



MANDATE

APPOINTMENT OF SHORT-TERM INSURANCE BROKER SPECIAL CONDITIONS

1. **Tenders may only be submitted on the official tender format.**
2. Tenderers may approach all Insurers complying with the relevant statutory solvency and other requirements.
3. Tenderer's proposals should be **accompanied by a detailed summary of the salient features of your recommended insurance structure.**
4. **Support for the tenderer's proposals should be evidenced by a signed participation confirmation from Insurers/Reinsurers who will support your recommended structure at the terms, conditions and exceptions proposed by yourselves.**
5. **All premiums are to be rounded off to the next full rand.** Where extensions are granted free of charge, please state **"free" in the premium column.** Where a line of cover or an extension is not tendered for, please state **"no tender" in the premium column.** All premiums quoted are to **INCLUDE VAT.** **Should a deposit premium apply, it must be shown and a full explanation must be given as to how the deposit premium will operate. Nevertheless only the 100% or maximum premiums must be shown in the summary page of insurance cost.** If your policy is subject to declarations, please advise how it would affect the premium.
6. **Tenderer's proposals should be accompanied by a detailed premium calculation for each class of insurance submitted.**
7. The tenderer must **disclose the insurer or consortium of insurers** on each policy type as well as **the type of policy wording** as indicated in tender documents.
8. **Failure to comply with the above requirements, may render the Tender invalid at the option of the Council.**

***CONTRACT FOR APPOINTMENT AS
SHORT-TERM INSURANCE BROKER***

GENERAL CONDITIONS

1. DEFINITIONS

Unless indicated by the context or explicitly stated otherwise, the following expressions will have the following meanings:

- **Local Council/District Council/Local Authority**

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- **Tender**

A proposal for the arrangement of short-term insurance for the Council at a agreed premium.

- **Tenderer**

Any person or persons or anybody, incorporated or otherwise, making an offer to arrange short-term insurance for the Council.

- **Contract Period**

This contract will be valid from 1 July 2021 to 30 June 2022, subject to an annual assessment on price and performance deliverables. An extended term of two (2) years is to be negotiated.

2. The Council will have the right, without administration of justice and without prejudice to the rights of the Council, to summarily prosecute the tenderer for any damage suffered by the Council as a result of breach of contract by the tenderer or failure as stated and to terminate the contract without any compensation to the Tenderer in the follow instances:

- 2.1 In the event of any breach of or failure by the Tenderer to comply with any of the provisions of this contract;

- 2.2 In the event of an order, provisional or final, for the sequestration of the estate of the tenderer or, if an application is made for such order or, if the tenderer should make an application for the surrender of his estate or, if he should enter into, make or execute, a deed of settlement for, or compound or otherwise agree to such surrender of his estate for the benefit of his creditors or proposes to do so or, where the tenderer is a company, make a decision or, where the court issues an order for the liquidation of such company; and

2.3 In the event of the tenderer or any person employed by the tenderer paying or offering to pay any amount of money by way of a commission or fee to any councillor or person in the employ of the council or giving or attempting to give to any such councillor or person any gift or compensation.

3. **FAILURE TO PERFORM**

3.1 If

(a) the tenderer should fail to arrange the short-term insurance with the insurer/consortium stated in the contract;

or

(b) the council should suffer damage as a result of the tenderer's failure to perform,

it is agreed that the tenderer will pay to the council the following amounts, in each case to be determined by the Chief Executive Officer, as liquidated damages and not as a penalty:

i) in the event of (a) an amount equal to any additional costs over and above the tender price incurred by the council to arrange the short-term insurance in terms of the contract in a manner deemed fit by the council, together with all costs and expenses involved.

or

ii) in the event of (b), an amount not exceeding the actual damage sustained by the council.

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

4. **CEDING OF CONTRACT**

The tenderer undertakes not to sub-contract or cede this contract, including any portion thereof or interest therein, unless written permission is granted by the council and on such conditions as the council may approve.

5. **ACCEPTANCE**

5.1 Written acceptance of this tender will make the contract binding on both parties.

5.2 This contract will be open for acceptance until 30 June 2021 and once submitted, the tenderer undertakes not to withdraw, derogate from or diminish his tender.

5.3 The council is not committed to accept the lowest or any tender and reserves the right to accept any tender as a whole or in part.

6. **PREMIUM**

The premium stated will be the **inclusive of VAT** premium for a period of twelve (12) months as from 1 July 2018, review and assessed annually.

7. **INFORMATION REGARDING PREMIUM AND THE NAME OF SUCCESSFUL TENDERER**

Any tender will be subject to disqualification if:

7.1 an attempt is made by the tenderer or any of his representatives to obtain particulars or any relevant information, other than disclosed on the opening of tenders:

7.2 any direct or indirect attempt is made to gain the favour of any councillor or employee of the council in respect of this tender after the closing date and prior to the council reaching a decision. Provided that no objection will be made if tenderers should enquire about the date on which the council will probably reach a decision in respect of the tender.

8. **SUSPENSION OF TENDERERS**

The council may refuse to receive or consider tenders from any tenderers who made unfounded allegations or comments against the council, its committees, members or officials or whose conduct is deemed unsatisfactory otherwise for such period as the council may deem fit.

9. **PAYMENT OF PREMIUM**

The premium payment for the twelve-month period from 1 July 2021 will be made within 30 days of receipt of all policy documents and tax invoices. In the event of an increase or decrease in assets and insurable interests, the premium will be adjusted accordingly. The council may deduct any amount owing to the council by the short-term insurance broker under any of the provisions of this contract from any amount owing in respect of this insurance Portfolio. Cover must remain in force during the period that this requirement applies.

However, please indicate whether or not a monthly facility is available.

10. **INFORMATION TO BE PROVIDED BY TENDERERS**

No tender will be considered, unless accompanied by sufficient information so as to indicate that the amount tendered will include the **total cost of the insurance premium**.

CLAIMS

SEDIBENG DISTRICT MUNICIPALITY **3 YEARS CLAIMS EXPERIENCE**

| CLASS OF INSURANCE | 2018/2019 | | 2019/2020 | | 1/7/2020 to 28/02/2021 | |
|-----------------------------|---------------|------------------|---------------|----------------|------------------------|----------------|
| | No. of Claims | Amount | No. of Claims | Amount | No. of Claims | Amount |
| Combined | | 1 355 714 | | 78 846 | | 84 000 |
| Office | | | | 7 500 | | |
| All Risks | | 135 092 | | 281 940 | | 36 420 |
| Theft | | | | 0 | | 34 137 |
| Money | | 0 | | 0 | | 0 |
| Aerodrome | | 0 | | 0 | | |
| Public Liability | | 0 | | 0 | | 0 |
| Fidelity Guarantee | | 0 | | 0 | | |
| Gyro plane | | | | 0 | | |
| Electronic Equipment | | 51 108 | | 46 299 | | 0 |
| Stated Benefits | | 0 | | | | |
| Personal Accident | | 0 | | 0 | | |
| Motor | | 221 408 | | 169 239 | | 14 046 |
| TOTAL | | 1 763 322 | | 583 824 | | 168 603 |
| | | | | | | |
| | | | | | | |

REMARKS

1. ALL CLAIMS PAID/OUTSTANDING
2. ALL CLAIMS ARE INCLUSIVE OF VAT.
3. * 2020/2021 IS PROJECTED (PRO-RATA) UP TO 28/02/2021.
4. CLAIMS INCLUDE ALL AREAS OF NEW MUNICIPALITY.

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|-------------------------------|--|---|--------------------|----------------|
| 5. ACCOUNTS RECEIVABLE | 1. Outstanding debit balances 2. Reasonable Precautions 3. Claims Preparation Costs | R R R | | |
| 6. BUSINESS ALL RISKS | 1. Cell Phones 2. All Other Items 3. Increase in Cost of Working 4. Locks and Keys 5. Claims Preparation Costs | R R R R R | | |
| 7. THEFT | 1. First Loss 2. Property in the Open 3. Locks and Keys 4. Reasonable Precautions 5. Malicious Damage 6. Claims Preparation Costs | R R R R R R | | |
| 8. GLASS | 1. (Premises) 2. Claims Preparation Costs | R R | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|------------------------|--|--|--------------------|----------------|
| | | | | |
| <p>9. MONEY</p> | <p>1. In respect of money not contained in a locked safe or strongroom:</p> <p>(a) in the custody of any authorised employee, Council Member or Principal of the Insured while away from the Insured's premises on a business trip anywhere in the world</p> <p>(b) while on the Insured's premises outside the hours during which the business operations of the Insured are conducted</p> <p>2. In respect of loss of or damage to crossed cheques or crossed money or postal orders.</p> <p>3. In respect of any other loss of or damage to money</p> <p>- specific periods as follows:</p> <p>- at any other time</p> <p>4. In respect of loss of or damage to receptacles and clothing (as defined) including firearms as a result of theft of money or any attempt thereat.</p> <p>5. Reasonable Precautions</p> <p>6. Claims Preparation Costs</p> <p>Personal Accident</p> <p>- Capital amount</p> <p>- Weekly amount</p> | <p>a) R</p> <p>b) R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p> | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|---|---|---|--------------------|----------------|
| | <ul style="list-style-type: none"> - Medical Expenses - Number of Persons | <ul style="list-style-type: none"> R | | |
| <p>10. FIDELITY GUARANTEE (Number of employees :</p> | <ul style="list-style-type: none"> 1. Limit any one period 2. Recovery cost 3. Claims Preparation Costs | <ul style="list-style-type: none"> R R R | | |
| <p>11. DIFFERENCE IN COVER</p> | <ul style="list-style-type: none"> 1. Total value of property 2. Limit of indemnity 3. Claims Preparation Costs | <ul style="list-style-type: none"> R R R | | |
| <p>12. TRANSIT</p> | <ul style="list-style-type: none"> 1. Limit of Indemnity 2. Removal of debris 3. Reasonable Precautions 4. Claims Preparation Costs | <ul style="list-style-type: none"> R R R R | | |
| <p>13. STATED BENEFITS Salary and Wage Roll R.....</p> | <ul style="list-style-type: none"> 1. Death 2. Permanent Disability 3. Temporary Total Disability 4. Medical Expenses 5. Funeral Costs | <ul style="list-style-type: none"> x annual salary % of Death Benefit % of weekly earnings for weeks R R | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|---|---|---|--------------------|----------------|
| | 6. Repatriation 7. Mobility 8. Relocation 9. Claims Preparation Costs | R R R R | | |
| 14. PERSONAL ACCIDENT Council members | 1. Death 2. Permanent Disability 3. Temporary Total Disability 4. Medical Expenses 5. Funeral Costs 6. Repatriation 7. Mobility 8. Relocation 9. Claims Preparation Costs | R % of Death Benefit R..... of weekly earnings for weeks R R R R R R | | |
| 15. ELECTRONIC EQUIPMENT | 1. Specified Property 2. Reconstruction of Data 3. Increase in Cost of Working 4. Claims Preparation Costs | R R R R | | |
| 16. MACHINERY BREAKDOWN | 1. Specified Property | R | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|---|--|--|--------------------|----------------|
| | 2. Damage to surrounding property 3. Automatic Additions 4. Explosion of boiler or pressure vessels 5. Claims Preparation Costs | R R R R | | |
| 17. MACHINERY BREAKDOWN BUSINESS INTERRUPTION (... months Indemnity period) | 1. Income 2. Increase in Cost of Working 3. Additional Increase in Cost of Working 4. Claims Preparation Costs | R R R R | | |
| 18. MOTOR FLEET | 1. COMPREHENSIVE i. Private type motor cars and minibuses seating up to 16 persons ii. Commercial Vehicles as follows : (a) LDV's (b) Trucks (c) Fire Engines (d) Ambulances (e) Tractors (f) Emergency vehicles iii. Motor Cycles iv. Buses and minibuses seating more than 16 persons | Number of Units Number of Units Number of Units Number of Units Number of Units Number of Units Number of Units Number of Units Number of Units Number of Units | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|---------------------|---|---|--------------------|----------------|
| | v. Trailers | Number of Units | | |
| | vi. Special type vehicles i.e. roadmaking and construction vehicles/machinery, refuse removal, caravans, etc. | Number of Units | | |
| | vii. High Valued Vehicles (in excess of R500 000) | Number of Units | | |
| | TOTAL | | | |
| | 2. THIRD PARTY, FIRE AND THEFT | | | |
| | i. Private type motor cars and minibuses seating up to 16 persons | Number of Units | | |
| | ii. Commercial Vehicles as follows : | | | |
| | (a) LDV's | Number of Units | | |
| | (b) Trucks | Number of Units | | |
| | (c) Fire Engines | Number of Units | | |
| | (d) Ambulances/Emergency vehicles | Number of Units | | |
| | (e) Tractors | Number of Units | | |
| | (f) Buses | Number of Units | | |
| | iii. Motor Cycles | Number of Units | | |
| | iv. Buses and minibuses seating more than 16 persons | Number of Units | | |
| | v. Trailers | Number of Units | | |
| | vi. Special type vehicles i.e. roadmaking and construction vehicles/machinery, refuse removal, caravans, etc. | Number of Units | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|---|---|--|--------------------|----------------|
| | vii. High Valued Vehicles (in excess of R500 000) TOTAL 3. ADDITIONAL CONTINGENCIES 3.1 Medical Expenses 3.2 Loss of Keys | Number of Units R per occupant R | | |
| | 3.3 Theft or attempted theft of radios/sound equipment 3.4 Theft or attempted theft of telephones (excluding cellular phones) 3.5 Claims Preparation Costs | R R R | | |
| 19. PUBLIC LIABILITY (Salary and Wage Roll R.....) | 1. General Liability (unlimited any one period) 2. Additional Contingencies (any one period) 2.1 Wrongful arrest and defamation 2.2 Errors and omissions 2.3 Products liability and defective workmanship 2.4 Pedal cycles (comprehensive) 2.5 Vibration, Removal or weakening of support 2.6 Legal Defence Cost 2.7 Professional Liability in respect of | R R R Market value R R R | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|---------------------------------|--|---|--------------------|----------------|
| | Medical Practitioners and/or other Medical Officials 2.8 Spread of Fire 2.9 Deterioration of carcasses 3. Third Party Liability (Motor) 3.1 Fire and Explosion | R R R | | |
| | 3.2 Passenger Liability - Farepaying Passengers - Other 3.3 Conveyance of explosives 4. Claims Preparation Costs | R R R R | | |
| 20. EMPLOYERS LIABILITY | 1. Limit of indemnity 2. Claims Preparation Costs | R R | | |
| 21. CONTRACTORS ALL RISK | 1. All Contract Works 2. Public Liability 3. Surrounding Property | R R R | | |
| 22. MANAGEMENT LIABILITY | Liability Limit R5 000 000 based on the following: 1. rates and taxes R | R | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> | | | | | | | | | | |
|--|--|---|--------------------|----------------------------|---|--------------------------|---------------------------|--|---|--|--------------|---|--|--|
| | 2. government grants R 3. government loans R 4. others i.e. rent and sundries R 5. total annual expenditures R 6. total deficit (R) | | | | | | | | | | | | | |
| 23. HIV INCLUDING PREVENTATIVE MEASURES GROUP BASIS (Needlestick) | <table border="1"> <tr> <td data-bbox="508 767 772 853">Sum Insured</td> <td data-bbox="772 767 1037 853">R</td> </tr> <tr> <td data-bbox="508 853 772 949">Preventative Measure Limit</td> <td data-bbox="772 853 1037 949">R</td> </tr> <tr> <td data-bbox="508 949 772 1029">Number of Persons</td> <td data-bbox="772 949 1037 1029">Specified Activity</td> </tr> <tr> <td data-bbox="508 1029 772 1181"></td> <td data-bbox="772 1029 1037 1181">Doctors Nurses Other Medical related activities</td> </tr> <tr> <td data-bbox="508 1181 772 1257"></td> <td data-bbox="772 1181 1037 1257">Total</td> </tr> </table> | Sum Insured | R | Preventative Measure Limit | R | Number of Persons | Specified Activity | | Doctors Nurses Other Medical related activities | | Total | R | | |
| Sum Insured | R | | | | | | | | | | | | | |
| Preventative Measure Limit | R | | | | | | | | | | | | | |
| Number of Persons | Specified Activity | | | | | | | | | | | | | |
| | Doctors Nurses Other Medical related activities | | | | | | | | | | | | | |
| | Total | | | | | | | | | | | | | |
| 24. SUBSIDISED VEHICLES | COMPREHENSIVE (Value up to R350 000) Private type motor cars and minibuses seating up to 16 persons and LDV's | Number of units | | | | | | | | | | | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|--|---|---|--------------------|----------------|
| | Extensions: - Fire and Explosion - Passenger Liability - Other - Medical Expenses - Loss of Keys - Radios and Sound Equipment | R R R R R R | | |
| 25. MOTOR VEHICLE GUARANTEES | 1. Outstanding balances | R | | |
| 26. HOUSEOWNER GUARANTEE | 1. Collateral Investments | R | | |
| 27. MARINE | 1. Total value of vessels/outboard/inboard motors and trailers 2. Liability | R R | | |
| 28. AERODROME OWNER'S / OPERATORS LIABILITY | SECTION I SECTION II SECTION III | R R R | | |
| 29. SASRIA (RIOT AND STRIKE AND POLITICAL RIOT) | Combined |)) | | |

| <i>POLICY CLASS</i> | <i>INSURANCE PROPERTY/- INTEREST/ PERSONS</i> | <i>INSURANCE LIMITS / INDEMNITY LIMIT</i> | <i>DEDUCTIBLES</i> | <i>REMARKS</i> |
|-----------------------------|--|--|--------------------|----------------|
| NON-MOTOR | Houseowners) Office Contents) Business All Risks) Money) Transit) Electronic Equipment) Claims Preparation Costs) Contractors All Risks) Marine Small Craft) Standing Charges) months : Indemnity Period |))))) As per the Underlying) Policy))))))))))))) | | |
| 30. SASRIA MOTOR | Motor Fleet Subsidised Vehicles | Market Value Market Value | | |

INSURERS' AND POLICY WORDINGS

| <i>CLASS</i> | <i>INSURERS</i> | <i>TYPE OF POLICY WORDING</i> |
|---|-----------------|-------------------------------|
| 1. COMBINED | | |
| 2. HOUSEOWNERS | | |
| 3. BUSINESS INTERRUPTION | | |
| 4. OFFICE CONTENTS | | |
| 5. ACCOUNTS RECEIVABLE | | |
| 6. BUSINESS ALL RISKS | | |
| 7. THEFT | | |
| 8. GLASS | | |
| 9. MONEY | | |
| 10. FIDELITY | | |
| 11. DIFFERENCE IN COVER | | |
| 12. TRANSIT | | |
| 13. STATED BENEFITS | | |
| 14. PERSONAL ACCIDENT | | |
| 15. ELECTRONIC EQUIPMENT | | |
| 16. MACHINERY BREAKDOWN | | |
| 17. MACHINERY BREAKDOWN – BUSINESS INTERRUPTION | | |
| 18. MOTOR FLEET | | |
| 19. PUBLIC LIABILITY | | |
| 20. EMPLOYERS LIABILITY | | |
| 21. CONTRACTORS ALL RISKS | | |
| 22. DETERIORATION OF STOCK | | |
| 23. SUBSIDIZED VEHICLES | | |
| 24. MOTOR VEHICLE GUARANTEES | | |
| 25. HOUSEOWNER GUARANTEES | | |
| 26. MARINE SMALL CRAFT | | |
| 27. AERODROME OWNERS/OPERATORS | | |
| 28. SASRIA NON-MOTOR | | |
| 29. SASRIA MOTOR | | |

SUMMARY OF INSURANCE COST

| <i>CLASS</i> | <i>NETT PREMIUM</i> | <i>PLUS VAT</i> | <i>GROSS PREMIUM</i> | <i>BROKERAGE</i> | <i>REMARKS</i> |
|-----------------------------------|---------------------|-----------------|----------------------|------------------|----------------|
| 1. COMBINED | R | R | R | R | |
| 2. HOUSEOWNERS | R | R | R | R | |
| 3. BUSINESS INTERRUPTION | R | R | R | R | |
| 4. OFFICE CONTENTS | R | R | R | R | |
| 5. ACCOUNTS RECEIVABLE | R | R | R | R | |
| 6. BUSINESS ALL RISKS | R | R | R | R | |
| 7. THEFT | R | R | R | R | |
| 8. GLASS | R | R | R | R | |
| 9. MONEY | R | R | R | R | |
| 10. FIDELITY | R | R | R | R | |
| 11. DIFFERENCE IN COVER | R | R | R | R | |
| 12. TRANSIT | R | R | R | R | |
| 13. STATED BENEFITS | R | R | R | R | |
| 14. PERSONAL ACCIDENT | R | R | R | R | |
| 15. ELECTRONIC EQUIPMENT | R | R | R | R | |
| 16. MACHINERY BREAKDOWN | R | R | R | R | |
| 17. MACH. BREAKDOWN – BUS. INTER. | R | R | R | R | |
| 18. MOTOR FLEET | R | R | R | R | |
| 19. PUBLIC LIABILITY | R | R | R | R | |
| 20. EMPLOYERS LIABILITY | R | R | R | R | |
| 21. CONTRACTORS ALL RISK | R | R | R | R | |
| 22. DETERIORATION OF STOCK | R | R | R | R | |
| 23. SUBSIDISED VEHICLES | R | R | R | R | |
| 24. MOTOR VEHICLE GUARANTEES | R | R | R | R | |
| 25. HOUSEOWNERS GUARANTEES | R | R | R | R | |
| 26. MARINE SMALL CRAFT | R | R | R | R | |
| 27. AERODROME OWNERS/OPERATORS | R | R | R | R | |
| 28. SASRIA NON-MOTOR | R | R | R | R | |
| 29. SASRIA MOTOR | R | R | R | R | |
| GRAND TOTAL | R | R | R | R | |

1. **DEMARCATIION**
(List different Municipalities)

To which of these Municipalities/ cities are you the Broker?

| <i>Council</i> | <i>Y/N</i> | <i>If yes, full name of appointed broker</i> | <i>Any other party involved</i> |
|----------------|------------|--|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

2. **USE OF OTHER BROKERS**

Will you be making use of the services of other brokers or parties. If so whom, and what is your relationship ?

3. **PARTICULARS OF PROFESSIONAL INDEMNITY INSURANCE**

Provide full details of your Professional Indemnity insurance arrangements. State limits any one occurrence and deductible.

4. **FIDELITY GUARANTEE INSURANCE**

Provide full details of your Fidelity Guarantee insurance arrangements.

5. **AUDITED FINANCIAL STATEMENTS**

Please attach a copy of your latest audited financial statements.

6. **SIMILAR PORTFOLIOS (LOCAL AUTHORITIES ONLY)**

6.1 *If you are currently dealing with any similar portfolios, please provide full details, including names of contactible references*

| <i>Council</i> | <i>Contact Person</i> | <i>Tel. No.</i> | <i>Fax</i> |
|----------------|-----------------------|-----------------|------------|
| | | | |
| | | | |
| | | | |

TOR's
Bid No.:

6.2 *Please provide information of municipal claims in excess of R250 000 handled by you during the past 3 years.*

7. **INSURANCE MARKETS**

- *Which markets do you have access?*
- *Does your proposed market have experience with Local Authorities?*

8. **MEMBERSHIP OF ASSOCIATION**

Are you a member of South African Financial Services Intermediaries Association (SAFSIA) or any other professional body?(List membership)

9. **EMPOWERMENT**

9.1 BLACK EMPOWERMENT

Provide a statement on the tenderer's policy regarding empowerment of the previous disadvantaged sector and of SME's. The tenderer must comply with the Employment Equity Act No. 55 of 1998.

9.2 PERSONNEL MANAGEMENT

Provide a statement on the tenderer's policy covering, inter alia, human resources and labour relations policy, specifically addressing recruitment, training, conditions of service and management of its employees.

9.3 EQUAL OPPORTUNITIES

Provide a statement on the tenderer's policy and intention regarding equal opportunities of employment.

9.4 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME's)

Provide a statement on the tenderer's policy and intention regarding enfranchising SMME's as well as details of any such plans already implemented.

10. **OPERATING COMPANY INFORMATION**

Indicate which company, division or branch will be responsible for the handling of our portfolio, if appointed.

10.1 **NAME**

.....
.....

10.2 **PHYSICAL ADDRESS**

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

10.3 **POSTAL ADDRESS**

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

10.4 **TELEPHONE/FACSIMILE NUMBER**

.....
.....

10.5 **COMPANY/ENTERPRISE INCOME TAX REFERENCE**
NUMBER

.....
.....

10.6 **VAT REGISTRATION NUMBER**

.....
.....

10.7 **COMPANY REGISTRATION NUMBER**

.....
.....

10.8 **CHIEF EXECUTIVE**

.....
.....

TOR's
Bid No.:

10.9 **STRUCTURE OF DIVISION**

.....
.....

10.10 **ACCOUNT EXECUTIVES**

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

11. **PORTFOLIO MANAGEMENT**

11.1 *Do you have a Loss Control Resource?
Is it in-house or external?*

11.2 *Do you have a Risk Finance Resource?
Is it in-house or external?*

11.3 *Describe fully the services you are able to offer in the field of Risk Management, Risk Control and Risk Financing*

11.4. *How would you apply your Resources to our benefit?*

11.5. *Name 5 Local Authorities where you are currently applying such services.*

12. **TRAINING AVAILABLE TO**

*Can you provide formal training services in Risk Management, Risk Control and Risk Financing?
If so, please provide full details, where you have done so and contact persons and duties.*

13. **CLAIMS HANDLING**

13.1 *Describe fully the services you are able to offer under this heading*

13.2 *If you consider it applicable, comment upon the role to be undertaken by the Council in connection with the review and settlement of claims.*

13.3 *Describe fully the service you are able to offer and your recommended method for self insurance.*

14. **PROPOSED STRATEGY**

TOR's
Bid No.:

14.1 *Describe your proposed strategy and plan of action based on the information provided, should you be appointed.*

15. SERVICE AND REMUNERATION

15.1 *Service*

Provide full details of the services you propose providing and the extent of such services.

15.2 *Provide a full service plan*

15.3 *Remuneration*

15.3.1 *Comment on your proposed basis of remuneration.*

15.3.2 *Provide details of services which are not expressly catered for in 15.3.1 and the basis upon which you would require to be remunerated.*

15.3.3 *Provide basis of your annual remuneration.*

15.4 *List your personnel resource level of experience and position that you would use in managing this account if appointed.*

16. SOCIAL RESPONSIBILITY

16.1 *List your social responsibility investment currently implemented by yourself.*

16.2 *What social investments would you propose for the Sedibeng Region if successful?*