HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone : (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za

Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 501 2301 / (015) 501 2371
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Ralephenya T.D **Ref: MM-2026/27/01**

Date: 22 September 2026

RE-ADVERT

REQUEST FOR QUOTATION

MOLEMOLE LOCAL MUNICIPALITY INVITES QUOTATIONS FROM SUITABLY SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE FOR PROVISION OF SHORT TERM INSURANCE BROKERAGE SERVICES FOR A PERIOD OF ONE (01) MONTH.

Specification

To cover on all municipal as sets, bus ines s risks, public liability third party liability, employer's liability and SASRIA.

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
Combined		
- Standard Constructed Buildings	R33,363,088	
- Escalation 15%	R4,534,796	
- Standard Constructed Buildings (Contents)	R3,124,330	
- Goods in the open	R740,951	
- Machinery & equipment	R6,654,490	
- Private dwellings, residential units hostels, Flats	R195,840	
- Escalation 15%	R29,376	
Extensions		
- Leakage of oils, chemicals or other fluids	***Yes***	
- Wash basins and Sanitary Ware	***R10,000***	
- Thatch structures unless specifically insured	***R 100 000 Max Annual Limit***	
- Reasonable Precautions	***R7,500***	
- Claims Preparation Costs	***R100,000***	
TOTAL BUILDING COMBINED	R45,629,257	
Business Interruption		
Indemnity period : 12 months		
- Income (Water, Electricity, Sewerage)	R660,000	
- Gross rentals	R80,000	
- Increase in Cost of Working	R2,000,000	
Extensions		
- Claims Preparation Costs	***R100,000***	

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
- Legal Liability (Documents)	R30,000	
Extensions		
- Locks and Keys	*R7,500*	
- Claims Preparation Costs	*R100,000*	
TOTAL OFFICE CONTENTS	R6,353,866	
Accounts Receivable		
- Outstanding Debit Balances	R150,000	
Extensions		
- Claims Preparation Costs	*R100,000*	
TOTAL ACCOUNTS RECEIVABLE	R250,000	
Business All Risks		
- All other specified items (excluding Cellphones & Laptops)	R3,943,084	
- Laptops	R1,048,299	
Extensions		
- Locks and Keys	*R7,500*	
- Claims Preparation Costs	*R100,000*	
TOTAL BUSINESS ALL RISKS	R568,000	
Theft		
- First Loss Limit	R80,000	
Extensions		
- Property in the open (within securely fenced off area and subject to forcible and violent entry or exit from such area)	*Included*	
- Malicious Damage	R80,000	
- Reasonable Precautions	*R20,000*	
- Locks and Keys	*R7,500*	
- Claims Preparation Costs	*R100,000*	
TOTAL THEFT	R287,500	
Glass		
- All fixed internal & external glass at the premises	R10,000	
Extensions		

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
- Claims Preparation Costs	*R100,000*	
TOTAL GLASS	R110,000	
Money		
- Loss of or damage to crossed cheques, money or postal	R1,000,000	
- Major limit (4 x premises at R 20 000 each)	R80,000	
- Seasonal (3 days per month)	R250,000	
- Receptacles as a result of theft of money or attempt	R80,000	
Extensions		
- Locks and keys	*R7,500*	
- Personal Accident (Assault)	*8 Money handlers*	
Capital Sum	*R25,000*	
Weekly Amount	*R500*	
Medical Expenses	*R5,000*	
- Claims Preparation Costs	*R100,000*	
TOTAL MONEY	R1,548,000	
Fidelity Guarantee		
- Limit any one period	R50,000	
Number of Employees: permanent: 76		
Extensions		
- Superseded Policy	*Yes*	
- Reinstatement Amount	*X1*	
- Cost of Recovery	*R20,000*	
- Claims Preparation Costs	*R100,000*	
TOTAL FIDELITY GUARANTEE	R170,000	
Accidental Damage		
- Total value of property	R37,189,026	
- Limit of indemnity	R1,000,000	
Extensions		
- Claims Preparation Costs	*R100,000*	
TOTAL ACCIDENTAL DAMAGE	R38,289,026	

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
Goods in Transit (All Risks cover)		
- Load Limit (limit per premises R 10 000.00 x 4)	R40,000	
Extensions		
- *Removal of Debris*	*R15,000*	
- *Fire Extinguishing Expense*	*R15,000*	
- *Claims Preparation Costs*	*R100,000*	
TOTAL GOODS IN TRANSIT	R170,000	
Group Personal Accident		
- Councillors - (Council activities including uninterrupted commuting)	32	
Benefits		
- Death	R100,000	
- Permanent Disability	% of Death benefit as specified for particular disability	
- Temporary Total Disablement	R 1 000 per week max 104 weeks	
- Medical expenses	R10,000	
- Additional death benefit	R7,500	
- Relocation	R25,000	
- Repatriation	R10,000	
- Mobility	R25,000	
Extensions		
- *Claims Preparation Costs*	R100,000	
- *Maximum Limit Any One Life*	R 2 000 00-0.00	
- *Maximum Limit Any One event (Accumulation Limit)*	R 10 000 000.00	
TOTAL GROUP PERSONAL ACCIDENT		
Stated Benefits		
- 24 Hours (All employees of the insured)	R80,387,030	
Earnings: R80 387 030 (171 Employees)		
Benefits		
- Death	3 x Annual earnings	
- Permanent Disability	% of Death benefit as specified for particular disability	

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
- Temporary Total Disablement	100% of average weekly earnings max 104 weeks	
- Medical Expenses	R10,000	
- Additional death benefits	R5,000	
- Relocation	R 25,000	
- Repatriation	R 10,000	
- Mobility	R 25,000	
Extensions		
- *Claims Preparation Costs*	R 100,000	
- *Maximum Limit Any One Life*	R 2 000 000.00	
- *Maximum Limit Any One event (Accumulation Limit)*	R 10 000 000.00	
TOTAL STATED BENEFITS		
Electronic Equipment		
- Specified Equipment	R4,991,388	
- Escalation 15%	R70,785	
- Software and licenses	R20,000	
- Laptops	R1,048,299	
Extensions		
- Increase in Cost of Working	R50,000	
- Reconstruction of Data	R50,000	
- Claims Preparation Costs	R100,000	
TOTAL ELECTRONIC EQUIPMENT	R832,685	
Machinery Breakdown		
- Specified Equipment - Limit	R5,640,990	
Extensions		
- *Automatic Additions*	R230,875	
- *Claims Preparation Costs*	R100,000	
TOTAL MACHINERY BREAKDOWN	R5,971,865	
Machinery Breakdown Interruption - 6 months		
- Gross revenue		
- (a) Income (Electricity, water, Sewerage)	R660,000	

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
- Increase in Cost of Working	R2,000,000	
Extensions		
- Claims Preparation Costs	R100,000	
TOTAL MACHINERY BREAKDOWN INTER.	R2,760,000	
Motorfleet Own Damage - value up to R500 000 - Comprehensive		
- Private type motor cars and Minibuses seating up to 16 persons	10	
- Commercial vehicles		
LDVS	4	
Trucks	5	
Tractors	4	
Implements	0	
Trailers	1	
Special type vehicles (roadmaking & construction vehicles	0	
Machinery, refuse removal, caravans etc.)	11	
High value vehicles		
Extensions		
- Wreckage removal	*R10,000*	
- Fire extinguishing expenses	*R10,000*	
- Medical expenses (per occupant)	*R5,000*	
- Loss of keys	*R5,000*	
- Claims preparation costs	*R100 000*	
TOTAL MOTOR OWN DAMAGE	35	
LIABILITIES		
Public Liability		
- Primary Policy Limit	R2,000,000	
- Umbrella Policy Limit	R23,000,000	
TOTAL Public Liability	R25,000,000	
Sub-limits		
- Wrongful Arrest and defamation	*R2,250,000*	

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
- Errors & omissions	*R2,250,000*	
- Products liability and defective workmanship	*R2,250,000*	
- Pedal Cycles	*Market value*	
- Legal Defense costs	*R2,250,000*	
- Professional Liability in respect of Medical Practitioners or other Medical officials	*R2,250,000*	
- Spread of fire	*25,000,000*	
- Municipal Police liability	*R2,000,000*	
- Sub-limit use of firearms	*R250,000*	
- Sub-limit wrongful arrest & defamation	*R250,000*	
Employers Liability		
- Limit	R25,000,000	
TOTAL Employers Liability	R25,000,000	
Motor Third party Liability		
- Limit	R25,000,000	
- Number of vehicles	35	
TOTAL Motor Third Party Liability	R25,000,000	
SASRIA	Include SASRIA, as per underlying policy including extensions	
Combined		
Office		
All Risks		
Money		
Underlying premium		
All extensions as per underlying policy		
Transit		
Underlying premium		
All extensions as per underlying policy		
Electronic Equipment		
SASRIA MOTOR	Include SASRIA MOTOR	
Private types & Commercial types		

INSURANCE PROPERTY / INTEREST OR PERSONS	SUM INSURED	TOTAL PREMIUM
SASRIA FOR COUNCILLORS	Include SASRIA for Councilors (32)	
COUNCILLORS PERSONAL PROPERTY		
HOUSEOWNERS & HOUSEHOLDERS		
MOTOR		
SUB-TOTAL		
VAT @ 15%		
TOTAL ANNUAL PREMIUM INCLUSIVE OF VAT		

CALCULATION OF TENDER PRICE

EXCESS AMOUNT

Excess amounts are to be shown clearly, otherwise the Municipality will assume that no deductible amount will apply and this may not be rectified afterwards. The excess Amounts must remain firm for a period of One (1) months.

CALCULATION OF TOTAL COST	
TOTAL BID PRICE INCLUSIVE OF VAT : (ONE MONTH)	

1. **The following documentation should be attached to the quotations:**

a. The recent up-to-date central supplier database (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**];
b. Valid Tax compliance status pin
c. Certified Copy of a valid FSCA (Financial Services Conduct Authority) Certificate/License
d. Valid Professional Indemnity Cover
e. Fully signed and completed declaration of interest form [downloadable from www.molemole.gov.za]
f. Fully signed and completed declaration MBD 9 form [downloadable from www.molemole.gov.za]

N.B. Failure to attach the above documents will disqualify the bidder from further evaluation

2. **<u>Stage 1: Evaluation on functionality.</u>**

Under functionality, Bidders must achieve a minimum of 80% of the total points (rounded to the nearest decimal point) for functionality (quality) in order to be considered for further evaluation in stage 2 (Evaluation on Price and Specific Goal).

Criteria	**Weights**	**Applicable values**
Attached 4 appointment letters and reference letters for provision of short-term insurance services from any organ of state or private entity with contactable references	20	Poor = 1 Average = 2 Good = 3 Very good = 4 Excellent = 5
<u>Personnel Capacity</u> **Account Executive /Manager. (20)** A minimum of ten (10) years' experience working in the insurance industry. Attach CV and certified copies of Short Term Insurance qualification at NQF Level 5 or higher **2x Claims Advisors: (2x10)** A minimum of 2 years' experience each working in the insurance industry. Attach CV and certified copies of Regulatory Examination Certificate.	40	

Methodology **Claims procedures** Provide the bidder's take-on approach, methodology as well demonstrate technical expertise and innovation you will deploy to Molemole municipality in order to manage its insurance program Relevant forms to be attached (at least minimum of two(2) different classes of assets)	20	
Total	**80**	

3. **Stage 2: Evaluation on Price and Specific Goals**

- Bidders must attach the following supporting documents to claim points. Failure to attach the valid documents shall not disqualify the Bidder from further evaluation; but only points will be forfeited.

Preference Points for specific Goals	Means of Verification	Points
People or Business residing within Molemole Local Municipality	Statement of municipal rates or Proof of residents from Traditional Authority with the same address as the address on the CSD.	5
Woman-ownership of 51% and above (less than 51% of woman ownership prorate will apply)	Identification Document and Company and Intellectual Property Commission (CIPC) document.	5
People with Disability	Medical Report indicating Disability	5
Youth (18 to 34 years) ownership of 51% and above (less than 51% prorate will apply)	Identification Document	5

4. **THE FOLLOWING CONDITIONS WILL APPLY:**

a) Bidders must complete the attached ANNEX A.
b) Sub-Contracting references/appointment letters & clients testimonial are not acceptable. Only direct appointments shall be accepted.
c) Quotations must be on an official letterhead of the company
d) Price(s) quoted must be valid for fourteen (14) days from the date of this offer
e) Incomplete quotations will be disqualified from further evaluation
f) Payment will be effected within 30 days of receipt of invoice.

g) Quotations will be evaluated on 80/20 preference point system. Whereas, 80 points will be for price and 20 will be for specific goal as per PPPFA of 2022,

h) The bidder needs to ensure that there is skills transfer.

i) The Municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to Manamela M at 015 501 2380 between 08:00 and 16:30. All quotations should be submitted at Mogwadi municipal Tender Box, No. 303 Church Street Mogwadi 0715, by **29 September 2026** at 11:00, clearly marking "**Insurance**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations

Makgatho KE

Municipal Manager

MM-2026/27/01