop	4 255 198.78				
25	Stores - old workshop	7 528 428.61				
26	New workshop - carport	818 307.46				
27	New workshop - store	3 682 383.56				
28	New workshop concrete wall	441 886.03				
29	Workshop phase 2	3 136 320.00				
30	Betty's bay office and double garage	5 973 644.44				
31	Carports Kleinmond	245 492.24				
32	Workshop	9 001 382.04				
33	Office Kleinmond	499 167.55				
34	Beach area HSID Office	1 452 000.00				
35	HSID Garage	387 200.00				
36	Pringle fire station	679 469.91				
	Stanford	0.00				
37	Municipal offices erf 443	3 362 815.23				
38	Council building erf 443	1 703 826.38				
39	Public toilets erf 443	1 120 938.41				
40	Municipal store	3 766 353.06				
	Gansbaai	0.00				
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
46	Stores and workshops	8 070 756.55	1 210 000.00			
47	Offices	13 451 260.92				
48	Multipurpose tourism and information centre	7 075 537.92				
49	Electrical store	2 786 989.17				
	Libraries - contents books					
50	Crèche Mount Pleasant and library	5 692 573.62	2 063 557.94			
51	Library Hermanus	8 967 507.28	6 759 931.17			
52	Library Hawston	8 967 507.28	2 134 715.11			
53	Library Zwelihle	5 828 879.73	1 703 826.38			
54	Library and tourism office Stanford	2 394 324.44	1 963 937.90			
55	Library Kleinmond	10 891 256.63	5 891 813.70			
56	Library Hangklip	1 200 000.00	409 153.73			
57	Library Gansbaai	5 828 879.73	1 823 598.17			
58	Eluxolweni library and community hall	1 210 000.00	181 500.00			
59	Buffeljagsbaai library and community hall	1 210 000.00	181 500.00			
	Public ablutions					
	Hermanus					
60	Market square	896 750.73				
61	Patteron str	672 563.05				
62	Chemical Toilets			201 768.91		
63	Grotto West	6 053 067.41	500 000.00			
64	Grotto East	1 569 313.77				
65	Voëklip toilets and cloakrooms	1 120 938.41				
SIGNATURE		NAME (PRINT)			DATE	
CAPACITY			NAME OF FIRM			



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted						
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
66	Voëlklip store rooms	250 000.00				
67	Ficks pool	717 400.58				
68	Kammabaai	269 025.22				
69	Prawn Flats	313 862.75				
70	Onrus ablutions, kiosk and restaurant	2 914 439.87				
71	Sandbaai toilets and store room	717 400.58				
72	Vermont toilets and store room	142 314.34				
73	Marine pool	807 075.66				
	Kleinmond					
74	Day camp and beaches	7 012 894.91				
75	Fairy Glen	580 998.30				
76	Die Mond and new harbour	957 419.73				
77	Pringle Bay Shelly Beach	500 000.00				
78	Pringle Bay Boat Bay	500 000.00				
79	Pringle Bay main beach	654 645.97				
80	Potsklip	500 000.00				
81	Rooiels beach	500 000.00				
82	Bettysbay main beach	654 645.97				
83	Bettysbay Island	500 000.00				
84	Bettysbay Silversands	500 000.00				
85	Bettysbay Davidskraal	500 000.00				
86	Bettysbay Josk's bay	500 000.00				
87	Bettysbay Bass Lake	500 000.00				
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
	Stanford					
88	Ou Krale and Stanhope	500 000.00				
	Gansbaai					
89	Church square and carports	560 469.20				
90	Informal trading area	500 000.00				
91	Eloxulweni	500 000.00				
92	Cliff steet De Kelders	500 000.00				
93	Stanfordsbaai	500 000.00				
94	Gansbaai tidal pool	500 000.00				
95	Franskraal island house	500 000.00				
96	Franskraal parking area	500 000.00				
97	Romansbaai	500 000.00				
98	Kleimbaai Harbour	500 000.00				
99	Castle Beach Pearly Beach	500 000.00				
100	Beach Road Pearly Beach	500 000.00				
	Community clinics					
101	Clinic Hermanus (Magnolia)	2 017 689.14				
102	Clinic Garage (Magnolia)	500 000.00				
103	Mount Pleasant - Law Enforcement (Old clinic)	1 500 000.00				
104	Clinic Zwelihle Now crèche	2 600 577.11				
105	Clinic Onrus	2 017 689.14				
106	Clinic Eluxolweni (Pearly Beach)	1 500 000.00				
	Fernkloof reserve					
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
107	Fernkloof: Office Environmental Management	1 120 938.41	121 000.00			
108	Fernkloof: hall and veranda	1 700 656.37	181 500.00			
109	Fernkloof: Kitchen/store	1 120 000.00	181 500.00			
110	Fernkloof: Toilets	1 700 000.00				
111	Fernkloof: Herbarium	1 000 000.00	60 500.00			
112	Fernkloof: BotCoc office	1 000 000.00	181 500.00			
113	Fernkloof: Nursery	500 000.00				
114	Fernkloof: Shed/staff	500 000.00				
115	Fernkloof: Night watchman	180 000.00				
116	Fernkloof: nursery overhead roof protection Various	500 000.00				
117	Fernkloof: Visitor centre	500 000.00				
118	Fernkloof: Fencing	1 250 000.00				
119	Fernkloof: Research	605 000.00				
	Other buildings					
120	Cemetery store Hermanus	250 000.00	21 347.15			
121	Cemetery store Mount Pleasant	250 000.00				
122	Information office Hermanus	896 750.73				
123	Police station Zwelihle	1 345 126.09				
124	Taxi Rank Zwelihle	1 000 000.00				
125	Bus shelters Hermanus	1 188 324.74				
126	Old Station Office	7 846 568.87				
127	Market stalls old Harbour	1 500 000.00				
128	Cemetery store Kleinmond	250 000.00				
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



COMBINED – NON-STANDARD						
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	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
129	Eilandhuisie Museum Franskraal	711 571.70				
130	Chromodek Ski Cabin Gansbaai	672 563.05	42 961.14			
	Sport grounds					
131	Hawston buildings, pools and pumps	4 035 377.83		10 469 180.15		
132	Zwelihle buildings, pools and pumps	1 931 646.94		10 500 000.00		
133	Mt Pleasant , incl. clubhouse and perimeters	2 137 135.88				
134	Floodlights Mount Pleasant Sport grounds			9 075 000.00		
135	Zwelihle , incl. clubhouse and perimeters	2 366 189.34		192 123.80		
136	Floodlights Zwelihle Sport grounds			5 445 000.00		
137	Floodlights Zwelihle Sport grounds Super floodlights (4)			2 000 000.00		
138	Hawston , incl. clubhouse and perimeters	1 476 724.30		510 934.60		
139	Floodlights Hawston Sport grounds			11 495 000.00		
140	Floodlights Hawston Sport grounds Super floodlights (4)			2 000 000.00		
141	Stanford Soccer, incl. ablutions and perimeters	4 000 000.00				
142	Stanford Rugby, incl. ablutions and perimeters	4 000 000.00				
143	Floodlights Stanford Sport grounds			2 500 000.00		
144	Stanford shooting clubhouse	409 153.73				
145	Kleinmond bowling clubhouse	4 000 000.00				
146	Kleinmond Tennis courts and fencing			4 000 000.00		
147	Kleinmond Tennis clubhouse	4 009 706.54				
148	Kleinmond Jukskei, incl. clubhouse	2 659 499.32				
149	Kleinmond soccer field	4 000 000.00				
150	Floodlights Kleinmond Sports grounds			4 200 000.00		
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
151	Artificial turf Overhills			7 260 000.00		
152	Overhills perimeter			1 815 000.00		
153	Gansbaai KOK Hall and squash courts	4 447 323.14				
154	Gansbaai ablutions and clubhouse	5 896 281.60	121 000.00			
155	Artificial turf Gansbaai			7 370 352.00		
156	Container Gym and gym equipment	100 362.24	4 516 300.80			
157	Gansbaai sport perimeter and irrigation system			1 815 000.00		
158	Floodlights Gansbaai Sports grounds			12 100 000.00		
159	Pearly Beach fishing club	2 371 905.68				
160	Eluxolweni sport ground ablutions and floodlights	501 811.20		10 890 000.00		
161	Masakhane sport ground ablutions and floodlights	501 811.20		10 890 000.00		
162	Zwelihle playground equipment		229 149.68			
163	Hermanus playground equipment		112 919.10			
	Caravan parks					
	Hermanus					
164	Hawston camp: Office and ablutions	10 663 284.72				
165	De Mond Office (N)	896 750.73				
166	De Mond Office (O)	291 443.99				
167	De Mond hall/ shop	6 725 630.46				
168	Onrus camp: Office and ablutions	12 032 765.14				
169	Onrus camp: Bungalows	400 000.00	100 000.00			
170	Onrus camp: perimeter and gates	2 800 000.00		4 939 807.44		
	Kleinmond					
SIGNATURE		NAME (PRINT)			DATE	
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
171	Kleinmond Camp, house and ablutions	9 443 268.06				
172	Kleinmond camp: perimeter and gates			4 840 000.00		
173	Palmiet Camp, house and ablutions	4 918 027.82				
174	Palmiet camp: perimeter and gates			4 840 000.00		
	Gansbaai					
175	Ablutions and perimeter	2 241 876.82		500 000.00		
176	Gate house (wood)	40 353.78				
	Other specifically insured					
177	Refuse area with lean-to	270 397.25				
178	Bridges Grotto to Hermanus			300 000.00		
179	Boardwalk Onrus beach			896 750.73		
180	Boardwalk Vermont beach			1 120 938.41		
181	Boardwalk Hawston beach			896 750.73		
182	Boardwalk Hermanus Pietersfontein			1 000 000.00		
183	Hermanus wooden decks			500 000.00		
184	Irrigation equip Hermanus			2 000 000.00		
185	Playground equip Greater Hermanus			1 000 000.00		
186	Playground equip Greater Gansbaai			1 000 000.00		
187	Playground equip Greater Stanford			1 000 000.00		
188	Playground equip Greater Kleinmond			1 000 000.00		
189	Plants Nursery Hermanus			500 000.00		
	Radio Network					
190	Building for transmitters	1 209 671.89		519 447.34		
SIGNATURE		NAME (PRINT)		DATE		
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	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
191	Transmitter Hoek van Berg			853 886.04		
192	Radio mast, buildings and fencing Rotary Way	242 000.00		4 840 000.00		
193	Radio converter station			245 492.24		
194	TV tower and transmitter			1 227 461.19		
195	Radio relay to TV tower			327 322.98		
196	Radio relay station Mrs HJ Olivier			327 322.98		
197	Radio towers, transmitters and box Baboon virtual fence			500 000.00		
198	Repeater station Radio's			201 768.91		
	Community buildings					
	Hermanus					
199	Dutchies - Grotto Beach	999 433.38				
200	Zwelihle Mall	5 614 400.00				
201	Zwelihle taxi rank	1 452 000.00				
202	Hawston taxi rank	1 452 000.00				
203	Swartdam Road Buildings & Containers	2 613 600.00				
204	Hawston sport Clubhouse	605 000.00				
205	Community hall Sandbaai	10 761 008.73				
206	Community hall Zwelihle	1 423 143.41				
207	Community hall Zwelihle	7 777 478.71				
208	De Wet Hall Onrus	3 811 190.59				
209	Selfbou Store Hawston	3 138 627.55				
210	Crèche Zwelihle Nomzamo	1 000 000.00				
211	Crèche Zwelihle Masibulele	1 000 000.00				
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
212	Crèche Zwelihle Masizakhe	1 000 000.00				
213	Crèche Zwelihle Siyazama	1 000 000.00				
214	Crèche Zwelihle Khanya	1 000 000.00				
215	Moffatsaal Mount Pleasant	6 725 630.46				
216	Selfbou Store Mount Pleasant	5 380 504.37				
217	Hawston Multipurpose Centre	16 214 774.40				
218	Hou Moed Shelter	3 811 190.59				
219	RDP Training Centre Zwelihle	889 464.63				
220	Hawston Abelone Village	1 949 458.10				
221	Besemhouts kloof	4 840 000.00				
222	Fisherhaven - Lake Marina building	2 000 000.00				
223	Groenberg Jukskeiklub building	1 500 000.00				
224	Northcliff - Haws and Rotery Anns	3 000 000.00				
225	Babbel en Krabbel kleuterskool	5 000 000.00				
226	Zwelihle erf 328 - office building	1 000 000.00				
227	Zwelihle erf 103 - church	1 000 000.00				
228	Zwelihle erf 185 - church	1 000 000.00				
229	Zwelihle erf 77 - church	1 000 000.00				
230	Zwelihle erf 186 - church	1 000 000.00				
231	Zwelihle erf 196 - church	1 000 000.00				
	Kleinmond					
232	Community hall - Pringle Baai	2 420 000.00				
233	Baboon house - Pringle Baai	1 089 000.00				
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
234	Community hall - Mooiuitsig	968 000.00				
235	Pikkewyntjie school - Mooiuitsig & wooden house	1 452 000.00				
236	Bettysbay boat house and restaurant	2 904 000.00				
237	House - Stony Point	1 210 000.00				
238	Bambanani hall - squatter camp Kleinmond & Container	847 000.00				
239	Siyabulela School Kleinmond	2 178 000.00				
240	Heideland School - Protea dorp	423 500.00				
241	Caretaker house - Sportveld	1 815 000.00				
242	Kleinmond Jukskei Clubhouse	500 000.00				
243	Janaschool	387 200.00				
244	Youth centre, house and garage	993 410.00				
245	Animal Cruelty	605 000.00				
246	Community hall - Protea dorp	1 815 000.00				
247	Bambanani Crèche	847 000.00				
248	Kleinmond child welfare	2 420 000.00				
249	Community hall - Kleinmond	4 582 521.76				
250	Crassula hall Kleinmond	3 273 229.83				
251	Crassula hall - outbuilding	327 322.98				
	Stanford					
252	Die KOP - Crèche and outbuildings	1 694 000.00				
253	Clubhouse - Stanford Soccer field	605 000.00				
254	Stanford community hall	2 420 000.00				
255	Stanford taxi rank	1 391 500.00				
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
	Gansbaai					
256	Baardscheerders Bosch hall	1 452 000.00				
257	Gansbaai Shooting club - erf 611	1 500 000.00				
258	Eloxelweni community hall	2 359 500.00				
259	Pearly Beach - Drop Off	605 000.00				
260	Blompark community hall	3 025 000.00				
261	Blompark erf 941 - church	1 500 000.00				
262	Caretaker house Blompark Sport	907 500.00				
263	Blompark ablution facilities	726 000.00				
264	Masakane Training Centre & Containers	1 573 000.00				
265	Masakane Taxi Rank	968 000.00				
266	Blompark Sports grounds hall	269 025.22				
267	Strandlopertjie crèche Erf 947 Blompark	1 156 192.00	300 000.00			
268	Soup kitchen/safe house erf GB42 Beverley Hills	501 811.20				
269	Masakhane community hall	2 300 000.00	300 000.00			
270	Masakhane crèche	1 479 638.70				
	Lease equipment					
271	Multifunction system (Rental)		62 073.00			
272	Photocopier (finance lease)		282 051.09			
273	Plan printer (finance lease)		141 835.11			
274	Plan printer (finance lease)		141 835.11			
275	Photocopier (finance lease)		33 612.35			
276	Photocopier (finance lease)		144 569.14			
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
277	Photocopier (finance lease)		85 992.35			
	Electrical Infrastructure					
	HERMANUS/HAWSTON					
	STREETLIGHTS					
278	125W HPS					55 052.29
279	125W MV					6 058 922.30
280	150W HPS					109 663.75
281	250W HPS					1 658 046.93
282	400W HPS					86 938.79
283	43W LED					19 669.52
284	60W LED					89 638.06
285	70W HPS					7 356 122.40
286	80W MV					152 036.50
	SUBSTATIONS					
287	Incl Buildings structures				4 472 160.00	
	SWITCHING STATIONS					
288	Incl Buildings-11kV				10 648 000.00	
289	Incl Buildings-66 Kv				2 259 796.00	
	MV SECTIONALISER					
290	Sectionaliser					3 347 731.20
	RING MAIN UNITS					
291	Ring Main Units					10 461 660.00
	MINI SUBSTATIONS					
SIGNATURE		NAME (PRINT)		DATE		
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	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
292	150kVA					758 497.50
293	160kVA					379 248.75
294	200kVA					3 033 990.01
295	250kVA					394 430.96
296	300kVA					791 461.00
297	315kVA					25 858 080.23
298	400kVA					4 280 496.00
299	500kVA					23 533 144.80
300	630kVA					11 349 703.20
301	800kVA					2 464 079.34
302	1000kVA					675 615.60
	TRANSFORMERS					
303	50kVA					73 765.08
304	100kVA					164 073.97
305	200kVA					3 644 388.35
306	315kVA					261 940.80
307	500kVA					676 987.74
308	20 MVA					7 814 475.89
	BULK METERING UNITS					
309	Metering Units					2 580 268.61
	DISTRIBUTION KIOSKS					
310	Kiosks					11 674 080.00
	MV FEEDERS OVERHEAD LINES					
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
311	35mm ABC (135A)					5 358.83
312	35mm Cu (250A)					106 840.48
313	50mm ABC (170A)					53 109.93
314	70mm ABC (210A)					404 122.20
315	70mm Cu O/H (380A)					2 032 589.10
316	95mm ABC (260A)					279 541.13
317	Oak (359A)					22 329.37
	LV FEEDERS OVERHEAD LINES					
318	16CUBAREC					15 690.90
319	16mm Cu O/H (150A)					20 182.71
320	25ALBAREC					1 805.62
321	25CUBAREC					41 160.68
322	35CUBAREC					3 176 063.13
323	35mm Cu O/H (250A)					169 532.47
324	50ALABC					470 327.81
325	50ALBAREC					112 096.83
326	50CUBAREC					758 887.28
327	50mm ABC (170A)					114 726.56
328	50mm Cu O/H (300A)					5 574.10
329	6CUCABLE3					1 047.32
330	70ALABC					118 955.39
331	70ALBAREC					14 257.26
332	70CUBAREC					1 515 039.06
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
333	70mm ABC (210A)					605 880.78
334	70mm Cu O/H (380A)					119 974.16
335	90CUBAREC					132 862.84
336	95CUCABLE					18 217.76
337	95mm ABC (260A)					204 474.52
	POLES					
338	poles					16 415 977.14
	HIGH MAST LIGHTING					
339	400W HPS (Steel Pole)					7 986 000.00
	SWITCHGEAR					
340	Switchgear-11kV					49 999 620.00
341	Switchgear-66kV					21 395 161.92
	KLEINMOND					
	STREETLIGHTS					
342	125W MV					3 739 533.94
343	250W HPS					577 521.96
344	400W HPS					86 938.79
345	70W HPS					356 889.50
346	80W MV					456 109.50
347	87W LED					124 654.20
	SWITCHING STATIONS					
348	Buildings-11kV				968 000.00	0.00
	MV SECTIONALISER					
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
349	Sectionaliser					1 255 399.20
	RING MAIN UNITS					
350	Ring Main Units					2 510 798.40
	MINI SUBSTATIONS					
351	160kVA					379 248.75
352	200kVA					1 137 746.25
353	315kVA					6 464 520.06
354	400kVA					2 140 248.00
355	500kVA					7 548 367.20
356	630kVA					3 611 269.20
	TRANSFORMERS					
357	25kVA					41 917.00
358	50kVA					36 882.54
359	200kVA					91 109.71
	DISTRIBUTION KIOSKS					
360	Kiosks					3 329 920.00
	MV FEEDERS OVERHEAD LINES					
361	Oak (359A)					131 413.85
	LV FEEDERS OVERHEAD LINES					
362	35mm ABC (135A)					43 703.03
363	50mm ABC (170A)					29 321.29
364	63mm Cu O/H (360A)					12 299 767.20
	POLES					
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
365	poles					5 145 496.13
	SWITCHGEAR					
366	Switchgear-11kV					3 608 220.00
	STANFORD					
	STREETLIGHTS					
367	125W MV					78 646.13
368	250W HPS					98 697.38
369	400W HPS					37 259.48
370	70W HPS					1 974 819.61
	SWITCHING STATIONS					
371	Buildings structures				638 880.00	
	MV SECTIONALISER					
372	Sectionaliser					418 466.40
	RING MAIN UNITS					
373	Ring Main Units					2 092 332.00
	MINI SUBSTATIONS					
374	200kVA					379 248.75
375	315kVA					2 424 195.02
376	400kVA					428 049.60
377	500kVA					5 772 280.80
	TRANSFORMERS					
378	16kVA					53 027.04
379	25kVA					41 917.00
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
380	50kVA					110 647.63
381	100kVA					109 382.64
382	200kVA					182 219.42
383	400kVA					145 345.20
	DISTRIBUTION KIOSKS					
384	Kiosks					1 597 200.00
	MV FEEDERS OVERHEAD LINES					
385	Mink (260A)					82 966.68
	LV FEEDERS OVERHEAD LINES					
386	50mm ABC (170A)					195 726.60
387	95mm ABC (260A)					296 756.02
	POLES					
388	poles					1 494 674.40
	SWITCHGEAR					
389	Switchgear					2 061 840.00
	GANSBAAI					
	STREETLIGHTS					
390	125W MV					287 058.37
391	250W HPS					608 633.82
392	250W MV					32 899.13
393	400W HPS					161 457.75
394	400W MH					49 679.31
395	70W HPS					3 918 167.99
SIGNATURE		NAME (PRINT)		DATE		
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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
396	70W MH					105 935.89
	SWITCHING STATIONS					
397	Buildings structures				4 472 160.00	
	RING MAIN UNITS					
398	Ring Main Units					5 440 063.20
	MINI SUBSTATIONS					
399	200kVA					4 930 233.77
400	315kVA					11 312 910.10
401	400kVA					8 132 942.40
402	500kVA					23 089 123.20
403	630kVA					1 547 686.80
404	800kVA					616 019.84
405	1000kVA					675 615.60
	TRANSFORMERS					
406	15kVA					24 948.26
407	16kVA					185 594.64
408	25kVA					712 589.03
409	50kVA					700 768.31
410	100kVA					875 061.16
411	200kVA					546 658.25
412	250kVA					118 512.24
413	315kVA					130 970.40
	BULK METERING UNITS					
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



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	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
414	Metering Units					737 219.60
	DISTRIBUTION KIOSKS					
415	Kiosks					11 625 680.00
	MV FEEDERS OVERHEAD LINES					
416	Mink (260A)					1 478.58
417	16mm Cu (150A)					154 223.75
418	25mm Al (144A)					16 289.21
419	25mm Cu (210A)					1 921 656.40
420	35mm Cu (250A)					924 061.99
421	50mm ABC (170A)					52 494.95
422	63mm Cu (360A)					1 731 406.52
423	Fox (190A)					101 565.26
424	Oak (359A)					832 171.19
	LV FEEDERS OVERHEAD LINES					
425	35mm ABC (135A)					47 818.79
426	50mm ABC (170A)					132 572.70
	POLES					
427	poles					3 905 234.39
	SWITCHGEAR					
428	Switchgear					32 473 980.00
	Water Network – excl. reticulation					
	Hermanus					
429	Preekstoel WTW	4 826 134.57			221 430 000.00	85 910 000.00
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
430	Hermanus Reservoirs				231 775 500.00	2 420 000.00
431	Hermanus Pump stations				15 125 000.00	2 420 000.00
432	Hermanus Boreholes				1 996 500.00	7 986 000.00
	Kleinmond					
433	Kleinmond WTW				42 108 000.00	14 036 000.00
434	Kleinmond Reservoirs				46 585 000.00	2 420 000.00
435	Kleinmond Pump stations				14 520 000.00	4 477 000.00
436	Kleinmond Boreholes				181 500.00	665 500.00
	Buffelsrivier					
437	Buffelsrivier WTW				39 930 000.00	13 310 000.00
438	Buffelsrivier Reservoirs				27 043 500.00	1 815 000.00
439	Buffelsrivier Pump stations				5 324 000.00	1 573 000.00
	Stanford					
440	Stanford WTW				121 000.00	121 000.00
441	Stanford Reservoirs				18 150 000.00	605 000.00
442	Stanford Pump stations				1 815 000.00	605 000.00
443	Stanford Boreholes				363 000.00	1 452 000.00
	Greater Gansbaai					
444	Gansbaai WTW				50 287 600.00	28 120 400.00
445	Greater Gansbaai Reservoirs				68 849 000.00	2 420 000.00
446	Greater Gansbaai Pump stations				30 250 000.00	4 840 000.00
	Pearly Beach					
447	Pearly Beach WTW				2 787 840.00	11 151 360.00
SIGNATURE		NAME (PRINT)		DATE		
CAPACITY		NAME OF FIRM				



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
448	Pearly Beach Reservoirs				13 310 000.00	605 000.00
449	Pearly Beach Pump stations				3 388 000.00	1 452 000.00
	Baardskeedersbos					
450	Baardskeedersbos WTW				1 815 000.00	6 050 000.00
451	Baardskeedersbos Reservoirs				968 000.00	242 000.00
452	Baardskeedersbos Boreholes				242 000.00	847 000.00
	Buffeljagsbaai					
453	Buffeljagsbaai WTW				121 000.00	121 000.00
454	Buffeljagsbaai Reservoirs				520 300.00	60 500.00
455	Buffeljagsbaai Boreholes				968 000.00	242 000.00
	Sewerage and Sanitation					
	Greater Hermanus					
456	WWTWs (incl Hawston)				78 650 000.00	78 650 000.00
457	Pumpstations				55 950 400.00	18 150 000.00
	Kleinmond					
458	WWTW				12 100 000.00	12 100 000.00
459	Pump stations				21 780 000.00	7 865 000.00
	Gansbaai					
460	WWTW				12 100 000.00	12 100 000.00
461	Gansbaai Pump stations				6 050 000.00	3 230 700.00
	Pearly Beach					
462	WWTW				1 936 000.00	2 783 000.00
	Stanford					
SIGNATURE		NAME (PRINT)			DATE	
CAPACITY			NAME OF FIRM			



COMBINED – NON-STANDARD						
	Description	Buildings Insured value	Contents	Specifically insured		
	For purposes of identification, the four main areas, Hermanus, Kleinmond, Stanford, Gansbaai will include the surrounding areas and towns under their control. All property values include fences, walls and gates, carports unless specifically noted					
	Buildings include standard and non-standard construction			Various	Civil	Mechanical and electrical
463	WWTW				6 050 000.00	6 050 000.00
464	Stanford Pump stations				4 000 000.00	1 600 000.00
	Solid Waste					
465	Hermanus Refuse Transfer Station	12 808 290.65				
466	Street refuse bins			398 480.15		
467	Voëlklip Garden Waste Transfer Station	1 500 000.00				
468	Hawston Garden Waste Transfer Station	1 684 053.03				
469	Hermanus Recycle facility	7 500 000.00				
470	Kleinmond Main refuse transfer station	8 070 756.55				
471	Refuse drop off and office	4 767 206.40				
472	Bettys Bay Garden Waste Transfer Station	1 684 053.03				
472				1 501 416.29		
473	Recycle igloo's			683 108.83		
474	Weighbridge and office	2 104 197.23				
475	Weighbridge			620 529.70		
476	Pearly Beach transfer station	3 500 000.00				
477	Stanford transfer station	3 500 000.00				
478	Gansbaai Material Recovery Store	4 500 000.00				
479	Irrigation Extras			148 820.47		
480	Fencing - Gansbaai Landfills Site			605 000.00		
	Total	696 505 948.37	77 197 180.10	158 375 788.42	1 062 050 136.00	768 701 153.15
	Grand total	2 762 830 206.04				

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY		NAME OF FIRM			

19. PRE-QUALIFICATION SCORE SHEET
--

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

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

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

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

DECLARATION

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

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



20. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER

Employer (Name, Tel, Fax, Email)		Nature of work	Value of work (Incl. VAT)	Date started	Date completed
1.	Name of entity				
	Contact Person				
	Tel				
	Fax				
	Email				
2.	Name of entity				
	Contact Person				
	Tel				
	Fax				
	Email				
3.	Name of entity				
	Contact Person				
	Tel				
	Fax				
	Email				
4.	Name of entity				
	Contact Person				
	Tel				
	Fax				
	Email				
5.	Name of entity				
	Contact Person				
	Tel				
	Fax				
	Email				

Attach more pages if necessary.

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY		NAME OF FIRM			



21. PRICING SCHEDULE

NOTE:

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

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

I / We _____
 (full name of Bidder) the undersigned in my capacity as _____
 of the firm _____

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

PRICING:

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 1.10. The tenderer may submit tenders with Fixed Premiums for the full duration of approximately 3 (three) years of the tender as per detailed schedules that are provided as part of the tender documents.
- 1.11. The Broker Fee and Underwriting Premium as detailed in the Pricing Schedule are payable annually by the Municipality and will be paid by 1 July of each year in respect of the fee for each respective period being insured.
- 1.12. Following please find a summary schedule to be completed in respect of the quoted premium(s) as contained in the detailed schedules attached hereto, to be used as a basis for the duration of the proposed contract period up to 30 June 2021:

PRICING SCHEDULE (% Escalation)					
	Class of Insurance	Cover Needed	01/07/2018 – 30/06/2019 (12 Months)	01/07/2019 – 30/06/2020 (12 Months)	01/07/2020 – 30/06/2021 (12 Months)
	Comprehensive Insurance Premium			Escalation %	Escalation %
1.12.1.	Accounts Receivable	R64,471,000	R		
1.12.2.	Business All Risk	R19,912,000	R		
1.12.3.	Combined	R3,039,563,000	R		
1.12.4.	Directors & Officials	R3,000,000	R		
1.12.5.	Electronic Equipment	R19,695,000	R		
1.12.6.	Employer's Liability	R25,000,000	R		
1.12.7.	Fidelity Guarantee	R1,550,000	R		
1.12.8.	Glass	R132,000	R		
1.12.9.	Goods in Transit	R936,000	R		
1.12.10.	House Owners	R125,523,000	R		
1.12.11.	Loss of Income	R694,303,000	R		
1.12.12.	Machinery Breakdown	R702,091,000	R		
1.12.13.	Marine	R413,000	R		
1.12.14.	Money	R3,914,000	R		
1.12.15.	Office Combined	R120,641,000	R		
1.12.16.	Personal Accident	R26,310,000	R		
1.12.17.	Public Liability	R466,605,000	R		
1.12.18.	Stated Benefits	R366,605,000	R		
1.12.19.	Theft	R88,217,000	R		
1.12.20.	Vehicle Fleet	R120,457,000	R		
	Sub-Total – Comprehensive Insurance		R	%	%
1.12.21.	SASRIA		R	%	%
1.12.22.	Broker's Fee		R	%	%
	Sub-Total for Year 1 (Excluding VAT)		R		
1.12.23.	VAT		R		
	Total for Year 1 (Including VAT)		R		

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



**SUMMARY PRICING SCHEDULE FOR INSURANCE COVER:
ARRANGEMENT FOR SHORT TERM INSURANCE COVER FOR A CONTRACT PERIOD ENDING 30 JUNE 2021
AS PER ALL THE FOLLOWING SECTIONS AND SCHEDULES:**

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/07/18 – 30/06/19)	MAXIMUM EXCESS AMOUNT
ACCOUNTS RECEIVABLE							
OUTSTANDING DEBIT BALANCES	R64,471,000						
	R64,471,000						
TOTAL							
BUSINESS ALL RISK							
GENERAL SPECIFIED ITEMS	R19,912,000						
	R19,912,000						
SASRIA							
TOTAL							
COMBINED							
STANDARD / NON-STD CONSTRUCTION	R3,039,113,000						
CLAIMS PREPARATION COSTS	R100,000						
DEBRIS REMOVAL	R100,000						
PROFESSIONAL FEES	R250,000						
	R3,039,563,000						
SASRIA							
TOTAL							
DIRECTORS AND OFFICIALS							
LIMIT OF INDEMNITY	R3,000,000						
	R3,000,000						
TOTAL							

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

MUNISIPALITEIT



MUNICIPALITY

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/07/18 – 30/06/19)	MAXIMUM EXCESS AMOUNT
ELECTRONIC EQUIPMENT							
HARDWARE	R16,494,000						
LAPTOPS	R2,901,000						
REINSTATEMENT OF DATA	R150,000						
INCREASED COSTS OF WORKING	R150,000						
	R19,695,000						
SASRIA							
TOTAL							
EMPLOYER'S LIABILITY (Workman's Comp)							
LIMIT OF INDEMNITY	R25,000,000						
	R25,000,000						
TOTAL							
FEDILITY GUARANTEE							
LIMIT OF INDEMNITY	R1,450,000						
CLAIMS PREPARATION COSTS	R100,000						
	R1,550,000						
TOTAL							
GLASS							
GENERAL LIMIT	R132,000						
	R132,000						
SASRIA							
TOTAL							

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

MUNISIPALITEIT



MUNICIPALITY

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/07/18 – 30/06/19)	MAXIMUM EXCESS AMOUNT
GOODS IN TRANSIT							
FIRST LOSS	R825,000						
DEBRIS REMOVAL	R10,000						
FIRE EXTINGUISHING CHARGES	R1,000						
CLAIMS PREPARATION COSTS	R100,000						
	R936,000						
SASRIA							
TOTAL							
HOUSE OWNERS							
STANDARD CONSTRUCTION	R124,784,000						
NON STANDARD CONSTRUCTION	R599,000						
CLAIMS PREPARATION COSTS	R100,000						
DEBRIS REMOVAL	R40,000						
	R125,523,000						
SASRIA							
TOTAL							
LOSS OF INCOME (Business Interruptions)							
ELECTRICITY SALES	R387,951,000						
WATER SALES	R134,708,000						
SEWERAGE SALES	R87,095,000						
REMOVAL OF REFUSE	R72,837,000						
LOSS OF RENTAL	R11,612,000						
CLAIMS PREPARATION COSTS	R100,000						
	R694,303,000						
TOTAL							

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY		NAME OF FIRM			

MUNISIPALITEIT



MUNICIPALITY

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/07/18 – 30/06/19)	MAXIMUM EXCESS AMOUNT
MACHINERY BREAKDOWN							
SPECIFIED MACHINERY	R702,091,000						
	R702,091,000						
TOTAL							
MARINE							
SPECIFIED VESSEL	R 413,000						
	R413,000						
TOTAL							
MONEY							
MAJOR LIMIT	R399,000						
SEASONAL INCREASE	R3,400,000						
CHEQUES	R100,000						
INCREASED LIMIT OUTSIDE SAFE	R15,000						
	R3,914,000						
SASRIA							
TOTAL							
OFFICE COMBINED							
CONTENTS OF OFFICE	R96,075,000						
LOSS OF DOCUMENTS	R500,000						
BURGLARY EXTENSION	R24,019,000						
INCREASED COST OF WORKING	R25,000						
CLAIMS PREPARATION COSTS	R12,000						
DEBRIS REMOVAL	R10,000						
	R120,641,000						
SASRIA							
TOTAL							

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

MUNISIPALITEIT



MUNICIPALITY

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/07/18 – 30/06/19)	MAXIMUM EXCESS AMOUNT
PERSONAL ACCIDENT							
COUNCILLORS 24 HOURS (2.5 x Annual)	25 Councillors						
SPOUSES, ACTIVITIES ONLY	25 Councillors						
VOLUNTARY FIREMEN, ACTIVITIES ONLY	24 Volunteers						
	R26,310,000						
SASRIA (22 Councillors @ R800'000 each)							
TOTAL							
PUBLIC LIABILITY							
LIMIT OF INDEMNITY	R100,000,000						
SALARIES AND WAGES	R366,605,000						
	R466,605,000						
TOTAL							
STATED BENEFITS							
ALL PERSONNEL, ACTIVITIES ONLY	2 Times						
ANNUAL EARNINGS X 2	R366,605,000						
	R366,605,000						
TOTAL							
THEFT							
FIRST LOSS BASIS	R1,000,000						
TOTAL CONTENTS OF ALL BUILDINGS	R84,917,000						
DAMAGE TO BUILDINGS	R100,000						
PROPERTY IN OPEN (FENCED-IN AREAS)	R2,200,000						
	R88,217,000						
SASRIA							
TOTAL							

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

MUNISIPALITEIT



MUNICIPALITY

SECTION	INSURED AMOUNT	TARIFF	PREMIUM	SASRIA	TOTAL MONTHLY PREMIUM	YEAR 1 PREMIUM (01/07/18 – 30/06/19)	MAXIMUM EXCESS AMOUNT
VEHICLE FLEET							
311 x COUNCIL VEHICLES							
- 277 x Vehicles of Limit < R500'000	R39,481,000						
- 34 x Vehicles of Limit > R500'000	R47,905,000						
29 x FIRE VEHICLES							
- 16 x Vehicles of Limit < R500'000	R4,539,000						
- 5 x Vehicles of Limit > R500'000 < R1'000'000	R3,473,000						
- 8 x Vehicles of Limit > R1'000'000	R25,059,000						
	R120,457,000						
SASRIA							
TOTAL							
GRAND TOTAL	R5,889,338,000						

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		



22. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES

NOTE:

1. This form must be completed 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 will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
3. 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.

PART 1 (to be completed by the TENDERER)

1. I hereby undertake to render services described in the attached bidding documents to **Overstrand Municipality**, in accordance with the requirements and task directives / proposals specifications stipulated in Tender Number **SC1840/2018: MANAGEMENT OF THE SHORT-TERM INSURANCE PORTFOLIO OF THE OVERSTRAND MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2021**, at the price(s) quoted as per pricing schedule.
2. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - Bidding documents, viz
 - (a) Invitation to bid
 - (b) Tax clearance certificate
 - (c) Pricing schedule(s)
 - (d) Filled in task directive/proposal
 - (e) Preference claims in terms of the Preferential Procurement Regulations 2011
 - (f) Declaration of interest
 - (g) Special Conditions of Contract; and
 - (h) General Conditions of Contract.
4. 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.
5. 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.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

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



CONTRACT FORM - RENDERING OF SERVICES

PART 2 (to be completed by OVERSTRAND MUNICIPALITY)

1. I, _____,
 in my capacity as _____,
 accept your bid under reference number _____ dated _____,
 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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.
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT _____ on this _____ day of _____ 20 ____.

TO BE COMPLETED BY THE OVERSTRAND MUNICIPALITY		
SIGNATURE:		OFFICIAL STAMP:
NAME (PRINT):		
WITNESS 1:		
WITNESS 2:		

23. DECLARATION BY TENDERER

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

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

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

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

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

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



PART C – DATABASE REGISTRATION

A	If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, COMPLETE THIS SECTION		
SCM DATABASE REGISTRATION NUMBER		SC	
NAME OF FIRM			
SIGNATURE		CAPACITY	
NAME (PRINT)			

B	If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, it is compulsory to complete and attach the following forms:
1	Database Registration Form
2	Questionnaire For Preferential Procurement Policy
3	Declaration By Supplier
4	National Small Business Act No. 102 Of 1996 Classification
5	Documents Required
6	Nature Of Operations, Products Or Services
7	Credit Order Instruction



FOR OFFICE USE ONLY

FORMS REMOVED & HANDED TO DATABASE OFFICIAL					
1	Database Registration Form	Yes		No	
2	Questionnaire For Preferential Procurement Policy	Yes		No	
2.1	BBBEE Certificate				
3	Declaration By Supplier	Yes		No	
4	National Small Business Act No. 102 Of 1996 Classification	Yes		No	
5	Nature Of Operations, Products Or Services	Yes		No	
6	Credit Order Instruction	Yes		No	
7	Documents Required:				
7.1	Copy of Company Registration Documentation	Yes		No	
7.2	Tax Clearance Certificate	Yes		No	
7.3	PAYE	Yes		No	
7.4	UIF Certificate / proof	Yes		No	
7.5	WCA Certificate / Letter of Good Standing	Yes		No	
7.6	Copies of ID documents of Directors / Members / Shareholders / Partners.	Yes		No	
8.	LIST ANY OTHER FORMS REMOVED AND SUBMITTED TO DATABASE OFFICIAL:				
<i>I confirm that I have removed the forms as indicated above from the tender document and forwarded it to the Supplier Database Official</i>					
	Removed	Checked			
Print Name					
Signature					
Date					



PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

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

B-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

- 1.1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an original certified copy thereof.
- 1.2. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or an original certified copy thereof, substantiating their B-BBEE rating by a Verification Agency accredited by SANAS.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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.

2. BID DECLARATION

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

2.1.1. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1	
2.1.1.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
2.1.1.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)	

(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 an original sworn affidavit or an original certified copy thereof).

3	Persentasie aandeelhouding van persone geklassifiseer as jeug . (18 – 35 Jaar oud) / Percentage of shareholding of persons in the business classified as youth . (18 – 35 Years old) / Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba lulutsha (18 – 35 Yeminyaka)	%
4	Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ? Is your business established within the area of jurisdiction of the Municipality? Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	In/Ngaphakathi Uit/Out/Ngaphandle

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is. / I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. / Mna/Thina siqinisekisa ukuba ezi nkukacha zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

Handtekening / Signature / Osayinileyo	Getuie / As Witness / Njengengqina



DECLARATION BY SUPPLIER

1. This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state*.

2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:

- (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
- (ii) been convicted for fraud or corruption during the past five years;
- (iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
- (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
- (v) 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 signed before a Commissioner of Oaths.			
3.1	Print full Name:			
3.2	Company/CC Registration or ID Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES	<input type="checkbox"/>	NO
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES	<input type="checkbox"/>	NO
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES	<input type="checkbox"/>	NO
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES	<input type="checkbox"/>	NO
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	<input type="checkbox"/>	NO
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	<input type="checkbox"/>	NO
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	YES	<input type="checkbox"/>	NO
3.9.1	If so, furnish particulars.			



3.10	Is the supplier 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)?	YES		NO	
3.10.1	If so, furnish particulars.				
3.11	Was the supplier 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	
3.11.1	If so, furnish particulars.				
3.12	Does the supplier 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	
3.12.1	If so, furnish particulars.				
3.13	Was any contract between the supplier 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	
3.13.1	If so, furnish particulars.				

CERTIFICATION

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

Signature	Position	Date

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

6. a member of –
 - 6.1. any municipal council;
 - 6.2. any provincial legislature; or
 - 6.3. the national Assembly or the national Council of provinces;
7. a member of the board of directors of any municipal entity;
8. an official of any municipality or municipal entity;
9. 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);
10. a member of the accounting authority of any national or provincial public entity; or
11. an employee of Parliament or a provincial legislature.

<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>Apply official stamp of authority on this page:</p>
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MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

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

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

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

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

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

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

NB: Please attach certified copy(ies) of ID document(s)

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

Signature	Position	Date

<p 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>Apply official stamp of authority on this page:</p>
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National Small Business Act No. 102 of 1996 Classification

1. Indicate your Economic Sector - Give full description in 1.4 on page 1		2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.				
Sector or sub-sectors in accordance with the Standard Industrial Classification		Size of class	Total full-time equivalent of paid employees Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business "X"
Please indicate your Sector	"X"	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
All Tiers of Government 00001 - 09999		Medium	100	R 5 m	R 5 m	
Agriculture		Small	50	R 3 m	R 3 m	
11001 - 14999		Very small	10	R 0.50 m	R 0.50 m	
Mining and Quarrying		Micro	5	R 0.20 m	R 0.10 m	
21001 - 29999		Medium	200	R 39 m	R 23 m	
Manufacturing		Small	50	R 10 m	R 6 m	
30001 - 39999		Very small	20	R 4 m	R 2 m	
Electricity, Gas and Water		Micro	5	R 0.20 m	R 0.10 m	
41001 - 42999		Medium	200	R 51 m	R 19 m	
Construction		Small	50	R 13 m	R 5 m	
50001 - 50999		Very small	20	R 5 m	R 2 m	
Wholesale Trade, Commercial Agents and Allied Services		Micro	5	R 0.20 m	R 0.10 m	
58001 - 61999		Medium	200	R 51 m	R 19 m	
Retail and Motor Trade and Repair Services		Small	50	R 13 m	R 5 m	
62101 - 63500		Very small	20	R 5.10 m	R 1.90 m	
Catering, Accommodation and other Trade		Micro	5	R 0.20 m	R 0.10 m	
64101 - 64299		Medium	200	R 26 m	R 5 m	
Transport, Storage and Communications		Small	50	R 6 m	R 1 m	
71001 - 75999		Very small	20	R 3 m	R 0.50 m	
Finance and Business Services		Micro	5	R 0.20 m	R 0.10 m	
81001 - 88999		Medium	200	R 64 m	R 10 m	
Community, Social and Personal Services		Small	50	R 32 m	R 5 m	
91001 - 99999		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 26 m	R 6 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	

NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please list the products/services provided by your enterprise under the appropriate headings. Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box and (i.e. nature of operations, products or services):

PRIMARY FUNCTION:	<input type="checkbox"/>	SECONDARY FUNCTION:	<input type="checkbox"/>
PRODUCTS	<input type="checkbox"/>	PRODUCTS	<input type="checkbox"/>
SERVICES	<input type="checkbox"/>	SERVICES	<input type="checkbox"/>
LABOUR	<input type="checkbox"/>	LABOUR	<input type="checkbox"/>
EQUIPMENT	<input type="checkbox"/>	EQUIPMENT	<input type="checkbox"/>

DOCUMENTS REQUIRED

DOCUMENTS REQUIRED	SOLE PROPRIETOR	CC'S AND PRIVATE COMPANIES	PARTNER-SHIPS	PUBLIC COMPANY	BUSINESS TRUST	NON PROFIT ORGANIZATIONS (NPO)	WHERE TO GET DOCUMENTS
COMPANY REGISTRATION CERTIFIED COPIES	N/A	Certificate of incorporation CK1/CK2	Partnership agreement	Certificate of Incorporation CM3	Trust agreement	Certificate of Incorporation Section 21	Registrar of CC's & Companies
PROOF OF OWNERSHIP CERTIFIED COPIES	N/A	Shareholding CK1/CK2	Partnership agreement	Shareholding CM3	Trustees details: Letter of Authority	Auditor's letter no shareholding	Registrar of CC's & Companies
PROOF OF BANKING	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Bank statement/ cancelled cheque	Branch of bank at which Account is.
TAX CLEARANCE CERTIFICATE	For the Owner or the business	For the company / cc	For each individual shareholder	For the company	For the trust	For the NPO	SARS
P.A.Y.E	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	If staff are employed	SARS
VAT REGISTRATION	Yes	Yes	Yes	Yes	Yes	Yes	SARS
U.I.F Certificate	YES	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Workman's Compensation	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	YES, if staff remuneration	Department of Labour
Security Officer's Board	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	If applicable –for security industry	Security Service Regulatory Authority
Proof of Disability	If owner is disabled	If Shareholder is disable	If Shareholder is disabled	If Shareholder is disable	If Shareholder is disable	If Shareholder is disabled	
Proof of Identity CERTIFIED	Owner	Directors / Members	Partners	Directors	Trustees	Directors	

FOR OFFICE USE ONLY:

BUSINESS NAME			
DATE RECEIVED		DATE CAPTURED	
ACCEPTED			
DATABASE REGISTRATION NUMBER			