

TENDER NOTICE

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TENDER DOCUMENT

TENDER NO	GRDM/26/23-24		
TENDER DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.		
PERIOD	THREE YEARS		
CLOSING DATE	09 MAY 2024	CLOSING TIME	11:00
POSTAL ADDRESS: Garden Route District Municipality Attention: Supply Chain Management Unit PO Box 12 George, 6530 <i>Clearly mark the Bid envelope with the bid number and title of bid on the face of the envelope. Any tenders couriered to be deposited in the Municipality's Bid Box, any bids sent to the wrong recipient other than being deposited in the Bid Box will not be considered</i>	TO BE DEPOSITED IN: The bid box at the entrance of the Municipal Offices Garden Route District Municipality 54 York Street George 6529		
ATTENTION: FINANCIAL DIRECTORATE SUPPLY CHAIN MANAGEMENT UNIT GARDEN ROUTE DISTRICT MUNICIPALITY GEORGE	A bid posted or couriered (at sender's risk) to the Municipality, PO Box 12, George, 6530, in good time so as to reach the Municipality before the above-mentioned closing date and clearly indicated attention supply chain management unit, may be accepted on condition that it is placed in the correct Bid box before the closing time, it being understood that the Council disclaims any responsibility for seeing that such bids are in fact lodged in the bid box.		
SUMMARY FOR TENDER OPENING PURPOSES			
NAME OF TENDERER:			
CENTRAL SUPPLIER DATABASE NO:			
TOTAL BIDDING PRICE (INCLUDING VAT)			
Total Bidding Price (Including VAT)		R	
PREFERENCE CLAIMED FOR:			
B-BBEE Status Level of Contributor:			
Preference Points Claimed:			
B-BBEE certificates submitted with the quotation document MUST be VALID ORIGINAL B-BBEE CERTIFICATES or VALID CERTIFIED COPIES OF B-BBEE CERTIFICATES			
VALIDITY PERIOD: AVAILABLE FOR 120 DAYS AFTER THE BID CLOSURE			
CONTACT DETAILS FOR:			
Bidding procedures and documents Mr Nathan Juries Tel: (044) 803 1310 E-mail: nathan@gardenroute.gov.za		Bid Scope and technical specifications Mr John Samery Tel: (044) 8031325 / 083 629 3424 E-mail: john@gardenroute.gov.za	

CHECKLIST

Please ensure that the following forms have been completed and signed and all documents, as requested, are attached to the tender document.

Description of document	Document number	Yes	No
Bid Conditions & Information		<input type="checkbox"/>	<input type="checkbox"/>
Part A: Invitation to bid and Part B: Terms and Conditions for Bidding	MBD 1	<input type="checkbox"/>	<input type="checkbox"/>
Terms of Reference		<input type="checkbox"/>	<input type="checkbox"/>
Current Municipal Certificate / Lease Agreement		<input type="checkbox"/>	<input type="checkbox"/>
Pricing schedule – firm prices (purchases)	MBD 3.1	<input type="checkbox"/>	<input type="checkbox"/>
Form of Offer & Acceptance		<input type="checkbox"/>	<input type="checkbox"/>
Declaration of Interest	MBD 4	<input type="checkbox"/>	<input type="checkbox"/>
Preference points claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.	MBD 6.1	<input type="checkbox"/>	<input type="checkbox"/>
Formal contracts for services	MBD 7.1	<input type="checkbox"/>	<input type="checkbox"/>
Declaration of bidder's past supply chain management practices	MBD 8	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of independent bid determination	MBD 9	<input type="checkbox"/>	<input type="checkbox"/>
Authority of Signatory		<input type="checkbox"/>	<input type="checkbox"/>
General Conditions of contract & Bid Requirements		<input type="checkbox"/>	<input type="checkbox"/>
Annexure A : Past Experience		<input type="checkbox"/>	<input type="checkbox"/>

Please sign on Completion.

.....
NAME OF THE BIDDER

.....
SIGNATURE

.....
DATE

1 Agreement

The successful bidder will be expected to sign the Contract Form (Part 1) of this bid document within 30 days of the date of notification by the Garden Route District Municipality that his/her bid has been accepted.

2 Completion of Bid Documents

- (a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- (b) Bid documents may not be retyped or altered in any way.

3 Alteration or Qualification of Bid

No unauthorised alteration of this set of bid documents will be allowed. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity must be cleared with contact person for the bid before the closure date.

4 Authorised Signatory

- (a) ***A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.***
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.

5 Submission of Bid

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the ***Tender Box at the Garden Route District Municipality by not later than 11h00 on 09 May 2024***
- (b) ***Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.***

6 Opening, Recording and Publications of Bids Received.

- i. Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents.
- ii. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out aloud.
- iii. Bids received in time recorded and entered in a register which is open for public inspection.

7 Tax Clearance Certificate / SARS TCS Pin

- i. Compulsory requirement to submit active, valid Tax Compliance Status Pin (TCS) for independent verification of Tax status as at Bid evaluation stage.
- ii. Bids submission not supported by a valid SARS TCS Pin will be non-compliant.
- iii. Consortia / joint ventures /sub-contractors are involved; each party must submit individual SARS TCS Pin.
- iv. It is incumbent upon the bidder to ensure their own Tax Compliance status is maintained for the duration of Bid Validity period; non-tax compliant bidders will be disqualified.**

8 Evaluation of Bids

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

9 Acceptance or Rejection of a Bids

The Garden Route District Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Garden Route District Municipality does not bind itself to accepting the lowest bid.

10 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information at Garden Route District Municipality Database Department. The Garden Route District Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

11 Compulsory Site Meeting

None

12 Stamp and Other Duties

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

- 13 Language of Contract**
The contract documents will be compiled in English and the English versions of all referred documents will be taken as applicable.
- 14 Procurement Policy**
Bids will be awarded in accordance with the Preferential Procurement Policy of Garden Route District Municipality, pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- 15 Expenses Incurred in Preparation of Bid**
The Garden Route District Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.
- 16 Wrong Information Furnished**
Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Garden Route District Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.
- 17 Validity Period**
Bids shall remain valid for 120 days after the bid closure date.
- 18 General and Special Conditions of Contract**
The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.
- 19 Municipal Rates, Taxes and Charges**
- i. The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors in its Bid Document submission.
 - ii. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not arranged for a settlement before the bid closure date will be disqualified.
 - iii. *Bids submission not supported by a recent municipal account will be non-compliant. In the event of leasing, a valid lease agreement must be attached to the bid document.*
 - iv. A Tenderer must submit a Municipal Account for their primary business location or valid lease agreement, as per address indicated in the bid document, to claim preference points for locality.
 - v. Failure to submit a valid Municipal Account or Lease agreement will result in 0 preference point allocation for locality.
- 20 Contact with Municipality after Bid Closure Date**
- i. Bidders shall not contact the Garden Route District Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded.
 - ii. If a bidder wishes to bring additional information to the notice of the Garden District Municipality, it should do so in writing to the Garden Route District Municipality.
 - iii. Any attempt by the firm to influence the Garden Route District Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.
- 21 B-BBEE Supplier Bid Declaration**
- i. Bidders should complete the "preference claimed for" block in front page of the document, bid declaration point 1.4, 4.1 & 6.1 and failure on the part of a bidder to complete mentioned bullet points, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed and you will not receive any points.
 - ii. Bids submission not supported by a B-BBEE certificate / sworn affidavit will be non-compliant.
 - iii. Joint Ventures and Consortiums to submit a valid B-BBEE certificate in the name of the Joint Venture or Consortium.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GARDEN ROUTE DISTRICT MUNICIPALITY			
BID NUMBER:	GRDM/26/23-24	CLOSING DATE:	09 MAY 2024
CLOSING TIME:	11:00	DESCRIPTION	
APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.			
THE SUCCESSFUL BIDDER WILL BE REQUIRED -TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD 7.1).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT			
GARDEN ROUTE DISTRICT MUNICIPALITY			
SUPPLY CHAIN MANAGEMENT UNIT			
54 YORK STREET			
GEORGE			
6530			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
COMPULSORY TO BE COMPLETED BY THE BIDDER			
TAX COMPLIANCE STATUS	TCS PIN:	AND	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	FINANCIAL SERVICES	FINANCIAL SERVICES	
CONTACT PERSON	NATHAN JURIES	JOHN SAMERY	
TELEPHONE NUMBER	(044) 803 1310	(044) 803 1325 / 083 629 3424	
E-MAIL ADDRESS	nathan@gardenroute.gov.za	john@gardenroute.gov.za	

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B: 3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

TENDER NOTICE

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FORMAL TENDER ADVERT

Tenders are hereby invited for:		APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.			
Period:	Three Years				
Advertisements:	Provincial Newspaper(Cape times/The Argus); Municipal Notice Boards; Municipal Website & E-Publication				
Tender Number:	GRDM/26/23-24	Publish date:	11 April 2024	Closing date:	09 MAY 2024
Tender application's closing time: 11:00 Tenders will be opened immediately after the aforementioned time at the Garden Route District Municipality Head Office, 54 York Street, George.					
Where to access tender documents					
Tender documents are obtainable from Nathan Juries during office hours (Mondays to Thursday 08:00 - 16:30 and Fridays 08:00 - 13:30) Tel: (044) 803 1310; E-mail: nathan@gardenroute.gov.za		Printed copies of the tender can be obtained at a non-refundable fee of R350.00, payable to a cashier at Garden Route District Municipality's Supply Chain Management Unit, Ground Floor, 54 York Street, George or by downloading documents free-of-charge from the Garden Route District Municipality website at www.gardenroute.gov.za			
Important notes					
<ol style="list-style-type: none"> Tenders are to be completed in accordance with the conditions and tender rules stipulated in the tender document. Tender and supporting documents must be delivered in an envelope, clearly marked " GRDM/26/23-24: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS at the Garden Route District Municipality's Head Office, 54 York Street, George Tenders may only be submitted on the tender document issued by the Municipality. Requirements for sealing, addressing, delivery, opening and assessment of tenders, are stated in the tender document. A valid Tax Clearance Status Pin (TCS) and MAAA Number must be submitted with the tender document, failure to submit the required documents with your bid will render the bid non-responsive. It is incumbent upon the bidder to ensure their own Tax Compliance status is maintained for the duration of Bid Validity period; non-tax compliant bidders will be disqualified. VAT must be included in all prices (VAT vendor must be registered). Late tenders, tenders per fax or e-mail will not be accepted. Tenders couriered to be delivered to the Municipality will only be accepted if received within the stipulated closing time. Council reserves the right to accept any bid proposal in full or part thereof. Council will only award tenders to service providers who are registered on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za if you have not registered on CSD. Tenders will only be considered in accordance with the bid requirements. 					
Tenders will be evaluated and adjudicated in terms of the Preferential Procurement Policy of Council based on the Preferential Procurement Regulations of 2022 and the Garden Route District Municipality Supply Chain Management Policy, where 80 points will be allocated in respect of price and 10/10 points in respect of B-BBEE level contributor status and Locality.					
Compulsory Briefing Session:	None	CIDB Grading	None		
Clarity on bidding procedures may be directed to:	Mr Nathan Juries; Tel: (044) 803 1310 E-mail: nathan@gardenroute.gov.za				
Clarity on technical information may be directed to:	Mr John Samery; Tel: (044) 8031325 / 083 629 3424 E-mail: john@gardenroute.gov.za				
Notice no.	34/2024				
Authorised by:	MG Stratu, Municipal Manager, Garden Route District Municipality				

TENDER / NOTICE



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

GARDEN ROUTE DISTRICT MUNICIPALITY TERMS OF REFERENCE

The following terms of reference are applicable and must be complied with:

Garden Route District 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 Provision of Short Term Insurance Services to the Municipality for a contract period from 01 July 2024 and ending on 30 June 2027.

1. NAME OF THE TENDER CONTRACT

Provision of Short Term Insurance Services

Contact persons for enquiries (Project Manager): John Samery (Senior Accountant: Assets), contact number: 044 – 803 1325 or 083 629 3424 or john@grdm.gov.za or Marvin Abrahams contact number 044 – 803 1303 or 065 931 1044 or Abrahams@gardenroute.gov.za

2. INTRODUCTION

Section 63 and 78 of the Municipal Finance Management Act, No 56 of 2003 requires the Municipality to take all reasonable steps to ensure that the assets and liabilities of the municipality are managed effectively and that assets are safeguarded and maintained to the extent necessary.

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

The current contract for a Short-Term Insurance Intermediary will expire on 30 June 2024. The insurance portfolio will then be placed with the successful Bidder as from 01 July 2024

Assess the Municipality's insurance requirements as reflected in the tender specifications and negotiate with insurance Underwriters, present the underwriting terms to the Municipality for acceptance, and place the Municipality's insurance portfolio with the Underwriters from 1 July 2024 to 30 June 2027.

Administer the Municipality's short- term insurance portfolio; and

Assess the Municipality's risk and insurance cover and provide advice on adequate cover to be taken out.

3. SCOPE OF WORK

The Bidder must provide insurance Underwriter premiums based on the schedule of Garden Route District Municipality's insurance portfolio. The insurance needs to cover all the assets and liabilities listed. The Bidder must provide a copy of the Underwriter quotations as proof of the cost of the Underwriter premium.

GRDM's insurance renewal period falls in line with the Municipality's financial year-end of 30 June, and in order to insure Municipal assets and minimise liabilities/risks, the Bidder will be required to review the insurance contract for risk and completeness, for renewal by 1 July. A detailed report must be submitted to GRDM's management after this assessment.

The various forms of insurance to be part of the contract are detailed in **Appendix A**.

4. SERVICES TO BE RENDERED

The services to be rendered as a Short-term insurance broker over the period of three (3) years should include general services related to the placement, maintenance and administration of the insurance portfolio. A service plan should be drawn up annually with inception of a new insurance period detailing the actions to be taken in accordance with the Annual Placement Programme as well as an Annual Maintenance Programme for claims administration. The Portfolio Services and Maintenance Plan should reflect at least the following general insurance actions:

- Assessing the municipality's requirements as reflected in the Tender specifications;
- Reviewing existing cover;
- Providing 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.
- Meeting with the Municipality's officials whenever required by either party to discuss or provide 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.
- **Providing a fixed excess structure for the three (3) years tender period;**
- Reviewing cover, limits and sums insured;
- Re-broking and market exercise to obtain renewal terms;
- Providing two quotations for the renewal of the Insurance Tender from respective underwriters;
- Renewal follow-up on alternative quotations;
- Presenting renewal terms and recommended options;
- Stating in writing all exclusions regarding the Insurance policy types and request the necessary disclosure required by the Insurer, from the Municipality for the insurance policy to be active;
- **Confirming placement and 100% cover - the broker must provide the complete Insurance Tender terms of reference to the underwriter/s, where after the underwriter/s must provide confirmation (e.g. confirmation document or signature on terms of reference document) that the specified assets and other risks will be insured as stated in these specifications;**
- Confirming credit rating of insurance and re-insurance markets;
- Providing credit Rating of the Respective Underwriters;
- Providing a detailed insurance (claims procedure) manual as well as full summary on cover, limits, conditions and exclusions;
- Checking and providing issues on the policy as well as legal confirmation of statutory compliance;
- Renewing the Municipality's insurance portfolio with the Insurance Underwriters by no later than 30 June 2024, providing written confirmation thereof to the municipality, together with details of the insurance cover placed.

The appointed Service Provider (Insurance Broker) will be responsible for handling all aspects of claims as the Municipality will not communicate directly with any legal representatives of the service provider, third parties, or the underwriter/s where the insurance is placed. The appointed Service Provider will be required to perform at least the following:

- Administering all claims reported to the Insurance Broker;
 - The Insurance Broker will acknowledge receipt of claims forms and confirm all claims in writing to the client in 7 (seven) days after receipt of the notification of the incident;
 - If the claim is accepted by the Insurer an Agreement of Loss will be generated and forwarded to the Insurance Section of the client within 7 (seven) days after receipt of all the applicable documents;
 - In cases where no Agreement of Loss is applicable, final invoice will be submitted by the Municipality within reasonable time.
- Providing a MONTHLY report to the Municipality of all claims concluded (paid or rejected) and outstanding;
- Assisting the Insurance Section with the administration of claims in order to finalise all outstanding claims i.e. obtaining of reports, invoices, quotation etc.;
- Providing statistics on all claims / declarations made per month not later than the 2nd working day of the following month to the Insurance Section;
- Informing management on progress of all claims;
- Administering all claims received by the Municipality from third parties claiming for personal injury or damage to their property. This includes liaising with the third parties on the Municipality's behalf;
- Ensuring that Insurer responds within the prescribed period as stated in the Combined Summons and confirming in writing who (legal counsel) will defend the combined summonses on behalf of the Municipality;
- Providing 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 back to the Broker for another opinion or recommendation.
- Scheduling and coordinating claims meetings.
 - The Insurance Broker will schedule and coordinate a quarterly claims meeting and meetings when required (ad-hoc) by the Insurance Section of the Garden Route District Municipality.
 - The purpose of the meeting will be to discuss all claims as per the applicable Insurance Policies reported by the Insurance Section to the Insurance Broker and to monitor the progress of all insurance claims reported to and authorized by the Insurance Broker.

- Performing ad hoc adjustments and endorsements on sums insured and declarations to insure/re-insure.
- Conducting day-to-day correspondence and queries.
- Monitoring premium payment and refunds in accordance with account and statement; and
- Providing ad hoc training where required on insurance-related matters.
- All claims must be finalized by the service provider within 30 days after submission of claim by the municipality.

The Insurance Broker must ensure that the insurable interests of the Municipality, its community and service providers are conveyed to Underwriters and are protected at all times, including:

- Ensuring that the Municipality has insurance cover as instructed by the Municipality.
- Advising the municipality on any potential risk not covered by the insurance cover, providing technical advice with regards to claims lodged against the Municipality, acting as representative for the Municipality with the Underwriter.
- Advising the Municipality of potential under insurance.
- Establishing uninsured risks and exposure on an annual basis to strengthen the internal self-insurance capacity.

5. Minimum Requirements

5.1 Bidders are required to include a written letter of intent (by both the Broker and the Underwriter/s) to abide by prescribed requirements to ensure GRDM's compliance with the Municipal Supply Chain Management (SCM) Regulations, in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), and more specifically GRDM's SCM Policy and procedures regarding the obtaining of quotations on a rotation basis from accredited prospective providers of goods/services (*this will also be included in the SLA with the appointed bidder*).

Bidders that do not include the above letter will be deemed non-responsive.

5.2 The bidder must supply full details on the functionality criteria as stated.

Applications will only be accepted from companies must submit the following:

- a) South African based Insurance Broking organization
- b) Organisations must be registered with the Financial Services Board (FSB), Financial Intermediaries Associations (FIA) and the Institute of Risk Management South Africa (IRMSA). (Proof of registration must be attached).

5.3 The bid must be according to the attached schedules and completed in the format provided. (Pricing Schedule). In order to assess the liquidity of the insurance broker the bidder must provide the Municipality with its latest set of audited financial statements, which include the *Statement of Financial Performance (Income Statement)* and *Statement of Financial Position (Balance Sheet)*.

5.4 The pricing schedule and conditions form the basis of insurance cover to be provided to this municipality and must clearly state the exact premiums and/or other payments applicable to GRDM. It may not be quoted in any other way than on the enclosed schedules. Any deviations from these schedules must be specified clearly in a separate schedule which only shows the deviations.

Bids not meeting the aforementioned requirements will be considered non-responsive and disqualified.

5.5 If the premiums and excess structure are not shown separately as specified in the Pricing Schedule, the tender will be deemed non-responsive and will not be considered;

6. General Requirements

- 6.1** All premiums must be VAT inclusive;
- 6.2** Brokers' fees and other administrative fees payable must be shown separately from the insurance premiums.
- 6.3** The premium tendered must remain firm for the initial period of 12 months.
- 6.4** The excess structure must remain fixed for the three (3) years tender period.

Any deviations, limitations or unfamiliar conditions must be clearly stipulated in respect of each policy type.

It must be highlighted that the Municipality can, after awarding the tender to the successful bidder, amend the insured amounts with any further information obtained before the start of the 2024/2025 financial year (01 July 2024).

The premium stated must be the inclusive of VAT premium for a period of twelve (12) months as from **01 July 2024**.

The amount to be paid to the successful bidder in year 2 and 3 of the contract must be negotiated and agreed to between the parties, based, inter alia, on CPIX increases, changes in the portfolio insured, as well as changes to the risk profile of the Municipality (if any), using the year 1 rates as a base rate.

A: TOTAL BID PRICE (INCL VAT) – premium and excesses applicable should be detailed in the table below.

POLICY TYPE	TOTAL PREMIUM	EXCESS PAYMENTS / STRUCTURE
Combined		
Combined : Non-standard		
House owners		
Business interruption		
Theft/ Burglary		
Money		
Fidelity Guarantee		
Glass		
Goods in Transit		
Public Liability Option A Public Liability Option B		
Employers Liability		
Personal Accident : Councillors		
Personal Accident : Councillors Spouses		
Personal Accident : Civil Defence Volunteers		
Contractors All Risk		
Business Interruption		
Business All Risk		
Electronic Equipment		
Motor : Non-Sasria		
Motor : Sasria		
Combined : Sasria		
House Owners : Sasria		
All Risk : Specified Items Sasria		
Sasria for Councillors		
Extentions		
Stated Benefits		
Spread of Fire		
Broker Fee (If Any)		
Finance Charges (If Any)		
Total Annual Premium		

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

VALUE ADDED TAX

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.

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

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 Garden Route District Municipality is **4000846289**.

6. SPECIFIC CONDITIONS

1. The contract awarded to the successful bidder will be valid from **01 July 2024 to 30 June 2027**, during which insurers will undertake not to amend their terms.
2. The Council reserves the rights to review the contract annually or at any stage in the event of material breach of the service level agreement.
3. The annual premium payment for the period from **01 July 2024** will be made on or before inception of cover upon receipt of the premium notification by Council. In the event of an increase or decrease in assets and insurable interests, the premium will be adjusted accordingly.
4. No tender will be considered unless accompanied by sufficient information to indicate that the amount tendered will include the total cost of the insurance premium.
5. The successful bidding Broker is required to register as a service provider on the SCM Database of Garden Route District Municipality as well as the Central Supplier Database under the custody of National Treasury.
6. All bids received will be pre-evaluated in terms of the functionality evaluation criteria. The main functionality areas, on which the tender will be evaluated, are:
 - a) Broker Profile and Broker Service Programme
 - b) Ability to handle and settle claims.
 - c) Legal Support.
 - d) Financial performance/position of Broker and of Insurer
 - e) Broker's mandate
 - f) Pricing by more than one underwriter
 - g) Excess structure

Bidders that do not score the minimum qualifying score of 70 out of 100 points (at least 70%) or more for the functionality as indicated in the tender documents will be deemed non-responsive and only those bidders who score more than 70 out of 100 points will be evaluated further on the 80/20 preference point system.

Functionality criteria:

	CRITERIA	Maximum possible score	Total score of proposal
1	Profile must at least include: a) A detailed exposition of relevant experience. (max 5: 0-5years=2 points; 5-10years=3 points, 10+experience=5 points) b) Full information on the services that will be provided. (2) c) Names of references at local authorities which are clients of the bidder. (max: 5: 0-5 municipal clients = 1 point, 5-10 municipal clients=3 points, 10_+ municipal clients=5) d) Proof of registration as an authorised financial service provider. (4) e) SASFIA number. (4)	20	

2	<p>Ability of the bidder's infrastructure to handle and settle claims e.g. computer systems, personnel, network offices etc.</p> <p><i>Resources – details of full time employees being account directors, technicians, broking and other staff based in South Africa, who may be utilized on this account, including a list of their qualifications.</i></p> <p>Point allocation: Full time employees allocated to GRDM qualifications and experience max of 15 0-5 years' experience and relevant qualifications (5) 5-10 years' experience and relevant qualifications (10) 10+ years' experience and relevant qualifications (15)</p>	15		
3	<p>Legal Support</p> <p><i>Details of support that will be given by the Insurance broker to the Municipality in respect of claims rejected by the Insurer. (Provide POE and details of support that will be provided as well as experience of the legal support team)</i></p> <p>Point scoring: 0 points – No POE submitted/poor legal support 5 points: Average legal support 10 Points: Good legal support</p>	10		
4	<p>Financial performance and position of the insurance broker and of the insurer. (Latest audited financial statements and audit report must be provided, or 0 point scoring)</p> <p>Point scoring: 0-5 points: Poor financial performance/position 5-10 points: Average financial performance/position 10-15 points: Good financial performance/position (Ratio's and analysis of financial statements will be applied to determine point scoring)</p> <p>1. Current Ratio: (Current Assets / Current Liabilities) Norm: 1.5 - 2</p> <p>Cash / Cost Coverage Ratio:</p> <p>((Cash and Cash Equivalents - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (non-cash expenditure, eg Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets) Norm: 1-3 months</p> <p>Net debtor days: ((Gross Debtors - Bad debt Provision)/ Actual Billed Revenue) × 365 Norm: 30 days</p> <p>ANNUAL SURPLUS/(DEFICIT) Analysis of trend of past 3 years</p> <p>AUDIT OPINION: Analys of audit opinion for past 3 years</p>	15		
5	<p>Pricing schedule</p> <p><i>Points will be allocated based on the various types of categories, e.g. Motor accidents claims, Crime and accident claims, House Owner claims e.g. fire damages to structure, Public Liability claims. (Refer to appendix to be completed and that will be compared and evaluated and scored)</i></p>	40		
TOTAL		100		

For functionality criteria 3 and 4 above, submissions shall be evaluated on services as indicated under the scope of works. The scoring for each of these criteria, will be as follows:

Poor (Score = 40%)	Poor and unlikely to satisfy the required objectives or requirements.
Average (Score = 70%)	The approach/methodology/ability is not tailored/sufficient to address specific objectives and requirements. It does not adequately deal with critical characteristics of the insurance portfolio.
Good (Score = 90%)	Criteria are met in such a way that all specific objectives and requirements are addressed.
Excellent (Score = 100%)	Besides meeting the "Good" rating, the criteria are met in such a way that it indicates the bidder's experience, exceptional knowledge of the industry and ability to handle Garden Route District Municipality's portfolio.

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....
Name (print)

.....
Signature

.....
Capacity

.....
Date

SECTION 12.2: PRICING SCHEDULE

MBD 3.3

Name of bidder	Tender number:
Closing Time:	Closing Date:

POLICY TYPES

Combined Standard	R	300 570 838
Combined Non-Standard	R	150 482 903
House owners	R	4 306 452
Business Interruption	R	8 600 000
Theft / Burglary	R	520 000
Money	R	125 000
Fidelity Guarantee	R	1 530 000
Glass	R	
Goods in Transit	R	140 000
Public Liability Option A	R	245 000 000
Public Liability Option B	R	154 000 000
Employer's Liability	R	2 600 000
Stated Benefits		
3x Annual Salary & Wages		
Option A	R	245 000 000
Option B	R	154 000 000
Personal Accident Councillors: Spouses (Death) And Volunteers	R	660 000
Electronic Equipment	R	6 114 700
Motor Fleet (High Value Fleet Inclusive)	R	9 384 549
Extensions	R	12 740 000
Contractors All Risk	R	202 860 000
Business All Risks	R	10 707 785
Spread of fire	R	100 000 000

GARDEN ROUTE DISTRICT MUNICIPALITY

01 JULY 2024 - 30 JUNE 2027

POLICY SECTION		SUM INSURED
	COMBINED	
	All ASSETS OF THE INSURED (STANDARD CONSTRUCTION)	R 300 570 838
	BUILDINGS / STRUCTURES / FIXTURES & FITTINGS	R 249 178 904
	SUBSTATIONS / TRANSFORMERS / ELECTRICAL SWITCHGEAR	
	WATER PURIFICATION WORKS & PUMP STATION & PROPERTY RELATED THERETO	R 33 151 418
	SEWERAGE WORKS / PUMP STATIONS & PROPERTY RELATED THERETO	
	CONTENTS	R 18 240 516
	All ASSETS OF THE INSURED (NON STANDARD CONSTRUCTION)	R 51 706 607
	NON STANDARD BUILDINGS / FIXTURES / FITTINGS	R 46 067 845
	CONTENTS	R 5 477 270
	SUNCOVERS	R 161 492
	ANY OTHER PROPERTY	R -
	PROPERTY IN THE OPEN	R -
	VEHICLES WHILST PARKED	R -
	CLAIMS PREPARATION COST	R 100 000
	DEBRIS REMOVAL/DISPOSAL/DEMOLITION	Included
18%	ESCALATION	R 68 136 905
0%	ESCALATION CONTINGENCY (DURING THE RE-INSTATEMENT PERIOD)	R -
9%	PROFESSIONAL FEES	R 29 429 392
	CLEARANCE COSTS/PROFESSIONAL FEES	R 1 000 000
	SPRINKLER LEAKAGE	R 100 000

	DAY ONE AVERAGE		Excluded
	REASONABLE PRECAUTION	R	10 000
	SUBSIDENCE & LANDSLIP		Excluded
		R	451 053 742
	SASRIA		to be determined by service provider
	BUSINESS INTERRUPTION		
	LOSS OF REVENUE (indemnity period: 12 months)	R	8 400 000
	RENT RECEIVABLE	R	-
	CLAIMS PREPARATION COST	R	100 000
	FINES & PENALTIES	R	-
	ADDITIONAL INCREASE IN COST OF WORKING	R	-
	INCREASE IN COST OF WORKING	R	100 000
		R	8 600 000
	SASRIA		to be determined by service provider
	THEFT		
	FIRST LOSS BASIS (Full theft cover)	R	150 000
	PROPERTY IN THE OPEN	R	150 000
	MALICIOUS DAMAGE (due to theft)	R	150 000
	LOCKS & KEYS	R	10 000
	REASONABLE PRECAUTIONS	R	10 000
	CLAIMS PREPARATION COST	R	50 000
		R	520 000
	MONEY		
	LIMITS		
	MINOR LIMITS (directors / employees / outside working hours)	R	5 000
	MAJOR LIMIT	R	20 000
	SEASONAL INCREASE:		

	At the end of each month	R	-
	Last Friday of each month	R	-
	CROSSED CHEQUES	R	
	PERSONAL ACCIDENT (5 people)		
	CAPITAL AMOUNT	R	25 000
	MEDICAL EXPENSES	R	10 000
	WEEKLY AMOUNT	R	500
	RECEPTACLES	R	20 000
	CLAIMS PREPARATION COST	R	10 000
	LOCKS & KEYS	R	10 000
	REASONABLE PRECAUTIONS	R	10 000
	SASRIA		to be determined by service provider
	FIDELITY GUARANTEE		
	BASIS OF COVER (all employees)		BLANKET COVER
	RETRO ACTIVE DATE		
	LIMIT OF INDEMNITY	R	1 320 000
	CLAIMS PREPARATION COST	R	110 000
	COST OF RECOVERY		Incl
	REINSTATEMENT		Incl
	COMPUTER LOSSES	R	100 000
	GOODS IN TRANSIT		
	LIMIT OF INDEMNITY	R	30 000
	ALL RISK COVER		Included
	FIRE / EXPLOSION / COLLISION & OVERTURNING LIMITATION		Excluded
	CLAIMS PREPARATION COST	R	100 000

	FIRE EXTINGUISHING CHARGES		R	10 000
	DEBRIS REMOVAL			
			R	140 000
	SASRIA		to be determined by service provider	
	BUSINESS ALL RISKS			
	GENERAL SPECIFIED ITEMS		R	4 292 043
	LAPTOPS		R	3 481 588
	CELLPHONE		R	2 705 574
	TABLETS		R	228 580
	INCREASE IN COST OF WORKING		R	-
	CLAIMS PREPARATION COST		R	-
	LOCK & KEYS		R	-
	PERSONAL PROPERTY OF EMPLOYEES		R	-
			R	10 707 785
	SASRIA		to be determined by service provider	
	PUBLIC LIABILITY			
	GENERAL & TENANTS (unlimited any one period)		R	25 000 000
	WRONGFUL ARREST AND DEFAMATION		R	2 250 000
	ERRORS & OMISSIONS		R	2 250 000
	PRODUCTS LIABILITY AND DEFECTIVE WORKMANSHIP		R	2 250 000
	PEDAL CYCLES			market value
	LEGAL DEFENCE COST		R	2 250 000
	PROFESSIONAL LIABILITY (MEDICAL)		R	2 250 000
	SPREAD OF FIRE		R	100 000 000
	POLLUTION		R	-
	MOTOR 3rd PARTY LIABILITY		R	-
	CLAIMS PREPARATION COST		R	100 000
	SALARIES & WAGES (service provider to provide two quotes)			
	Option A: Annual total cost to company)		R	245 000 000
	Option B: Annual total cost to company)		R	154 000 000

	EMPLOYERS LIABILITY		
	LIMIT OF INDEMNITY	R	2 500 000
	CLAIMS PREPARATION COSTS	R	100 000
	STATED BENEFITS		
3 x	ANNUAL SALARY & WAGES		
	ALL EMPLOYEES OF THE INSURED		
	SALARIES & WAGES (service provider to provide two quotes)		
	Option A: Annual total cost to company)	R	245 000 000
	Option B: Annual total cost to company	R	154 000 000
	BASIS OF COVER		Council Activities
	BENEFITS		
	DEATH		3 x annual salary
	PERMANENT DISABILITY		% of death benefit as specified
	TEMPORARY TOTAL DISABILITY		100% of weekly earnings per week no longer than 104 weeks
	MEDICAL	R	20 000
	FUNERAL COST	R	10 000
	REPATRIATION	R	10 000
	MOBILITY	R	10 000
	RELOCATION	R	10 000
	CLAIMS PREPARATION COST	R	100 000
	LIMIT		
	ANY ONE LIFE	R	5 000 000
	ACCUMULATION LIMIT	R	20 000 000

	PERSONAL ACCIDENT		
	CATEGORY A: UNNAMED COUNCIL MEMBERS & SPOUSES		70
	CATEGORY B: VOLUNTEERS		50
	BASIS OF COVER		24 hours
	BENEFITS		
	DEATH		R 500 000
	PERMANENT DISABILITY		Such % as specified above for the particular disability
	TEMPORARY TOTAL DISABILITY		R1 000 per week for a period no longer than 104 weeks
	MEDICAL		R 20 000
	FUNERAL COST		R 10 000
	REPATRIATION		R 10 000
	MOBILITY		R 10 000
	RELOCATION		R 10 000
	CLAIMS PREPARATION COST		R 100 000
	MOTOR FLEET		
	COMPREHENSIVE		
	PRIVATE MOTOR CARS		
	LDV's		
	TRUCKS	0	
	FIRE ENGINES		
	AMBULANCES	0	SEE LIST = R 9 384 549 (including 4 x high value vehicles)
	TRACTORS		
	BUSES & MINIBUSES (seating > 16 persons)		
	MOTOR CYCLES		
	TRAILERS / CARAVANS		
	SPECIAL TYPES	0	
	HIGH VALUE VEHICLES	0	
		0	
	HIGH VALUE VEHICLES (IN EXCESS OF R500 000)		R 5 007 794

	EXTENSIONS		
	MEDICAL EXPENSES (per occupant)		R5 000
	LOSS OF KEYS		R15 000
	RADIO's & SOUND EQUIPMENT		R20 000
	EMERGENCY CHARGES		R50 000
	FIRE EXTINGUISHING COST		R50 000
	CLAIMS PREPARATION COST		R100 000
	WINDSCREEN		Included
	FIRE & EXPLOSION		R2 500 000
	PASSENGER LIABILITY - OTHER		R2 500 000
	FARE PAYING PASSENGERS		R2 500 000
	UNAUTHORISED PASSENGER LIABILITY		R2 500 000
	ANY OTHER EVENT & IN THE ANNUAL AGGREGATE OF		R2 500 000
		R	12 740 000
	SASRIA		
	All Vehicles		to be determined by service provider
	HOUSEOWNERS		
	STANDARD CONSTRUCTION (SASRIA)	R	4 306 452
	REASONABLE PRECAUTION	R	-
	CLAIMS PREPARATION COST	R	-
	DEBRIS REMOVAL	R	-
		R	4 306 452
	SASRIA	R	
			to be determined by service provider
	ELECTRONIC EQUIPMENT		
	SPECIFIED PROPERTY	R	5 814 700
		R	
	SOFTWARE AND LICENCES	R	-
	EXTENSIONS:		
	INCREASE IN COST OF WORKING	R	100 000

ITEM	DESCRIPTION	BUILDINGS	CONTENTS	PROPERTY MORE SPECIFICALLY INSURED
1	First Loss Amounts			R 6 679 232
2	Administrative Offices, Shade Ports & Solar System(George Head Office)	R 97 399 136	R 4 195 902	
3	Administration Building - Roads (George)	R 6 117 120	R 250 000	
4	Administration Building - Roads Community Services	R 7 340 544	R 978 739	
5	Knysna Office Building	R 3 450 056	R 250 000	
6a	Spitskop Knysna Relay Station - Knysna Rooi Els Relay Station Riversdale, Jonkersberg Relay Station between George and Mossel Bay			R 1 050 000
6b	Radio Network			R 800 000
	RIVERSDALE			
7	Office and Shade Ports (Riverdale)	R 9 787 392	R 368 027	
8	Commando Office (Riverdale)	R 1 957 478		
	MOSSEL BAY FIRE STATION			
9	Generators (2)			R 374 368
10	Diesel Compressor			R 244 685
	VOORTREKKER STREET, OUDTSHOORN			
11	Office Building - Roads	R 1 468 109	R 2 446 848	
12	Electrical Workshop		R 12 234	
	ST JOHN'S STREET OUDTSHOORN			
13	Administrative Office - Complex	R 31 184 481	R 393 622	
14	Shade Ports and Fencing			R 256 919
	WHOLE DISTRICT AREA (OLD KLEIN KAROO)			
15	3 Radio Relay Stations and Equipment at Mannetjiesberg, Blouberg, Bayle's Peak			R 1 050 000
	CALITZDORP HOT SPRINGS			
16	Fencing	R 734 054		
17	Community Hall	R 2 446 848	R 244 685	
18	Tennis Court			R 489 370
19	Reservoirs			R 2 936 218
20	Big and Small Swimming Pools			R 7 340 544
21	Transformers			R 611 715
	KLEINKRANS CAMPING AREA AND TOWN			
22	Kleinkrans Resort	R 0.00		

23	Ablution Block	R	0.00		
	VICTORIA BAY CAMPING AREA				
24	8 x Ablution Block	R	4 281 984		
25	Power Points at Caravan Parking Area				R 176 173
26	Stores Contents			R 171 279	
27	Office Contents			R 85 405	
	SWARTVLEI CAMPING AREA				
28	Wash Bay, Boilers, Toilets, Office, Life Line Equipment	R	6 517 120	R 171 279	
29	Reservoirs				R 1 223 424
30	Water Pipeline - Swartvlei				R 170 340
31	Stores Contents	R	122 342	R 250 500	
32	Kiosk	R	220 216		
33	Power Points at Caravan Parking Area				R 244 685
34	Ablution Block (Beach)	R	489 370		
	DE HOEK RESORT				
35	27 Chalets	R	19 669 450	R 1 827 687	
36	2 Wash Bays	R	8 135 770		
37	2 Sleeping Quarters	R	12 234 240	R 490 370	
38	2 Swimming Pools				R 3 670 272
39	1 Caretaker's House and Office	R	5 309 660	R 250 685	

COMBINED STANDARD

ITEM	DESCRIPTION	BUILDINGS	CONTENTS	PROPERTY MORE SPECIFICALLY INSURED
40	Kiosk/Dressing Rooms/Swimming Pool Machines/Store	R 3 956 553	R 500 000	
41	House/Church	R 611 712		
42	Cement Dams and Pumps			R 2 446 848
43	Stores/House	R 611 712	R 122 342	
44	Recreation Hall	R 3 693 517	R 490 370	
45	Transformers, Water Pump and Meter Unit			R 490 000
	MAGASYNE			
46	George	R 3 870 664	R 1 959 478	
47	George Fuel (on top)- and Underground Tank			R 492 000
48	Riverdale		R 978 739	
49	Riversdale Fuel (on top)- and Underground Tank			R 220 216
50	Van Wyksdorp Fuel (on top)- and Underground Tank			R 62 000
51	Albertinia Fuel (on top)- and Underground Tank			R 50 000
52	Heidelberg Fuel (on top)- and Underground Tank			R 97 874
53	Herbersdale Fuel (on top)- and Underground Tank			R 73 405
54	Knysna Fuel (on top)- and Underground Tank			R 220 216
55	Oudtshoorn Stores and Offices		R 1 718 920	
56	Oudtshoorn Fuel (on top)- and Underground Tank			R 367 027
57	Ladismith Fuel (on top)- and Underground Tank			R 110 108
58	Uniondale Fuel (on top)- and Underground Tank			R 318 090
59	Uniondale Oil			R 13 995
60	Calitzdorp Fuel (on top)- and Underground Tank			R 85 640
61	Herold Fuel (on top)- and Underground Tank			R 50 000
62	Tanker Diesel			R 110 108
	OFFICES OF COMMUNITY SERVICES			
63	Plettenburg Bay	R 3 500 000		R 98 874
64	Knysna			R 122 342
65	Mossel Bay			R 404 730
66	Community Services Building Mossel Bay	R 2 993 696		
67	Mossel Bay Fire Station	R 1 900 000		
	GRDM FIRE STATION			

68	Administrative Office Building	R 13 500 000	R 83 405	
	TOTAL INSURABLE BUILDINGS	R		
	TOTAL CONTENTS OF BUILDINGS		R	
	PROPERTY MORE SPECIFICALLY INSURED		R	33 151 418

HOME OWNERS STANDARD

ITEM	DESCRIPTION	QUANTITY	ERF NO	INSURED AMOUNT
	COUNCIL HOUSES WITH SASRIA			
	Calitzdorp Hot Springs			
1	Workers Houses	3		R 734 054
2	Link House	3		R 1 223 424
	Swartvlei			
3	House	1		R 244 685
4	Caretaker's House	1		R 269 153
5	Lifeguard House	1		R 122 342
	Victoria Bay			
6	OFFICE BUILDING	1		R 244 685
	De Hoek			
7	Workers Houses	4		R 734 054
8	Link House	2		R 734 054
	TOTAL INSURED AMOUNT			R 4 306 452

BUSINESS ALL RISK

ITEM	DESCRIPTION	INSURED AMOUNT
1	Personal Belongings of Employees and Councillors	R 34 914
2	All property of Council excluding vehicles, tools, buildings, stock, computers with accessories (except laptops), furniture and fixed machines (except office machines and Rosenbauer Pump)	R 662 439
3	Mobile Generators (R351 106.24 x 5)	R 1 755 531.24
4	Digital Cameras	R 73 319
5	Fire Fighting Equipment	R 523 710
6	Apparatus Heat Stress	R 37 707
7	2 x Meter integrated sound level meter 1	R 52 371
8	TV transponder Uniondale	R 301 657
9	Fire Fighting protective clothing	R 41 897
10	Mobile Scale	R 97 913
11	Contents of trailers CAW28594 & CAW28624	R 20 948
12	Swift water rescue equipment	R 11 426
13	High Angle rescue equipment	R 13 331
14	Hydraulic Jaws of Life	R 380 880
15	Mayor's chain	R 250 000
16	Mayor's chain - Small	R 19 000
17	Mayor's chain - Small	R 15 000
18	Laptops	R 3 481 588
19	Cell phones	R 2 705 574
20	Tablets	R 228 580
	Total	R 10 707 785.24

ELECTRONIC EQUIPMENT

ITEM	DESCRIPTION	INSURED AMOUNT
	GENERALLY SPECIFIED ITEMS	
1	Plettenburg Bay - Network with related equipment	R 85 000
2	Knysna - Network with related equipment	R 85 000
3	Mossel Bay - Network with related equipment	R 100 000
4	Riversdale - Network with related equipment	R 85 000
5	Calitzdorp Spa - Network with related equipment	R 56 000
6	De Hoek - Network with related equipment	R 56 000
7	Oudtshoorn - Network with related equipment	R 355 000
8	George H/O - (Include Roads/Fire Services)	R 4 992 700
	TOTAL	R 5 814 700

VEHICLES

Vehicle Registration	Vehicle Type	Engine	Model	Year	Station	Book value (vat incl)
Caw 63752	Tata Telcoline	2 litre	TDI	2007	Calitzdorp Spa	R 35 000
Caw 67576	Toyota Hilux	2 litre	DE R/B	2004	George	R 71 000
Caw 22820	Ford Courier	3400	LWB P/U	1997	George	R 36 400
Caw 72574	Toyota Hilux	2,5	D-4D	2009	Ladismith	R 81 300
CAW 91050	Toyota Landi	V6	Petrol V6	2017	George	R 479 300
Caw 77080	Toyota Landi	4,2	4.2	2006	George	R 198 600
Caw 64679	Nissan Patrol	4,2	TDI	2008	Riversdale	R 143 300
Caw 63478	Nissan Patrol	4.2D	4x4	2008	George	R 143 300
Caw 76946	M Benz .	1528/54	Atego 2	2010	George	R 420 000
Caw 68054	Ford Courier	2500	T/D D/C	2004	Ladismith	R 44 600
CAW 86962	Iveco tanker	Euro Cargo	150E24	2015	George	R 922 735
Caw 29315	Tata	SFC	407	2005	Riversdale	R 35 000

Vehicle Registration	Vehicle Type	Engine	Model	Year	Station	Book value (vat incl)
Caw 17196	Tata	SFC	407	2007	George	R 35 000
Caw 56144	MAN	F/C	18.240	2009	George	R 300 306
Caw 36684	VW Chico golf	Chico	1.31	1996	George	R 25 000
Caw 27423	Toyota Quan	Toyota	2.7	2008	George	R 135 600
Caw 23626	Trailer-	flat bed			George	R 9 000
Caw 63595	Trailer-	Quad			George	R 9 000
Caw 45083	Trailer-	B A comp			George	R 3 000
Caw 37665	Trailer-	Karet			George	R 4 000
Caw 43095	Trailer-	Roadster 350			Ladismith	R 7 000
Caw 46687	Trailer-	NNB			Riversdale	R 3 000
CG 8744	Caravan	Camp Pride			George	R 5 000
GRDM1-WP	Toyota Fortuner 2,8GD-6 4X4	2.8		2018	George	R 650 000
Caw 39629	Toyota car	140i	GLE	2007	George	R 52 700
Caw 31501	Toyota car	140i	GLE	2007	George	R 52 700
Caw 32190	Toyota car	140i	GLE	2007	George	R 52 700
Caw 50027	Mazda car	160	iSE	2003	George	R 22 000
Caw 94905	Polo	1.4		2016	George	R 52 700
Eden DM - WP	Jetta	1.6	TDI	2014	George	R 165 400
Caw 75698	Nissan	1.6	NP200	2017	De Hoek Resort	R 111 500
Caw 93467	Nissan	1.6	NP200	2017	Swartvlei Resort	R 111 500
Caw 74201	Isuzu	2.5	KB 250	2005	George	R 61 100
Caw 92460	Toyota Double cab			2018	George	R 496 934
Caw 41040	Iveco		Euro Cargo	2019	George	R 1 717 530
Caw 41052	Iveco		Euro Cargo	2019	George	R 1 717 530
Caw 86848	Toyota	1.8	Quest	2020	George	R 191 214
CAW 69292	Toyota Hilux	2.4	SC GD6 RB RAI MT Single Cab	2021	George	R 391 300
CAW 71139	Toyota Hilux	2.4	SC GD6 RB RAI MT Single Cab	2021	George	R 391 300
						R 9 384 549

LAPTOPS (GRDM)					
NR	NAME	MODEL	VALUE	CODE	SERIAL NR
1	GRDM	HP ProBook 450 G6	R11 520,00	26882	5CD921CL67
2	GRDM	HP ProBook 450 G6	R11 520,00	26698	5CD9236C5P
3	GRDM	HP ProBook 450 G8 i5	R11 530,00	28182	5CD21528BG
4	GRDM	Dell Vostro 3500	R12 420,00	27581	HHPTVC3
5	GRDM	HP ProBook 450 G5	R11 740,00	26267	5CD8071B47
6	GRDM	HP EliteBook x360 830 G8 i7	R32 960,00	28153	5CG2129VKX
7	GRDM	HP ProBook 450 G8 i5	R11 530,00	28185	5CD215287Z
8	GRDM	HP ProBook 450 G8	R14 520,00	27877	5CD150H6RH
9	GRDM	HP ProBook 450 G7	R12 200,00	27286	5CD02867WM
10	GRDM	HP ProBook 450 G6	R11 520,00	26879	5CD921CKYZ
11	GRDM	HP ProBook 440 G7	R15 830,00	27082	5CD0123D8P
12	GRDM	HP ProBook 440 G7	R15 830,00	27088	5CD0123D7Q
13	GRDM	HP ProBook 450 G7	R12 200,00	27291	5CD02867VB
14	GRDM	HP ProBook 450 G6	R11 520,00	26693	5CD9236CCF
15	GRDM	HP ProBook 450 G5	R11 740,00	26414	5CD83487J1
16	GRDM	HP ProBook 450 G8 i7	R16 220,00	28204	5CD21546BC
17	GRDM	HP ProBook 450 G6	R11 520,00	26661	5CD9124T0C
18	GRDM	HP ProBook 450 G7	R12 200,00	27296	5CD02867V1
19	GRDM	HP ProBook 450 G8	R14 520,00	27872	5CD150H6YP
20	GRDM	HP Compaq nx7400	R16 160,00	18036	CNU6510GSW
21	GRDM	HP ProBook 450 G6	R11 520,00	26697	5CD9236CHP
22	GRDM	HP ProBook 450 G8 i7	R16 220,00	28198	5CD2154784
23	GRDM	HP ProBook 450 G9 i5	R22 720,00	28596	5CD3091PQW
24	GRDM	Dell Vostro 3500	R12 420,00	27580	JBCTVC3
25	GRDM	HP ProBook 450 G6	R11 520,00	26664	5CD9124T49
26	GRDM	HP ProBook 450 G6	R11 520,00	26696	5CD9236CDZ
27	GRDM	HP ProBook 450 G6	R11 520,00	26692	5CD9236CGH
28	GRDM	HP ProBook 450 G8 i5	R11 530,00	28173	5CD21528B8
29	GRDM	HP ProBook 450 G7	R12 200,00	27302	5CD02867TF

30	GRDM	HP ProBook 450 G8 i5	R11 530,00	28166	5CD2152880
31	GRDM	HP ProBook 450 G8	R14 520,00	27739	5CD1253NV0
32	GRDM	HP ProBook 450 G8	R14 520,00	27878	5CD150H6XR
33	GRDM	HP ProBook 450 G8 i5	R11 530,00	28183	5CD215287K
34	GRDM	HP ProBook 450 G8	R14 520,00	27876	5CD150H6NT
35	GRDM	HP ProBook 450 G8	R14 520,00	27884	5CD150H6YB
36	GRDM	HP ProBook 450 G8	R14 520,00	27741	5CD1253MX1
37	GRDM	HP ProBook 450 G8 i5	R11 530,00	28177	5CD204JYJP
38	GRDM	HP ProBook 450 G8	R14 520,00	27734	5CD1253N4X
39	GRDM	HP ProBook 450 G8	R14 520,00	27737	5CD1253N66
40	GRDM	HP ProBook 450 G8	R14 520,00	27742	5CD1253NMC
41	GRDM	HP ProBook 450 G8	R14 520,00	27883	5CD150H6YJ
42	GRDM	HP ProBook 450 G8	R14 520,00	27730	5CD1253MYS
43	GRDM	HP ProBook 450 G8	R14 520,00	27736	5CD1253MRQ
44	GRDM	HP ProBook 450 G8 i5	R11 530,00	28167	5CD215287J
45	GRDM	HP ProBook 450 G7	R12 200,00	27297	5CD02867V8
46	GRDM	Dell Latitude 3510	R17 820,00	27710	1S893B3
47	GRDM	HP EliteBook x360 1030 G7	R40 780,00	27456	CND0484WYQ
48	GRDM	HP ProBook 450 G9 i5	R22 720,00	28595	5CD3091PQQ
49	GRDM	HP ProBook 450 G3	R14 960,00	25194	5CD6073WSD
50	GRDM	HP ProBook 450 G8 i7	R16 220,00	28202	5CD215469S
51	GRDM	HP ProBook 450 G8 i5	R11 530,00	28191	5CD21528B5
52	GRDM	HP ProBook 450 G7	R12 200,00	27287	5CD02867T5
53	GRDM	HP EliteBook 830 G8	R24 220,00	27743	5CG1323VC4
54	GRDM	Dell Vostro 3500	R12 420,00	27585	4S0VVC3
55	GRDM	HP EliteBook 830 G5	R24 020,00	26584	5CG9083KWH
56	GRDM	HP ProBook 450 G7	R12 200,00	27108	5CD0104Y63
57	GRDM	HP ProBook 450 G4	R12 090,00	25767	5CD7227QJS
58	GRDM	HP ProBook 450 G5	R11 740,00	26272	5CD8071B92
59	GRDM	HP ProBook 6570b	R2 783,00	23527	5CB2393BF9
60	GRDM	HP ProBook 450 G4	R12 090,00	25757	5CD7227QJG
61	GRDM	HP ProBook 450 G5	R11 740,00	26418	5CD83487KG
62	GRDM	HP ProBook 450 G7	R12 200,00	27109	5CD0109X1R
63	GRDM	HP ProBook 450 G5	R11 740,00	26420	5CD83487JZ
64	GRDM	HP Compaq nx9010	R18 900,00	15690	CNF3393GWO

65	GRDM	HP ProBook 6570b	R2 783,00	23535	5CB23867M5
66	GRDM	HP ProBook 450 G5	R11 740,00	26412	5CD83487L3
67	GRDM	HP ProBook 450 G7	R12 200,00	27106	5CD0119PNG
68	GRDM	HP ProBook 450 G7	R12 200,00	27293	5CD02867VN
69	GRDM	HP ProBook 450 G6	R11 520,00	26881	5CD921CKYJ
70	GRDM	HP ProBook 450 G8 i7	R16 220,00	28193	5CD215478M
71	GRDM	HP ProBook 450 G9 i5	R22 720,00	28584	5CD3143VRT
72	GRDM	HP ProBook 450 G5	R11 740,00	26273	5CD8154LL9
73	GRDM	HP ProBook 450 G8 i5	R11 530,00	28158	5CD204JYYB
74	GRDM	HP ProBook 450 G8 i7	R16 220,00	28201	5CD21546L0
75	GRDM	HP ProBook 450 G8	R14 520,00	27727	5CD1253NPB
76	GRDM	HP ProBook 450 G6	R11 520,00	26884	5CD921CL6W
77	GRDM	HP ProBook 450 G4	R12 090,00	25761	5CD71872MH
78	GRDM	HP ProBook 450 G6	R11 520,00	26890	5CD921CKXM
79	GRDM	HP ProBook 450 G7	R12 200,00	27289	5CD02867VW
80	GRDM	HP ProBook 450 G6	R11 520,00	27116	5CD010DD49
81	GRDM	HP ProBook 450 G3	R14 960,00	25189	5CD6132DWH
82	GRDM	HP ProBook 450 G8 i7	R16 220,00	28195	5CD21546PB
83	GRDM	HP ProBook 450 G5	R11 740,00	26409	5CD83487P1
84	GRDM	HP ProBook 450 G6	R11 520,00	26662	5CD9124T4C
85	GRDM	HP ProBook 6550b	R4 580,00	22609	CNU0410XX2
86	GRDM	HP EliteBook 820 G1	R6 900,00	24168	5CG4461C7Q
87	GRDM	HP ProBook 450 G2	R11 050,00	24202	CND44457GN
88	GRDM	HP ProBook 450 G3	R14 960,00	25190	5CD6073WSX
89	GRDM	HP ProBook 450 G3	R14 960,00	25191	5CD6132DWB
90	GRDM	HP ProBook 450 G4	R12 090,00	25759	5CD7227QL0
91	GRDM	HP ProBook 450 G4	R12 090,00	25762	5CD7227QJW
92	GRDM	HP ProBook 450 G4	R12 090,00	25768	5CD7227QM9
93	GRDM	HP ProBook 450 G4	R12 090,00	25772	5CD7227QLL
94	GRDM	HP ProBook 450 G4	R12 090,00	26181	5CD7324JLZ
95	GRDM	HP ProBook 450 G5	R11 740,00	26276	5CD8071B26
96	GRDM	HP ProBook 450 G5	R11 740,00	26277	5CD8071B3D
97	GRDM	HP ProBook 450 G5	R11 740,00	26410	5CD83487K4
98	GRDM	HP ProBook 450 G5	R11 740,00	26413	5CD83487M9
99	GRDM	HP ProBook 450 G6	R11 520,00	26621	5CD9124SZ6

100	GRDM	HP ProBook 450 G6	R11 520,00	26695	5CD9236CHK
101	GRDM	HP ProBook 440 G7	R15 830,00	27080	5CD0123DCQ
102	GRDM	HP ProBook 440 G7	R15 830,00	27084	5CD0123DBB
103	GRDM	HP ProBook 440 G7	R15 830,00	27087	5CD0123D80
104	GRDM	HP ProBook 450 G7	R12 200,00	27107	5CD0104Y82
105	GRDM	HP ProBook 450 G7	R12 200,00	27230	5CD010DMLC
106	GRDM	Dell Latitude 3510	R17 820,00	27711	1VBJ4B3
107	GRDM	HP ProBook 450 G8	R14 520,00	27731	5CD1253NLW
108	GRDM	HP ProBook 450 G8	R14 520,00	27732	5CD1253N4D
109	GRDM	HP ProBook 450 G8	R14 520,00	27733	5CD1253N03
110	GRDM	HP ProBook 450 G8	R14 520,00	27735	5CD1253MVV
111	GRDM	HP ProBook 450 G8 i5	R11 530,00	28155	5CD204JYMK
112	GRDM	HP ProBook 450 G8 i5	R11 530,00	28184	5CD215289C
113	GRDM	HP ProBook 450 G8 i7	R16 220,00	28192	5CD21543DS
114	GRDM	HP ProBook 450 G8 i7	R16 220,00	28194	5CD21546TW
115	GRDM	HP ProBook 450 G8 i7	R16 220,00	28207	5CD215465W
116	GRDM	HP ProBook 450 G8 i7	R16 220,00	28208	5CD21543H9
117	GRDM	HP ProBook 450 G8 i7	R16 220,00	28209	5CD215465R
118	GRDM	HP ProBook 450 G8 i7	R16 220,00	28210	5CD21547V6
119	GRDM	HP ProBook 450 G8 i7	R16 220,00	28211	5CD21546W6
120	GRDM	HP ProBook 450 G9 i5	R22 720,00	28598	5CD3091PQM
121	GRDM	HP ProBook 450 G9 i5	R22 720,00	28599	5CD3091PLY
122	GRDM	HP ProBook 450 G9 i5	R22 720,00	28600	5CD3091PRH
123	GRDM	HP ProBook 450 G9 i5	R22 720,00	28601	5CD3091PQT
124	GRDM	HP ProBook 450 G9 i5	R22 720,00	28620	5CD3091PQY
125	GRDM	HP ProBook 450 G9 i5	R22 720,00	28581	5CD2471L80
126	GRDM	HP ProBook 450 G8	R14 520,00	27738	5CD1253MYG
127	GRDM	HP ProBook 450 G6	R11 520,00	26887	5CD921CKXS
128	GRDM	HP Compaq nx7400	R16 160,00	18022	CNU6510G9S
129	GRDM	HP ProBook 450 G7	R12 200,00	27234	5CD0115Z06
130	GRDM	HP ProBook 450 G6	R11 520,00	26880	5CD921CKZ1
131	GRDM	Dell Latitude 3510	R17 820,00	27709	JQ893B3
132	GRDM	HP ProBook 450 G9 i5	R22 720,00	28594 / 28730	5CD3091PR8
133	GRDM	HP ProBook 450 G8 i7	R16 220,00	28206	5CD21543CV

134	GRDM	HP ProBook 450 G8 i5	R11 530,00	28180	5CD204JYXP
135	GRDM	HP ProBook 450 G8 i5	R11 530,00	28160	5CD204JZ19
136	GRDM	HP ProBook 450 G9 i5	R22 720,00	28585	5CD3143VRN
137	GRDM	HP ProBook 450 G6	R11 520,00	26888	5CD921CKZ7
138	GRDM	HP ProBook 450 G8	R14 520,00	27882	5CD150H6WW
139	GRDM	HP ProBook 450 G8 i5	R11 530,00	28163	5CD21528C2
140	GRDM	HP ProBook 440 G7	R15 830,00	27085	5CD0123DB9
141	GRDM	HP ProBook 450 G8 i5	R11 530,00	28165	5CD204JYNP
142	GRDM	HP ProBook 450 G7	R12 200,00	27292	5CD02867T9
143	GRDM	HP ProBook 450 G8 i5	R11 530,00	28170	5CD204JYCH
144	GRDM	HP ProBook 450 G8 i5	R11 530,00	28181	5CD21528D2
145	GRDM	HP ProBook 450 G8	R14 520,00	27873	5CD150H6Y9
146	GRDM	HP ProBook 450 G4	R12 090,00	25769	5CD7227QJM
147	GRDM	Dell Vostro 3500	R12 420,00	27582	G6CTVC3
148	GRDM	HP ProBook 450 G8 i5	R11 530,00	28154	5CD204JYM8
149	GRDM	HP ProBook 450 G8 i5	R11 530,00	28159	5CD204JZ0F
150	GRDM	HP ProBook 450 G7	R12 200,00	27288	5CD02867WQ
151	GRDM	HP ProBook 450 G6	R11 520,00	26623	5CD9124T1T
152	GRDM	HP ProBook 450 G7	R12 200,00	27112	5CD0119P86
153	GRDM	HP ProBook 450 G8 i5	R11 530,00	28169	5CD215289Y
154	GRDM	HP ProBook 450 G9 i5	R22 720,00	28597	5CD3091PNG
155	GRDM	HP ProBook 450 G8 i5	R11 530,00	28189	5CD215287D
156	GRDM	HP EliteBook x360 1030 G7	R40 780,00	27455	CND0484WYW
157	GRDM	HP ProBook 450 G5	R11 740,00	26415	5CD83487NG
158	GRDM	HP ProBook 450 G8	R14 520,00	27886	5CD150H6T3
159	GRDM	HP ProBook 450 G8 i7	R16 220,00	28199	5CD2154787
160	GRDM	HP ProBook 450 G5	R11 740,00	26274	5CD8154LH5
161	GRDM	HP ProBook 450 G8	R14 520,00	27885	5CD150H6MR
162	GRDM	HP ProBook 450 G5	R11 740,00	26266	5CD8154LJT
163	GRDM	HP ProBook 450 G8 i7	R16 220,00	28196	5CD2154764
164	GRDM	HP EliteBook 840 G5	R29 090,00	26598	5CG9087MZ7
165	GRDM	HP ProBook 450 G8 i7	R16 220,00	28197	5CD21546Y1
166	GRDM	HP ProBook 450 G8	R14 520,00	27879	5CD150H6Y5
167	GRDM	HP ProBook 450 G8 i7	R16 220,00	28200	5CD215437Q
168	GRDM	HP ProBook 450 G7	R12 200,00	27231	5CD0115Z0B

169	GRDM	HP EliteBook x360 1030 G8	R34 500,00	28361	CND2213DPF
170	GRDM	HP ProBook 450 G4	R12 090,00	25765	5CD7227QHX
171	GRDM	HP ProBook 450 G8 i5	R11 530,00	28171	5CD21528BB
172	GRDM	HP ProBook 450 G7	R12 200,00	27113	5CD0119PC5
173	GRDM	HP EliteBook x360 1030 G8	R34 500,00	28371	CND2243W59
174	GRDM	HP ProBook 450 G5	R11 740,00	26419	5CD83487KL
175	GRDM	HP ProBook 450 G7	R12 200,00	27235	5CD010DLZ9
176	GRDM	HP ProBook 450 G6	R11 520,00	26622	5CD9124T0V
177	GRDM	HP ProBook 450 G9 i5	R22 720,00	28582	5CD3143VSD
178	GRDM	HP ProBook 450 G4	R12 090,00	25758	5CD7227QMW
179	GRDM	HP ProBook 450 G8 i5	R11 530,00	28168	5CD21528C3
180	GRDM	HP ProBook 450 G5	R11 740,00	26278	5CD8154LD7
181	GRDM	HP EliteBook 830 G5	R24 020,00	26601	5CD9123R73
182	GRDM	HP ProBook 450 G8 i5	R11 530,00	28156	5CD204JY8P
183	GRDM	Dell Vostro 3500	R12 420,00	27586	5X8NVC3
184	GRDM	HP ProBook 450 G8 i7	R16 220,00	28205	5CD215478C
185	GRDM	HP ProBook 450 G7	R12 200,00	27301	5CD02867WR
186	GRDM	HP ProBook 450 G8	R14 520,00	27881	5CD150H6K2
187	GRDM	HP ProBook 450 G8 i5	R11 530,00	28190	5CD215289B
188	GRDM	HP ProBook 450 G5	R11 740,00	26416	5CD83487NK
189	GRDM	HP ProBook 450 G8 i5	R11 530,00	28164	5CD21528BT
190	GRDM	HP ProBook 440 G7	R15 830,00	27071	5CD0123D8B
191	GRDM	HP ProBook 450 G5	R11 740,00	26411	5CD83487N4
192	GRDM	Dell Latitude 3510	R17 820,00	27712	3XBJ4B3
193	GRDM	HP ProBook 450 G8 i5	R11 530,00	28175	5CD204JYTS
194	GRDM	HP EliteBook 830 G5	R24 020,00	26602	5CG9123R9C
195	GRDM	HP ProBook 450 G7	R12 200,00	27290	5CD02867VT
196	GRDM	Dell Vostro 3500	R12 420,00	27579	GXVTVC3
197	GRDM	HP ProBook 450 G8 i5	R11 530,00	28162	5CD21528CV
198	GRDM	HP EliteBook 830 G5	R24 020,00	26524	5CG85036DX
199	GRDM	HP ProBook 450 G6	R11 520,00	26886	5CD921CKX9
200	GRDM	HP ProBook 450 G7	R12 200,00	27294	5CD02867QY
201	GRDM	HP ProBook 450 G8 i5	R11 530,00	28176	5CD215289P
202	GRDM	HP ProBook 450 G7	R12 200,00	27110	5CD0109X1N
203	GRDM	HP ProBook 450 G8 i5	R11 530,00	28187	5CD204JYQ7

204	GRDM	HP ProBook 450 G6	R11 520,00	26620	5CD9124SZC
205	GRDM	HP ProBook 450 G8 i5	R11 530,00	28172	5CD215288N
206	GRDM	HP ProBook 450 G8 i5	R11 530,00	28174	5CD2152891
207	GRDM	HP ProBook 450 G8	R14 520,00	27887	5CD150H6TT
208	GRDM	HP ProBook 450 G8 i5	R11 530,00	28161	5CD215287V
209	GRDM	HP ProBook 450 G8 i5	R11 530,00	28186	5CD204JYSR
210	GRDM	HP ProBook 440 G7	R15 830,00	27083	5CD0123DDJ
211	GRDM	HP ProBook 450 G4	R12 090,00	25766	5CD7227QKB
212	GRDM	HP ProBook 450 G6	R11 520,00	26883	5CD921CKTW
213	GRDM	HP ProBook 450 G7	R12 200,00	27298	5CD02867TB
214	GRDM	HP ProBook 450 G5	R11 740,00	26280	5CD8071B11
215	GRDM	HP ProBook 450 G8 i5	R11 530,00	28178	5CD204JYST
216	GRDM	HP ProBook 450 G9 i5	R22 720,00	28583	5CD3143VSX
217	GRDM	HP ProBook 450 G8 i5	R11 530,00	28157	5CD2152899
218	GRDM	HP ProBook 450 G8	R14 520,00	27729	5CD1253NX8
219	GRDM	HP ProBook 450 G5	R11 740,00	26417	5CD83487JX
220	GRDM	HP ProBook 450 G5	R11 740,00	26407	5CD83487N1
221	GRDM	HP ProBook 450 G8 i5	R11 530,00	28179	5CD215288X
222	GRDM	HP EliteBook x360 1030 G7	R40 780,00	27454	CND0484WZ1
223	GRDM	HP EliteBook x360 1030 G8	R34 500,00	27962	CND2130FTM
224	GRDM	HP ProBook 450 G7	R12 200,00	27299	5CD02867WJ
225	GRDM	HP ProBook 450 G5	R11 740,00	26269	5CD8071B7P
226	GRDM	HP ProBook 450 G4	R12 090,00	25770	5CD7227QLK
227	GRDM	HP ProBook 450 G7	R12 200,00	27111	5CD0109X0J
228	GRDM	HP ProBook 450 G5	R11 740,00	26271	5CD8071B52
229	GRDM	HP ProBook 450 G8 i5	R11 530,00	28188	5CD2152896
230	GRDM	HP ProBook 450 G8	R14 520,00	27880	5CD150H6MF
231	GRDM	HP ProBook 450 G2	R11 050,00	24200	CND44457PN
232	GRDM	HP ProBook 450 G8 i7	R16 220,00	28203	5CD21547DH
233	GRDM	HP ProBook 440 G7	R15 830,00	27081	5CD0123D8Z
234	GRDM	HP ProBook 450 G7	R12 200,00	27303	5CD02867RM
235	GRDM	HP ProBook 450 G7	R12 200,00	27300	5CD02867SJ
236	GRDM	Dell Vostro 3500	R12 420,00	27584	5YVTVC3
237	GRDM	HP ProBook 450 G8	R14 520,00	27874	5CD150H6H3
238	GRDM	HP ProBook 450 G8	R14 520,00	27728	5CD1253NKR

239	GRDM	HP Elite x360	R37 072.00	27452	
Grand Total			R3 481 588,00		

TABLETS				
NR	TYPE OF TABLET	TABLET	SERIAL NR	
1	Samsung Galaxy S3 9.7"	25776	R52J406LWFY	R 9 400,00
2	Samsung SM-T531 Tablet	24455	R5264154DWK	R 4 000,00
3	Samsung SM-T531 Tablet	24456	R52G41549JD	R 4 000,00
4	Samsung SM-T531 Tablet	24457	R52G4154E9B	R 4 000,00
5	Samsung SM-T531 Tablet	24458	R52G4154G5X	R 4 000,00
6	Samsung SM-T531 Tablet	24459	R52G4154D2T	R 4 000,00
7	Samsung SM-T531 Tablet	24460	R52G51433Y	R 4 000,00
8	Huawei MatePad T10S 32GB Tablet	27657	N2PYD21414201749	R 3 900,00
9	Huawei MatePad T10S 32GB Tablet	27658	N2PYD21414200519	R 3 900,00
10	Huawei MatePad T10S 32GB Tablet	27659	N2PYD21414201446	R 3 900,00
11	Huawei MatePad T10S 32GB Tablet	27660	N2PYD21414202239	R 3 900,00
12	Huawei MatePad T10S 32GB Tablet	27661	N2PYD21414201757	R 3 900,00
13	Huawei MatePad T10S 32GB Tablet	27662	N2PYD21414202159	R 3 900,00
14	Huawei MatePad T10S 32GB Tablet	27663	N2PYD21414201053	R 3 900,00
15	Huawei MatePad T10S 32GB Tablet	27664	N2PYD21414201152	R 3 900,00
16	Huawei MatePad T10S 32GB Tablet	27665	N2PYD21414202387	R 3 900,00
17	Huawei MatePad T10S 32GB Tablet	27666	N2PYD21414202333	R 3 900,00
18	Huawei MatePad T10S 32GB Tablet	27667	N2PYD21414201474	R 3 900,00
19	Huawei MatePad T10S 32GB Tablet	27668	N2PYD21414201727	R 3 900,00
20	Huawei MatePad T10S 32GB Tablet	27669	N2PYD21414200991	R 3 900,00
21	Huawei MatePad T10S 32GB Tablet	27670	N2PYD21414200544	R 3 900,00
22	Huawei MatePad T10S 32GB Tablet	27671	N2PYD21414201988	R 3 900,00
23	Huawei MatePad T10S 32GB Tablet	27672	N2PYD21414201675	R 3 900,00
24	Huawei MatePad T10S 32GB Tablet	27673	N2PYD21414201943	R 3 900,00

25	Huawei MatePad T10S 32GB Tablet	27674	N2PYD21414202351	R 3 900,00
26	Huawei MatePad T10S 32GB Tablet	27675	N2PYD21414202015	R 3 900,00
27	Huawei MatePad T10S 32GB Tablet	27676	N2PYD21414201396	R 3 900,00
28	Huawei MatePad T10S 32GB Tablet	27677	N2PYD21414202651	R 3 900,00
29	Huawei MatePad T10S 32GB Tablet	27678	N2PYD21414202620	R 3 900,00
30	Huawei MatePad T10S 32GB Tablet	27679	N2PYD21414200029	R 3 900,00
31	Huawei MatePad T10S 32GB Tablet	27680	N2PYD21414200833	R 3 900,00
32	Huawei MatePad T10S 32GB Tablet	27681	N2PYD21414200658	R 3 900,00
33	Huawei MatePad T10S 32GB Tablet	27682	N2PYD21414201690	R 3 900,00
34	Huawei MatePad T10S 32GB Tablet	27683	N2PYD21414202325	R 3 900,00
35	Huawei MatePad T10S 32GB Tablet	27684	N2PYD21414200382	R 3 900,00
36	Huawei MatePad T10S 32GB Tablet	27685	N2PYD21414200485	R 3 900,00
37	Huawei MatePad T10S 32GB Tablet	27686	N2PYD21414200233	R 3 900,00
38	Huawei MatePad T10S 32GB Tablet	27687	N2PYD21414202323	R 3 900,00
39	Huawei MatePad T10S 32GB Tablet	27688	N2PYD21414202116	R 3 900,00
40	Huawei MatePad T10S 32GB Tablet	27763	N2PNU21306207716	R 3 900,00
41	Huawei MatePad T10S 32GB Tablet	27764	N2PYD21414202319	R 3 900,00
42	Huawei MatePad T10S 32GB Tablet	27765	N2PNU21306208002	R 3 900,00
43	Huawei MatePad T10S 32GB Tablet	27766	N2PNU21306207821	R 3 900,00
44	iPad	27652		R18 260,00
45	iPad	27653		R18 260,00
46	iPad	27654		R18 260,00
				R 228 580,00

Cell phone upgrades 2022

	Asset ID	Barcode	Number	Device	IMEI Number	Delivery Date	Insured Amount
GRDM	16000	LA0414	083 294 3951	iPhone 14 128GB	354776216116712	05 October 2022	R21 999,00
GRDM	16001	LA0415	067 036 7754	iPhone 14 Pro 128GB	350225624982319	05 October 2022	R27 499,00
GRDM	16002	LA0416	067 038 7668	Samsung Galaxy S23 256GB	358709985205321	07 October 2022	R19 999,00
GRDM	16003	LA0418	083 633 5815	Samsung Galaxy S22 256GB	352497333318139	25 October 2022	R19 999,00
GRDM	16004	LA0419	081 582 0119	Samsung Galaxy S22 256GB	352497333386003	17 November 2022	R19 999,00
GRDM	16005	LA0420	082 428 1984	Samsung Galaxy S21 FE 128GB	350028680059497	18 November 2022	R14 999,00
GRDM	16006	LA0421	061 405 1329	Samsung Galaxy S21 FE 128GB	352755852439671	20 September 2022	R14 999,00
GRDM	16007	LA0422	068 203 0977	Samsung Galaxy S21 FE 128GB	350028680048763	07 October 2022	R14 999,00
GRDM	16008	LA0423	065 821 7904	Samsung Galaxy S21 FE 128GB	352755852475550	07 October 2022	R14 999,00
GRDM	16009	LA0424	081 455 5699	Samsung Galaxy S21 FE 128GB	352755852441156	21 September 2022	R14 999,00
GRDM	16010	LA0425	081 580 4692	Samsung Galaxy S21 FE 128GB	352755852440802	21 September 2022	R14 999,00
GRDM	16011	LA0426	071 883 3062	Samsung Galaxy S21 FE 128GB	352755852438244	21 September 2022	R14 999,00
GRDM	16012	LA0427	076 128 0978	Samsung Galaxy S21 FE 128GB	352755852437519	21 September 2022	R14 999,00
GRDM	16013	LA0428	071 671 7749	Samsung Galaxy S21 FE 128GB	352755852442402	07 October 2022	R14 999,00
GRDM	16014	LA0429	082 887 1027	Samsung Galaxy S21 FE 128GB	350028680048276	07 October 2022	R14 999,00
GRDM	16015	LA0430	082 802 9040	Samsung Galaxy S21 FE 128GB	350028680025357	25 October 2022	R14 999,00
GRDM	16016	LA0431	082 802 9070	Samsung Galaxy S21 FE 128GB	350028680048219	25 October 2022	R14 999,00
GRDM	16017	LA0432	083 629 0156	Samsung Galaxy S21 FE 128GB	350028680048011	25 October 2022	R14 999,00
GRDM	16018	LA0433	067 038 0652	Samsung Galaxy S21 FE 128GB	350028680059679	25 October 2022	R14 999,00
GRDM	16019	LA0434	084 900 2032	Samsung Galaxy S21 FE 128GB	350028680060958	25 October 2022	R14 999,00
GRDM	16020	LA0435	083 941 1994	Samsung Galaxy S21 FE 128GB	350028680065023	03 November 2022	R14 999,00
GRDM	16021	LA0436	081 469 9128	Samsung Galaxy S21 FE 128GB	352755852436131	03 November 2022	R14 999,00
GRDM	16022	LA0437	082 880 9747	Samsung Galaxy S21 FE 128GB	350028680064778	03 November 2022	R14 999,00
GRDM	16023	LA0438	081 517 7572	Samsung Galaxy S21 FE 128GB	350028680059034	17 November 2022	R14 999,00
GRDM	16024	LA0439	084 900 5556	Samsung Galaxy S21 FE 128GB	350028680058796	17 November 2022	R14 999,00
GRDM	16025	LA0441	061 442 4508	Samsung Galaxy S22 Ultra 256GB	350272255322746	03 November 2022	R28 999,00
GRDM	16026	LA0442	061 445 3012	Samsung Galaxy S22 Ultra 256GB	350272259730001	03 November 2022	R28 999,00

GRDM	16027	LA0443	067 038 5971	Samsung Galaxy S22 Ultra 256GB	350272259732643	03 November 2022	R28 999,00
GRDM	16028	LA0444	071 883 6335	Samsung Galaxy S22 Ultra 256GB	350272259735810	03 November 2022	R28 999,00
GRDM	16029	LA0445	078 457 2806	Samsung Galaxy S22 Ultra 256GB	352857780012545	03 November 2022	R28 999,00
GRDM	16030	LA0446	078 457 2824	Samsung Galaxy S22 Ultra 256GB	352857780013402	03 November 2022	R28 999,00
GRDM	16031	LA0447	079 496 3768	Samsung Galaxy S22 Ultra 256GB	352857780014715	03 November 2022	R28 999,00
GRDM	16032	LA0448	081 346 3118	Samsung Galaxy S22 Ultra 256GB	352857780014764	03 November 2022	R28 999,00
GRDM	16033	LA0449	081 411 8862	Samsung Galaxy S22 Ultra 256GB	352857780015126	03 November 2022	R28 999,00
GRDM	16034	LA0450	081 488 7291	Samsung Galaxy S22 Ultra 256GB	352857780016306	03 November 2022	R28 999,00
GRDM	16035	LA0451	081 555 6992	Samsung Galaxy S22 Ultra 256GB	352857780016728	03 November 2022	R28 999,00
GRDM	16036	LA0452	081 583 6269	Samsung Galaxy S22 Ultra 256GB	352857780016884	03 November 2022	R28 999,00
GRDM	16037	LA0453	082 803 5161	Samsung Galaxy S22 Ultra 256GB	352857780018039	03 November 2022	R28 999,00
GRDM	16038	LA0454	083 644 8858	Samsung Galaxy S22 Ultra 256GB	352857780062193	03 November 2022	R28 999,00
GRDM	16039	LA0455	071 334 7978	Samsung Galaxy S22 Ultra 256GB	350272259735794	03 November 2022	R28 999,00
GRDM	16040	LA0456	081 597 7117	Samsung Galaxy S22 Ultra 256GB	352857780017197	03 November 2022	R28 999,00
GRDM	16041	LA0457	083 557 1522	Samsung Galaxy S22 Ultra 256GB	352857780059942	03 November 2022	R28 999,00
GRDM	16042	LA0458	083 642 9399	Samsung Galaxy S22 Ultra 256GB	352857780061708	03 November 2022	R28 999,00
GRDM	16043	LA0459	061 444 1878	Samsung Galaxy S22 Ultra 256GB	350272255331945	03 November 2022	R28 999,00
GRDM	16044	LA0460	067 035 9219	Samsung Galaxy S22 Ultra 256GB	350272259730340	03 November 2022	R28 999,00
GRDM	16045	LA0461	076 258 8960	Samsung Galaxy S22 Ultra 256GB	352857780012032	03 November 2022	R28 999,00
GRDM	16046	LA0462	083 643 0255	Samsung Galaxy S22 Ultra 256GB	352857780062037	03 November 2022	R28 999,00
GRDM	16047	LA0463	083 643 0259	Samsung Galaxy S22 Ultra 256GB	352857780062136	03 November 2022	R28 999,00
GRDM	16048	LA0464	083 678 6530	Samsung Galaxy S22 Ultra 256GB	352857780064645	03 November 2022	R28 999,00
GRDM	16049	LA0465	084 388 2474	Samsung Galaxy S22 Ultra 256GB	352857780066566	03 November 2022	R28 999,00
GRDM	16050	LA0466	061 445 2902	Samsung Galaxy S22 Ultra 256GB	350272259725027	03 November 2022	R28 999,00
GRDM	16051	LA0467	067 034 9591	Samsung Galaxy S22 Ultra 256GB	350272259730282	03 November 2022	R28 999,00

GRDM	16052	LA0468	076 258 4868	Samsung Galaxy S22 Ultra 256GB	352857780011950	03 November 2022	R28 999,00
GRDM	16053	LA0469	081 763 5737	Samsung Galaxy S22 Ultra 256GB	352857780017445	03 November 2022	R28 999,00
GRDM	16054	LA0470	083 678 6545	Samsung Galaxy S22 Ultra 256GB	352857780066558	03 November 2022	R28 999,00
GRDM	16055	LA0471	081 443 1283	Samsung Galaxy S22 Ultra 256GB	352857780015423	03 November 2022	R28 999,00
GRDM	16056	LA0472	083 305 2518	Samsung Galaxy S22 Ultra 256GB	352857780017593	03 November 2022	R28 999,00
GRDM	16057	LA0473	082 805 9417	Samsung Galaxy S22 Ultra 256GB	352857780018351	03 November 2022	R28 999,00
GRDM	16058	LA0474	083 678 6540	Samsung Galaxy S22 Ultra 256GB	352857780064876	03 November 2022	R28 999,00
GRDM	16059	LA0475	061 445 1932	Samsung Galaxy S22 Ultra 256GB	350272259723923	03 November 2022	R28 999,00
GRDM	16060	LA0476	061 445 1952	Samsung Galaxy S22 Ultra 256GB	350272259725001	03 November 2022	R28 999,00
GRDM	16061	LA0477	067 039 4206	Samsung Galaxy S22 Ultra 256GB	350272259735133	03 November 2022	R28 999,00
GRDM	16062	LA0478	081 452 8862	Samsung Galaxy S22 Ultra 256GB	352857780015894	03 November 2022	R28 999,00
GRDM	16063	LA0479	083 530 3709	Samsung Galaxy S22 Ultra 256GB	352857780059389	03 November 2022	R28 999,00
GRDM	16064	LA0480	083 630 6108	Samsung Galaxy S22 Ultra 256GB	352857780060726	03 November 2022	R28 999,00
GRDM	16065	LA0481	084 404 3515	Samsung Galaxy S22 Ultra 256GB	352857780073653	03 November 2022	R28 999,00
GRDM	16066	LA0482	078 194 6034	Samsung Galaxy A73 128GB	350047510026864	21 September 2022	R10 999,00
GRDM	16067	LA0483	067 633 4746	Samsung Galaxy A73 128GB	350047510036137	21 September 2022	R10 999,00
GRDM	16068	LA0484	081 426 9097	Samsung Galaxy A73 128GB	350047510035261	21 September 2022	R10 999,00
GRDM	16069	LA0485	081 442 6886	Samsung Galaxy A73 128GB	350047510036418	21 September 2022	R10 999,00
GRDM	16070	LA0486	067 149 1755	Samsung Galaxy A73 128GB	350047510256487	21 September 2022	R10 999,00
GRDM	16071	LA0487	083 467 7904	Samsung Galaxy A73 128GB	350047510260471	07 October 2022	R10 999,00
GRDM	16072	LA0488	083 629 3424	Samsung Galaxy A73 128GB	350047510026948	21 September 2022	R10 999,00
GRDM	16073	LA0489	065 931 1044	Samsung Galaxy A73 128GB	350047510199067	21 September 2022	R10 999,00
GRDM	16074	LA0490	081 597 6004	Samsung Galaxy A73 128GB	350047510042937	21 September 2022	R10 999,00
GRDM	16075	LA0491	083 444 4233	Samsung Galaxy A73 128GB	350047510258707	07 October 2022	R10 999,00
GRDM	16076	LA0492	082 806 6719	Samsung Galaxy A73 128GB	350047510767889	25 October 2022	R10 999,00
GRDM	16077	LA0493	061 439 7121	Samsung Galaxy A73 128GB	350047510751610	25 October 2022	R10 999,00

GRDM	16078	LA0494	084 800 3025	Samsung Galaxy A73 128GB	350047510751644	25 October 2022	R10 999,00
GRDM	16079	LA0495	067 035 8997	Samsung Galaxy A73 128GB	350047510747410	25 October 2022	R10 999,00
GRDM	16080	LA0496	083 530 5759	Samsung Galaxy A73 128GB	350047510740258	25 October 2022	R10 999,00
GRDM	16081	LA0497	081 312 7534	Samsung Galaxy A73 128GB	350047510755009	25 October 2022	R10 999,00
GRDM	16082	LA0498	081 469 6948	Samsung Galaxy A73 128GB	350047510753301	25 October 2022	R10 999,00
GRDM	16083	LA0499	082 880 6196	Samsung Galaxy A73 128GB	350047510760140	25 October 2022	R10 999,00
GRDM	16084	LA0500	067 274 4253	Samsung Galaxy A73 128GB	350047510751255	25 October 2022	R10 999,00
GRDM	16085	LA0501	067 035 6053	Samsung Galaxy A73 128GB	350047510764407	25 October 2022	R10 999,00
GRDM	16086	LA0502	078 459 5264	Samsung Galaxy A73 128GB	350047510752485	25 October 2022	R10 999,00
GRDM	16087	LA0504	078 450 7950	Samsung Galaxy A73 128GB	350047510752238	25 October 2022	R10 999,00
GRDM	16088	LA0505	067 036 5376	Samsung Galaxy A73 128GB	350047510764423	25 October 2022	R10 999,00
GRDM	16089	LA0506	071 860 8342	Samsung Galaxy A73 128GB	350047510738252	03 November 2022	R10 999,00
GRDM	16090	LA0508	061 443 7393	Samsung Galaxy A73 128GB	350047510698936	03 November 2022	R10 999,00
GRDM	16091	LA0509	067 034 9174	Samsung Galaxy A73 128GB	350047510699744	03 November 2022	R10 999,00
GRDM	16092	LA0510	067 035 0643	Samsung Galaxy A73 128GB	350047510699934	03 November 2022	R10 999,00
GRDM	16093	LA0511	067 035 9203	Samsung Galaxy A73 128GB	350047510701433	03 November 2022	R10 999,00
GRDM	16094	LA0512	067 038 1148	Samsung Galaxy A73 128GB	350047510704502	03 November 2022	R10 999,00
GRDM	16095	LA0513	068 552 9183	Samsung Galaxy A73 128GB	350047510736462	03 November 2022	R10 999,00
GRDM	16096	LA0514	068 591 4732	Samsung Galaxy A73 128GB	350047510737148	03 November 2022	R10 999,00
GRDM	16097	LA0515	071 856 5708	Samsung Galaxy A73 128GB	350047510738138	03 November 2022	R10 999,00
GRDM	16098	LA0516	081 561 6873	Samsung Galaxy A73 128GB	350047510739359	03 November 2022	R10 999,00
GRDM	16099	LA0517	081 709 5193	Samsung Galaxy A73 128GB	350047510743716	03 November 2022	R10 999,00
GRDM	16100	LA0518	083 530 4307	Samsung Galaxy A73 128GB	350047510749895	03 November 2022	R10 999,00
GRDM	16101	LA0519	083 630 2602	Samsung Galaxy A73 128GB	350047510751040	03 November 2022	R10 999,00
GRDM	16102	LA0520	083 941 0885	Samsung Galaxy A73 128GB	350047510754895	03 November 2022	R10 999,00
GRDM	16103	LA0521	083 941 1653	Samsung Galaxy A73 128GB	350047510755348	03 November 2022	R10 999,00
GRDM	16104	LA0522	083 941 1706	Samsung Galaxy A73 128GB	350047510755579	03 November 2022	R10 999,00
GRDM	16105	LA0523	083 941 2726	Samsung Galaxy A73 128GB	350047510756833	03 November 2022	R10 999,00
GRDM	16106	LA0524	084 782 2287	Samsung Galaxy A73 128GB	350047510758094	03 November 2022	R10 999,00
GRDM	16107	LA0526	081 478 9181	Samsung Galaxy A73 128GB	350047510878181	17 November 2022	R10 999,00
GRDM	16108	LA0527	073 124 2254	Samsung Galaxy A73 128GB	350047510889725	17 November 2022	R10 999,00

GRDM	16109	LA0528	081 553 6161	Samsung Galaxy A73 128GB	350047510889634	17 November 2022	R10 999,00
GRDM	16110	LA0529	071 860 8341	Samsung Galaxy A73 128GB	350047510933754	17 November 2022	R10 999,00
GRDM	16111	LA0531	083 530 1202	Samsung Galaxy A73 128GB	350047510888974	17 November 2022	R10 999,00
GRDM	16112	LA0532	067 037 0352	Samsung Galaxy A73 128GB	350047510882209	17 November 2022	R10 999,00
GRDM	16113	LA0533	078 800 4172	Samsung Galaxy A73 128GB	350047510891564	17 November 2022	R10 999,00
GRDM	16114	LA0534	083 530 8143	Samsung Galaxy A73 128GB	350047510885202	17 November 2022	R10 999,00
GRDM	16115	LA0535	083 530 2275	Samsung Galaxy A73 128GB	350047510876672	17 November 2022	R10 999,00
GRDM	16116	LA0536	067 036 8185	Samsung Galaxy A73 128GB	350047510891432	17 November 2022	R10 999,00
GRDM	16117	LA0537	067 089 5239	Samsung Galaxy A73 128GB	350047510758896	03 November 2022	R10 999,00
GRDM	16118	LA0538	072 631 6351	Samsung Galaxy A73 128GB	350047510760165	03 November 2022	R10 999,00
GRDM	16119	LA0539	074 320 7019	Samsung Galaxy A73 128GB	350047510763466	03 November 2022	R10 999,00
GRDM	16120	LA0541	081 774 2438	Samsung Galaxy A73 128GB	350047510802868	03 November 2022	R10 999,00
GRDM	16121	LA0542	081 795 4142	Samsung Galaxy A73 128GB	350047510803148	03 November 2022	R10 999,00
GRDM	16122	LA0543	082 882 0424	Samsung Galaxy A73 128GB	350047510803189	03 November 2022	R10 999,00
GRDM	16123	LA0544	082 886 7465	Samsung Galaxy A73 128GB	350047510803304	03 November 2022	R10 999,00
GRDM	16124	LA0545	082 886 7482	Samsung Galaxy A73 128GB	350047510803460	03 November 2022	R10 999,00
GRDM	16125	LA0546	082 886 7498	Samsung Galaxy A73 128GB	350047510803890	03 November 2022	R10 999,00
GRDM	16126	LA0547	082 886 7603	Samsung Galaxy A73 128GB	350047510803932	03 November 2022	R10 999,00
GRDM	16127	LA0548	083 409 1273	Samsung Galaxy A73 128GB	352095201664434	03 November 2022	R10 999,00
GRDM	16128	LA0549	083 631 7847	Samsung Galaxy A73 128GB	352095201665688	03 November 2022	R10 999,00
GRDM	16129	LA0550	083 631 7866	Samsung Galaxy A73 128GB	352095201666173	03 November 2022	R10 999,00
GRDM	16130	LA0552	067 052 5847	Samsung Galaxy A73 128GB	350047511029867	13 December 2022	R10 999,00
GRDM	16131	LA0553	081 518 1605	Samsung Galaxy A73 128GB	350047511357771	03 March 2023	R10 999,00
GRDM	16132	LA0554	067 653 9249	Samsung Galaxy A53 128GB	353881482464555	21 July 2022	R8 999,00
GRDM	16133	LA0556	067 288 5072	Samsung Galaxy A53 128GB	353881482329212	21 July 2022	R8 999,00
GRDM	16134	LA0557	068 012 6692	Samsung Galaxy A53 128GB	353881482874100	21 July 2022	R8 999,00
GRDM	16135	LA0558	067 248 3176	Samsung Galaxy A53 128GB	353881484658162	15 September 2022	R8 999,00
GRDM	16136	LA0559	069 343 1291	Samsung Galaxy A53 128GB	353881482328735	07 October 2022	R8 999,00
GRDM	16137	LA0560	069 480 5862	Samsung Galaxy A53 128GB	353881482328842	07 October 2022	R8 999,00
GRDM	16138	LA0561	069 267 2027	Samsung Galaxy A53 128GB	353881483897001	07 October 2022	R8 999,00
GRDM	16139	LA0562	069 267 3985	Samsung Galaxy A53 128GB	353881482496946	07 October 2022	R8 999,00

GRDM	16140	LA0563	069 515 7870	Samsung Galaxy A53 128GB	353881484135484	07 October 2022	R8 999,00
GRDM	16141	LA0564	069 423 8718	Samsung Galaxy A53 128GB	353881485417410	07 October 2022	R8 999,00
GRDM	16142	LA0565	069 259 4834	Samsung Galaxy A53 128GB	353881483917296	07 October 2022	R8 999,00
GRDM	16143	LA0566	069 341 5399	Samsung Galaxy A53 128GB	353881483915951	07 October 2022	R8 999,00
GRDM	16144	LA0567	069 543 8445	D-Link AC1200 Router	0C0E76A2D98D	22 November 2022	R1 899,00
GRDM	16145	LA0568	065 917 3835	Samsung Galaxy S22 Ultra 256GB	352857780018591	23 March 2023	R28 999,00
GRDM	16146	LA0569	069 888 6361	Samsung Galaxy A54 5G	356080122313465	22 May 2023	R10 520,00
GRDM	16147	LA0570	069 951 0464	Samsung Galaxy A54 5G	356080122178074	20 April 2023	R10 520,00
GRDM	16148	LA0571	067 604 8589	Samsung Galaxy S23 Ultra 256GB	356663762447238	09 May 2023	R34 590,00
GRDM	16149	LA0572	069 984 9411	Samsung Galaxy A54 5G	352838654074845	11 October 2023	R10 520,00
GRDM	16150	LA0573	061 449 0101	Samsung Galaxy A54 5G	356080122307632	22 May 2023	R10 520,00
GRDM	16151	LA0574	069 865 3729	Samsung Galaxy A54 5G	352838654083671	11 October 2023	R10 520,00
GRDM	16152	LA0575	081 383 3651	Samsung Galaxy S23	358709981812302	20 April 2023	R16 640,00
GRDM	16153	LA0576	068 557 5915	Samsung Galaxy A54 5G	354106243668123	30 August 2023	R10 520,00
GRDM	16154	LA0577	061 408 7005	Samsung Galaxy A54 5G	354106243680839	30 August 2023	R10 520,00
GRDM	16155	LA0578	067 721 8780	Samsung Galaxy A54 5G	356080123480321	28 August 2023	R10 520,00
GRDM	16156	LA0579	067 043 0998	iPhone 14 128GB	355123374565571	28 August 2023	R19 740,00
GRDM	16157	LA0580	069 740 3665	Samsung Galaxy A54 5G	356080123692115	18 August 2023	R10 520,00
GRDM	16158	LA0581	069 328 4557	Samsung Galaxy A54 5G	356080123691505	17 August 2023	R10 520,00
GRDM	16159	LA0582	069 504 4975	Samsung Galaxy A54 5G	352838654086773	10 October 2023	R10 520,00
GRDM	16160	LA0583		Samsung Galaxy S23 Ultra 256GB	356663762447634	09 May 2023	R34 590,00
GRDM	16161	LA0584	067 140 3710	Samsung Galaxy A54 5G	352838654074837	01 November 2023	R10 520,00
GRDM	16162	LA0585	067 891 7923	Samsung Galaxy A54 5G	352838654042404	17 November 2023	R10 520,00
Grand Total							R2 705 574,00

CERTIFICATE OF MUNICIPAL SERVICES

Information required in terms of the Garden Route District Municipality's Supply Chain Management Policy, Clause 28 (i) (c) (ii).

Tender Number:	
Name of Bidder:	

DETAILS OF THE BIDDER/S: Proprietor /Director(s) / Partners, etc:	
Physical Business address of the Bidder	Municipal Account Number(s)

If there is not enough space for all names, please attach the additional details to the tender document.			
Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)

I, _____, the undersigned, (full name in block letters)

certify that the information furnished on this declaration form is correct and that I/we have 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.

Signature

thus done and signed for and on behalf of the Bidder / Contractor

at _____ on the _____ day of _____ 2024

Please note:

MUNICIPAL ACCOUNTS FOR ALL PROPERTIES OWNED BY BIDDER /S MUST BE ATTACHED TO THE TENDER DOCUMENT!

Even if the requested information is not applicable to the Bidder, the table above should be endorsed, **NOT APPLICABLE** with a reason and this **DECLARATION MUST STILL BE COMPLETED AND SIGNED**. In the event of leasing, a lease agreement must be attached to the tender document.

MBD 3.1

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

NAME OF BIDDER		TENDER NO	GRDM/26/23-24
CLOSING DATE	09 MAY 2024	CLOSING TIME	11:00

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

Item No.	Quantity	Description	Bid Price in RSA Currency **(ALL APPLICABLE TAXES INCLUDED)	
			Unit tariff	Total Cost

- Required by: John Samery
- At: George
- Brand and Model
- Country of Origin
- Does the offer comply with the specification(s)?*YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery basis

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

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

*Delete if not applicable

**FORM OF OFFER AND ACCEPTANCE
COMPULSORY TO COMPLETE**

TENDER NO: GRDM/26/23-24- APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.

OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

TENDER NO: GRDM/26/23-24- APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.

The Tender Supplier, identified in the acceptance signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender. By the representative of the Tender Supplier, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Tender Supplier offers to perform all of the obligations and liabilities of the contractor under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of tender identified in the tender data. **AS PER PRICING SCHEDULE** This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tender supplier before the end of the period of validity stated in the tender data, whereupon the tender supplier becomes the party named as the contractor in the contract identified in the tender data.

Signature(s)

Name(s)

Capacity

Company Name

Address

.....

.....

ACCEPTANCE

By signing this part of the form of offer and acceptance, the employer identified below accepts the Tender supplier's offer. In consideration thereof, the employer shall pay the tender supplier the amount due in accordance with the conditions of quote identified in the tender data. Acceptance of the tender supplier's offer shall form an agreement between the employer and the tender supplier upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tender supplier receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tender supplier within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature(s)

Name(s)

Capacity

For the
Employer

.....
(Name and address of organization)

Date:

DECLARATION OF INTEREST

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

<p>3.11</p> <p>3.11.1</p>	<p>Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, furnish the following particulars:</p> <p>If yes, furnish the following particulars: Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	<p>Yes / No</p>	
<p>3.12</p> <p>3.12.1</p>	<p>Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	<p>Yes / No</p>	
<p>3.13</p> <p>3.13.1</p>	<p>Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?</p> <p>If yes, furnish the following particulars:</p> <p>Name of person / director / trustee / shareholder / member:</p> <p>Name of state institution at which you or the person connected to the bidder is employed:</p> <p>Position occupied in the state institution:</p> <p>Any other particulars:</p>	<p>Yes / No</p>	
<p>3.14</p> <p>3.14.1</p>	<p>Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?</p> <p>If yes, furnish particulars:.....</p>	<p>Yes / No</p>	
<p>4. Full details of directors / trustees / members / shareholders</p>			
<p>THE FOLLOWING INFORMATION IS COMPULSORY TO COMPLETE</p>			
<p>Full Name</p>	<p>Identity Number</p>	<p>Individual Tax Number for each Director</p>	<p>State Employee Number / Persal Number</p>
<p>The contract will be automatically cancelled if there is a conflict of interest which is not disclosed by the bidder.</p>			

.....
Signature

.....
Date

.....
Capacity

.....
Name of the bidder

¹ MSCM Regulations: "in the service of the state" means to be -

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the National Assembly or the National Council of Provinces;

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

(c) an official or any Municipality or municipal entity;

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

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

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

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

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes 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.

1.2 If auditing of financial statements is not required by law, the bidder must still submit their unaudited annual financial statements for the period stated above.

2. Do you have any outstanding undisputed commitments for municipal services towards any municipality *** YES/NO** for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services toward any municipality for more than three months 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 *** YES/No** particulars of any material non-compliance or dispute concerning the execution of such contract?

3.1 If yes, provide particulars.

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

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion ***YES /NO** and whether any portion of payment from the municipality/ municipal entity is expected to be transferred out of the Republic.

4.1 If yes, provide particulars.

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

CERTIFICATION

I, 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

.....
Position

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 Preference Point allocation:

Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price;
- (b) Preference points for B-BBEE status level contribution
- (c) Preference points for Locality

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	80	90
Preference Points: B-BBEE Status level Contributor	10	5
Preference Points: Locality	10	5
Total points	100	

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for the tender, B-BBEE certificate or an Affidavit for an Exempt Micro Enterprise, will be interpreted to mean that preference points are not claimed.

1.6 Garden Route District Municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim regarding preference points, in any manner required by the Municipality.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- (f) **“B-BBEE”** means broad -based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- (g) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad -Based Black Economic Empowerment Act;

- (h) **“Broad-Based Black Economic Empowerment Act”** means the Broad -Based Black Economic Empowerment Act, 2003 (Act No.53 of 2003);
- (i) **“Proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practise on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad -Based Black Economic Empowerment Act;
- (l) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

<u>80/20</u>	or	<u>90/10</u>
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

<u>80/20</u>	or	<u>90/10</u>
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

A maximum of 10 points B-BBEE Scorecard and a maximum of 10 for locality in a (80/20 preference points system), Maximum of 5 points B-BBEE Scorecard and a maximum of 5 for locality in a (90/10) preference points system), will be allocated as tabled below:

B-BBEE POINTS

B-BBEE Contributor	Status Level of	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
	1	10	5
	2	9	4.5
	3	7	3
	4	6	2.5
	5	4	2
	6	3	1.5
	7	2	1
	8	1	0.5
Non-compliant contributor		0	0

PREFERENCE POINTS FOR LOCALITY

Locality	Number of points for Preference (80/20)	Number of Points for Preference (90/10)
Supplier / Service provider with location within Garden Route District	10	5
Supplier / Service Provider with location within Western Cape Province	5	2.5
Supplier / Service Provider with primary location within South Africa but outside the Western Cape Province	0	0

5. BID DECLARATION

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

4. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.2

4.1 B-BBEE Status Level of Contributor = (Maximum of 10 or 5 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.2 and must be substantiated by relevant proof of B-BBEE status level of contributor.

5. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted%
- ii) The name of the sub-contractor.....

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

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

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2022:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Any EME		
Any QSE		

7.1.2 Joint Venture and Consortiums - Preference points

B-BBEE Preference Points

- i. Joint Ventures and Consortiums must submit a consolidated B-BBEE level contribution certificate in the name of the joint venture or the consortium to be able to claim B-BBEE preference points
- ii. In the absence of a consolidated B-BBEE certificate, the Joint Venture and Consortium may not be awarded B-BBEE preference points.

Locality Preference Points

Joint Ventures or Consortiums to claim preference points for locality within;

- i. Garden Route Region - All members of the Joint Venture or Consortium must reside in Garden Route to be able to claim preference points. If one or more members of the Joint venture or Consortium is not based in the Garden Route, the bidding entity cannot claim any preference points for locality in the Garden Route District.
- ii. Western Cape Province: All members of the Joint Venture or Consortium must be based in the Western Cape Province to be eligible to claim preference for locality. If one or more members of the consortium is not based in the Western Cape Province, the bidding entity may not claim points for locality in the Western Cape.

8 DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm.....

8.2 VAT registration number.....

8.3 Company registration number:

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional
- Other service providers, e.g. transporter, etc

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

A Tenderer must submit a Municipal Account for their primary business location or valid lease agreement, as per address indicated in the bid document, to claim preference points for locality.

Failure to submit a valid Municipal Account or Lease agreement will result in 0 preference point allocation for locality

Municipality where business is situated.....

Registered Account Number:.....

Stand Number:.....

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

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

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

NAME:.....
SIGNATURE(S).....
DATE:
ADDRESS:.....
.....

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

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 member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned:
 - The enterprise is _____% black woman owned:
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10, 000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE Level contributor, **by ticking the applicable box.**

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the DTI** Codes of Good Practice.
5. 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.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & Stamp

CONTRACT FORM – PURCHASE OF GOODS / SERVICES

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

I the undersigned (Full names) duly authorized thereto hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to **GARDEN ROUTE DISTRICT MUNICIPALITY** (the District Municipality) in accordance with the requirements and specifications stipulated in bid number **GRDM/26/23-24- APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.** at the price/s quoted. The offer/s remains binding upon me/ the Company/ Close Corporation and open for acceptance by the **District Municipality** during the validity period indicated and calculated from the closing time of bid.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - SARS TCS Pin;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder’s past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

I confirm hereby that I have examined and read the above documents and declare that I am/ the Company/ Close Corporation is bound by the conditions contained in it.

2. I confirm that I have satisfied myself as to the correctness and validity of the bid; that the price(s) and rate(s) quoted cover all the goods and/or services specified in the bidding documents; that the price(s) and rate(s) cover all my/the Company’s/Close Corporation’s obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own or the Company’s/Close Corporation’s risk.
3. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/the Company/Close Corporation under this agreement as the principal liable for the due fulfilment of this contract.
4. I declare that I/the Company/Close Corporation have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorised to sign this contract.

NAME OF PERSON/ COMPANY/ CLOSE CORPORATION TO WHOM THE TENDER/BID WAS AWARDED (PRINT)

- (i) (Sole Supplier) (Full names..... (Identity Nr)
- (ii) (Registered name of Company/ Close Corporation)
 (Registration Nr.)) and herein represented by, in
 his/ her capacity as.....duly authorised thereto **according to a directors/**

Members resolution of which a copy is attached)

SIGNED AT **ON THIS**..... **DAY OF**..... **2024**

SIGNATURE..... **CAPACITY**.....

WITNESSES

1.....

2.....

DATE:

CONTRACT FORM – PURCHASE OF GOODS / WORKS

PART 2 (TO BE FILLED IN BY THE DISTRICT MUNICIPALITY)

I MONDE GIVEN STRATU in my capacity as MUNICIPAL MANAGER accept your bid under reference number: **GRDM/26/23-24- APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS.**

dated for the supply of goods/services indicated hereunder and/or further specified in the annexure(s).

1. An official order indicating delivery instructions is forthcoming.
2. I undertake to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

<u>ITEM NO.</u>	<u>PRICE (ALL APPLICABLE TAXES INCLUDED)</u>	<u>BRAND</u>	<u>DELIVERY PERIOD</u>	<u>B-BBEE LEVEL CONTRIBUTION</u>	<u>STATUS OF</u>	<u>BUSINESS LOCATION</u>

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

SIGNED AT..... ON THIS DAY OF2024

SIGNATURE
 NAME (PRINT) **MONDE GIVEN STRATU**
MUNICIPAL MANAGER

OFFICIAL STAMP

WITNESSES

1.....

2.....

DATE.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **GRDM/26/23-24 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SHORT-TERM INSURANCE SERVICES TO THE GARDEN ROUTE DISTRICT MUNICIPALITY FOR A PERIOD OF THREE YEARS** into the invitation for the bid made by:

GARDEN ROUTE DISTRICT MUNICIPALITY

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

.....

.....

Signature

Date

.....

.....

Position

Name of the Bidder

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

TABLE OF CLAUSES

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the provider, 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 provider 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 provider 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 provider and not involving the provider's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 "GCC" means the General Conditions of Contract.
 - 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
 - 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider 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.
 - 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
 - 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
 - 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

General Conditions of Contract	
	<p>1.20 "Project site," where applicable, means the place indicated in bidding documents.</p> <p>1.21 "Purchaser" means the organization purchasing the goods.</p> <p>1.22 "Republic" means the Republic of South Africa.</p> <p>1.23 "SCC" means the Special Conditions of Contract.</p> <p>1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.</p> <p>1.25 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.</p>
2. Application	<p>2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p>
3. General	<p>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.</p> <p>3.2 Invitations to bid are usually published in locally distributed news media and in the institution's website.</p>
4. Standards	<p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p>
5. Use of contract documents and information; inspection.	<p>5.1 The provider 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 provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.</p> <p>5.2 The provider 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.</p> <p>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 provider's performance under the contract if so required by the purchaser.</p> <p>5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.</p>
6. Patent rights	<p>6.1 The provider 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.</p> <p>6.2 When a provider developed documentation / projects for the municipality or municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality or municipal entity.</p>
7. Performance security	<p>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.</p> <p>7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the provider's failure to complete his obligations under the contract.</p> <p>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:</p> <p>(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</p> <p>(b) a cashier's or certified cheque.</p> <p>7.4 The performance security will be discharged by the purchaser and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.</p>
8. Inspections, tests and analyses	<p>8.1 All pre-bidding testing will be for the account of the bidder.</p> <p>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 inspection, the premises of</p>

General Conditions of Contract

	<p>the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.</p> <p>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.</p> <p>8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.</p> <p>8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.</p> <p>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.</p> <p>8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.</p> <p>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 23 of GCC.</p>
9. Packing	<p>9.1 The provider 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.</p> <p>9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.</p>
10. Delivery and documents	<p>10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the provider in accordance with the terms specified in the contract.</p>
11. Insurance	<p>11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.</p>
12. Transportation	<p>12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.</p>
13. Incidental services	<p>13.1 The provider may be required to provide any or all of the following services, including additional services, if any:</p> <ul style="list-style-type: none"> (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the provider of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods. <p>13.2 Prices charged by the provider 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 provider for similar services.</p>
14. Spare parts	<p>14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to

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	<p>permit the purchaser to procure needed requirements; and</p> <p>(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
15. Warranty	<p>15.1 The provider 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 provider 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 provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.</p> <p>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.</p> <p>15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.</p> <p>15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.</p> <p>15.5 If the provider, 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 provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.</p>
16. Payment	<p>16.1 The method and conditions of payment to be made to the provider under this contract shall be specified.</p> <p>16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated.</p>
17. Prices	<p>17.1 Prices charged by the provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the provider 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.</p>
18. Increase / decrease of quantities	<p>18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised 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.</p>
19. Contract amendments	<p>19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p>
20. Assignment	<p>20.1 The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p>
21. Subcontracts	<p>21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.</p>
22. Delays in the provider's performance	<p>22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.</p> <p>22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.</p> <p>22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.</p> <p>22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser</p>

General Conditions of Contract	
	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 provider'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 provider.
23. Penalties	23.1 Subject to GCC Clause 25, if the provider 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.
24. Termination for default	<p>24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:</p> <p>(a) if the provider 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 22.2;</p> <p>(b) if the provider fails to perform any other obligation(s) under the contract; or</p> <p>(c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>24.2 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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.</p> <p>24.3 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.</p> <p>24.4 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.</p> <p>24.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.</p> <p>24.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:</p> <p>(i) the name and address of the supplier and / or person restricted by the purchaser;</p> <p>(ii) the date of commencement of the restriction;</p> <p>(iii) the period of restriction; and</p> <p>(iv) the reasons for the restriction.</p> <p>These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.</p> <p>24.7 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.</p>
25. Anti-dumping and countervailing duties and rights	25.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider 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.
26. Force Majeure	26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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

General Conditions of Contract	
	<p>result of an event of force majeure.</p> <p>26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.</p>
27. Termination for insolvency	<p>27.1 The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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.</p>
28. Settlement of Disputes	<p>28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.</p> <p>28.2 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 provider 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.</p> <p>28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.</p> <p>28.4 Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the provider any monies due the provider for goods delivered and / or services rendered according to the prescripts of the contract.</p>
29. Limitation of liability	<p>29.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the provider 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 provider to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the provider 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.</p>
30. Governing language	<p>30.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.</p>
31. Applicable law	<p>31.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.</p>
32. Notices	<p>32.1 Every written acceptance of a bid shall be posted to the provider 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.</p> <p>32.2 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.</p>
33. Taxes and duties	<p>33.1 A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.</p> <p>33.2 A local provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.</p> <p>33.3 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.</p>
34. Transfer of contracts	<p>34.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.</p>
35. Amendment of contracts	<p>35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.</p>

BID REQUIREMENTS OF GARDEN ROUTE DISTRICT MUNICIPALITY

THE FOLLOWING PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO MAY RESULT IN THE BID BEING DISQUALIFIED

CENTRAL SUPPLIER DATABASE (CSD) NO:

NAME OF BIDDER:

POSTAL ADDRESS:

STREET ADDRESS:

TELEPHONE: AREA CODE:

NUMBER:

FACSIMILE: AREA CODE:

NUMBER:

E-MAIL ADDRESS (IF AVAILABLE):

NAME OF CONTACT PERSON:

CELL PHONE NUMBER OF CONTACT PERSON:

Has a SARS TCS Pin been submitted

Yes / No

Income Tax Number

Name of taxpayer

Identity number of taxpayer (if applicable)

Employer's PAYE registration number (if applicable)

Company or CC Registration No

Are you the accredited representative in South Africa for the goods / services offered by you?

YES / NO / NOT APPLICABLE

AUTHORISED SIGNATURE:

NAME:

CAPACITY:

DATE:

A PUBLIC COMPANY or SECTION 21 COMPANY

A certified copy of the company's Certificate of Incorporation (CM3).

If any changes had occurred in the board of Shareholders or Directors of the company since registration, a certified copy of the amended Certificate of Incorporation regarding the changes that were registered in the office of the Registrar of Companies must be obtained.

In the case of a Company, a resolution from the directors that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Company. The full names, identity number and his/ her capacity must be included in the resolution.

A CLOSE CORPORATION

A certified copy of the Close Corporation's registration document. (CK1 & CK2).

If any changes had occurred in the Membership of the Close Corporation since registration, a certified copy of the amended Registration Certificate regarding the changes in membership that were registered in the office of the Registrar of Companies must be obtained. In the case of a Close Corporation, a resolution from the members that the person who is appointed to sign the tender and SLA document is authorized to act on behalf of the Close Corporation. The full names, identity number and his/ her capacity must be included in the resolution.

A TRUST

A certified copy of the Trust deed (document) as well as a letter of authority in the case of business trust.

A PARTNERSHIP

A certified copy of the Partnership Agreement.

A SOLE PROPRIETOR

A certified copy of the Owner's ID document.

In all cases, a valid Tax Clearance certificate is required.

Where necessary certified copies of other relevant registration certificates pertaining to the business as required by legislation.

The above documentation did not include necessarily all the documentation that may be needed by the Supply Chain department which must also be requested.