



PART 1/2

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A
SUITABLE SERVICE PROVIDER FOR THE NHBRC SHORT TERM
INSURANCE BROKERING AND CLAIMS MANAGEMENT SERVICES**

RFP NO.: NHBRC 16/2016

CLOSING DATE: 19 September 2016

TIME: 11:00am

COMPULSORY BRIEFING SESSION

DATE: 5 September 2016

TIME: 11:00 am

VENUE: NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL,
JOHANNESBURG

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL

BID NUMBER: NHBRC 16/2016

CLOSING DATE: 19 September 2016

CLOSING TIME: 11H00

DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE NHBRC SHORT TERM INSURANCE BROKERING AND CLAIMS MANAGEMENT SERVICES

VALITY PERIOD: Offer to be valid for ninety (90) days from the closing date of the bid.

TENDER DOCUMENTS MUST BE:

DEPOSITED IN THE TENDER BOX SITUATED AT: NHBRC HEAD OFFICE, 5 LEEUWKOP ROAD SUNNINGHILL, SANDTON.

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER.....

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? AN ACCOUNTING OFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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? YES or NO [IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....**For Thirty six (36) Months**
including all costs escalations and taxes where applicable

****FAILURE TO INDICATE A TOTAL BID PRICE MAY RESULT IN YOUR PROPOSAL BEING DIS-QUALIFIED**

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ricardo Francis

Tel: 011 317 0319

E-mail address: ricardof@nhbrc.org.za/Mphasak@hnbrc.org.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

PRICING SCHEDULE

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

Name of bidder.....	Bid number.....
Closing Time:.....	Closing date:.....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-		Required by: NHBRC	
-		At: HEAD OFFICE,GAUTENG	
-		Brand and model	N/A
-		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: Firm/not firm
-		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

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

- ¹“State” means –
- (a) 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);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, 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:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured

entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for comparative price of bid under consideration
- P_t = Comparative price of bid under consideration
- P_{min} = Comparative price of lowest acceptable bid

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

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as a EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

7.1 B-BBEE Status Level of Contribution: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

8. SUB-CONTRACTING

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

(Tick applicable box)

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

8.1.1 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.
- (Tick applicable box)**

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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;

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

WITNESSES
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:
ADDRESS
.....
.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 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	<p>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?</p> <p>(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).</p> <p>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.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>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.</p>	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 Standard Bidding Document (SBD) 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD 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 (SBD 9) 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:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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.

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.



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 Bidder



PART 2/2

REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE NHBRC SHORT TERM INSURANCE BROKERING AND CLAIMS MANAGEMENT SERVICES

RFP NO.: NHBRC 16/2016

CLOSING DATE: 19 September 2016

TIME: 11:00am

COMPULSORY BRIEFING SESSION

DATE: 5 September 2016

TIME: 11:00 am

VENUE: NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD,
SUNNINGHILL, JOHANNESBURG

1. TERMS AND CONDITIONS

This Request for Proposal (RFP) has been compiled by the NHBRC and it is made available to the Bidders on the following basis.

Bidders submitting a Bid in response to this RFP are deemed to do so, on the basis that they acknowledge and accept the terms and conditions set out below:

- 1.1. The NHBRC reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any person.
- 1.2. The NHBRC reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- 1.3. This RFP is not intended to form the basis of a decision to enter into any transaction involving the NHBRC, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 1.4. A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of 90 Days from the date of submission to the NHBRC. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between the NHBRC and the Preferred Bidder.
- 1.5. The distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither the NHBRC, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- 1.6. Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.
- 1.7. Neither the NHBRC nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- 1.8. No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. A failure to comply with this requirement may, within the sole discretion of the NHBRC, result in disqualification of the relevant entity.
- 1.9. Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of the NHBRC, and any failure to seek such approval from the NHBRC shall result in the NHBRC being entitled, in its sole discretion, to exclude the relevant Bidder from any further participation in the bid process. The NHBRC shall be the

sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to the NHBRC’s Supply Chain Management in writing and shall provide sufficient reasons and information to allow the NHBRC to make a decision. The NHBRC reserves the right to accept or reject any such request for approval at its sole discretion.

- 1.10. Compulsory Briefing Session: A compulsory briefing session will be held, the sharing of information and clarifications of issues related to this Bid, as given by the NHBRC during such session will form part of this Bid and responses.
- 1.11. Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NHBRC, and save as expressly stated to the contrary, may be waived by the NHBRC in its sole discretion at any stage in the RFP process.
- 1.12. The NHBRC and its advisors may rely on a Bid as being accurate and complete in relation to the information and proposals provided therein by the Bidders.
- 1.13. All Bids submitted to NHBRC will become the property of the NHBRC and will as such not be returned to the Bidder. The NHBRC will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- 1.14. If the NHBRC amends this RFP, the amendment will be sent to each Bidder in writing or publicized as the case maybe. No oral amendments by any person will be considered or acknowledged.
- 1.15. The Bid submitted by the bidder shall be considered irregular if they show any omissions, alteration of form, additions, or conditions not called for, or irregularities of any kind. However, the NHBRC reserves the right to waive any irregularities and to make award in the best interest of the company.
- 1.16. The NHBRC reserves the right to accept or reject in part or whole any bid submitted, and to waive any technicalities for the best interest of the company.
- 1.17. RFP’s shall be rejected, among other reasons, where bids are received after the closing date and time as specified in the RFP.
- 1.18. Potential Bidder(s) shall be disqualified and their bids not considered among other reasons, for any of the following specific reasons:
 - 1.18.1. SCM Mandatory Documents not submitted (as per checklist on page 16 and 17 of part 2);
 - 1.18.2. If proof of a valid Financial Service Board (FSB) licence is not submitted
 - 1.18.3. If proof of a Fidelity Guarantee of not less than R 25 000 000 (Twenty-five Million Rand) or letter of intent is not submitted;
 - 1.18.4. If proof of an Intermediary Guarantee of not less than R 25 000 000 (Twenty-five Million Rand) or letter of intent is not submitted
 - 1.18.5. If proof of Professional Indemnity Cover of not less than R100 000 000 (Hundred Million Rand) or letter of intent is not submitted.
 - 1.18.6. Audited Annual financial statements for the past three (3) years.
- 1.19. The NHBRC reserves the right to require that any bidder provide a formal presentation of its RFP at a date and time to be determined by the NHBRC. The NHBRC shall provide all instructions and clarification regarding the purpose and scope of the demonstration. All expenses must be borne by the bidder.

- 1.20. All costs associated with the preparation and submission of the Bid is the responsibility of the Bidder(s). The costs shall not be chargeable to the NHBRC by successful or unsuccessful Bidder.
- 1.21. This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- 1.22. All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2. BACKGROUND

2.1. ABOUT THE NHBRC

2.1.1. The mandate of the National Home Builders Registration Council (NHBRC) is in accordance with the Housing Consumers Protection Measures Act (Act No. 95 of 1998) providing warranty protection against defects in new homes. The Act states that the objects of the Council which are inter alia as follows:

- “to regulate the home building industry”;
- “to establish and promote ethical and technical standards in the home building industry”; and
- “to improve structural quality in the interests of housing consumers and the home building industry”.
- The Council is furthermore empowered by the Act:
- “to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
- ”to engage in undertakings to improve ethical and technical standards in the home building industry;
- “to keep a record of competent persons”; and
- “to generally do all things necessary or expedient to achieve its objects and the objectives of this Act.”

2.1.2. The NHBRC's primary mandate is to manage the risk of structural defects in the home building industry and in so doing, protect the consumer. A prime activity of the NHBRC is to manage its risk exposure in terms of the warranty scheme, in order to ensure that it is not unduly exposed to claims. The current risk management tools being used by the Council include the Registration of Home Builders, enrolment and inspection of homes, the Home Building Manual which incorporates design and construction rules, and the appointment of competent persons by the Home Builder to perform certain tasks.

3. BUSINESS OVERVIEW

3.1. Purpose

3.1.1. NHBRC requires short term insurance brokering and claims management services. The current NHBRC insurance policies are due to expire on 30 September 2016.

3.1.2. The Bidder and its personnel shall in its dealings with NHBRC comply with all applicable laws, without limitations including: the Short Term Insurance Act 53 of 1998, FAIS, the Code of Conduct, the relevant anti- corruption, anti-bribery, trade restriction and anti-money laundering laws.

3.1.3. The Bidder shall ensure that persons employed by it shall:

- Have the necessary qualifications, expertise, skills (including people skills), experience, integrity and sobriety to provide quality services as required by the NHBRC
- Be accredited in terms of the FAIS; and
- At all times behave in a manner worthy of the positions they hold, and interact with the NHBRC in a responsible and civil manner.

4. SCOPE OF WORK

4.1. The objective of the RFP is to select a bidder/ insurance broker with the skills, knowledge and market relationships to offer innovative and visionary best practice solutions in regard to NHBRC's existing Insurance program and to challenge our current approach to risk transfer. The preferred broker is expected to be able to negotiate with insurance providers around new coverage, value added solutions, program design and innovation as well as to offer comprehensive and easy to measure implementation strategies.

4.2. In terms of this mandate an invitation is hereby extended to prospective bidders/ insurance brokers, to respond in respect of this RFQ:

4.2.1. Recommend your vision for the NHBRC insurance program and the strategies to achieve this

- a) Review and assess NHBRC's current profile of insured risks, including the adequacy of the current insurance program.
- b) Make recommendations to amend or enhance the existing program in relation of placement/ cover, limits of insurance and justify any additional benefits suggested.

4.2.2. Marketing the NHBRC insurance program and obtaining competitive quotes.

4.2.3. Presenting a written report to document the quotes received from the various carriers.

4.2.4. Reviewing the individual policies for accuracy and completeness prior to delivery to NHBRC.

4.2.5. Advising, reporting, handling all claims and monitoring the claims.

4.3. The Bidders approach to manage the day to day broking activities of the account

4.3.1. Propose a plan to ensure a smooth transition of the account.

- 4.3.2. Service structure for day-to-day servicing of the account.
 - 4.3.3. Ensure that the NHBRC is adequately insured at all times and that uninsured risk exposures are declared to and accepted by the NHBRC.
 - 4.3.4. Provide general advice to NHBRC on risk issues, developments in the insurance market and changes in legislation that may impact the NHBRC.
 - 4.3.5. Provide management reports on a quarterly basis and when required by the NHBRC.
- 4.4. Your ability to advise and contribute towards the development of an insurance policy and strategy document for the NHBRC.
- 4.5. You may offer details of any additional services that could be made available to NHBRC - proposed fees for these additional services must be included within the 'Pricing Schedule'.
- 4.6. Recommendations on additional cover will be considered.
- 4.7. Should a portion of the proposed services be outsourced to or fulfilled by a partner or sub-contractor, this should be disclosed and you should include an overview of how you will select and manage these partners.
- 4.8. Monitoring progress on deliverables
- Adherence to the Service Level Agreement (SLA) will be monitored by the way of following:
- Annual Post Renewal/ Placements Reports.
 - Quarterly reports providing details of work done during the quarter.
 - Annual performance review
 - Regular meetings
- 4.9. Expected Outcome
- Assisting the NHBRC with placement, renewal and reporting obligations and all other aspects pertaining to its reinsurance program.
 - Claims recoveries, where applicable, from reinsurers on all claims incurred by the NHBRC.
 - Assist the NHBRC with all aspects pertaining to NHBRC's Directors and Officers Liability cover; and
 - Assist the NHBRC with all aspects pertaining to its short term insurance cover.
 - Competency and expertise requirements.

5. INSURANCE COVER CONTENT

5.1. Coverage to include but not limited to:

		2016
1.1	Buildings/ structures/ Fixtures & Fittings/ All other assets	R 73 515 564
	Refer to Annexure A for Notes	
	N1 Buildings	R 61 556 997
	N2 Office Equipment	R 5 853 914
	Office Furniture -Contents of 12 Offices	R 6 104 653
1.2	Business All Risks	R 130 508 649
	Computer Equipment (Laptops, Desk Tops, Printers, Tablets ElitePads)	R 10 807 112
	N3 Computer S/Ware	R 115 900 415
	N4 Cell Phones	R 3 801 122
1.3	Fidelity Guarantee Limit indemnity	R 1 000 000
1.4	Stated Benefits (ACE Insurance)	
	Annual Salary & Wages – all employees	R 181 400 000
	Benefits (Accidental death, Permanent Total disability, Temporary Total Disability, Accidental medical reimbursement)	R 104 260
	Medical Expenses	R 80 000
1.5	Directors and Officers Liability	R 200 000 000
	Directors and Officers	R 100 000 000
	Company Reimbursement	R 100 000 000
1.6	Public Liability	R 25 500 000
	General & Tenants	R 500 000
	Umbrella Liability	R 20 000 000
	Motor 3rd Party Liability	R 5 000 000
1.7	Employers Liability Limit of indemnity	R 5 000 000
1.8	Employment Practice Liability Limit of indemnity	R 5 000 000
1.9	Professional Indemnity (ACE) Limit of indemnity	R 10 000 000
1.10	Travel Insurance Estimated number of days	82
	Motor Vehicles	R 286 347
	Third Party Liability	R 5 000 000
	Sasria	
	Other	R 45
	Private Motor Cars	R 20

6. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

6.1. Requisites of the Bidder

6.2. The Bidder and its personnel shall in its dealings with NHBRC comply with all applicable laws, including without limitations: the Short Term Insurance Act 53 of 1998, FAIS, the Code of Conduct, the relevant anti- corruption, anti-bribery, trade restriction and anti-money laundering laws.

6.3. The Bidder shall ensure that persons employed by it shall:

6.3.1. Have the necessary qualifications, expertise, skills (including people skills), experience, integrity and sobriety to provide quality services as required by the NHBRC

6.3.2. Be accredited in terms of the FAIS; and

6.3.3. At all times behave in a manner worthy of the positions they hold, and interact with the NHBRC in a responsible and civil manner.

6.4. The Bidder must be a South African based Broker.

6.5. The South African National Accreditation System (SANAS) ISO 9001 certification will be an advantage.

6.6. The Bidder shall, for the duration of the Agreement with NHBRC, obtain and maintain:

6.6.1. A Fidelity Guarantee of not less than R25 000 000 (Twenty-five Million Rand) or letter of intent from a licensed provider.

6.6.2. And an Intermediary Guarantee of not less than R25 000 000 (Twenty-five Million Rand) or letter of intent from a licensed provider.

6.6.3. If proof of Professional Indemnity Cover of not less than R100 000 000 (Hundred Million Rand) or letter of intent from a licensed provider.

6.7. Documents to be submitted by bidder

The following is what is required to be submitted by the bidders. Proposals will be evaluated by the NHBRC using the criteria which includes but not limited to:

6.7.1. Company profile, experience and reputation

- A brief and concise history of the company and any companies you propose to partner with in order to respond to this RFP.
- Audited past three years Annual Financial Statements
- Short term and long term Insurance broking experience of the Insurance broking company
- Claims resolution ratio
- The South African National Accreditation System (SANAS) ISO 9001 certification will be an advantage.
- The reason that your offer is superior to that of competitors i.e. what specific area(s) or service(s) distinguishes the company from other insurance broking firms and what value can they add to NHBRC in the area of insurance broking and risk management services specifically.

6.7.2. Team and Personnel Expertise and Experience

- Supply a full description of the company organogram as well as the proposed structure of the team to be assigned to NHBRC's project.

- Provide details of qualifications and skill level of the Clients Relationship Manager.
- Are all these personnel employed on a full time basis? If not provide details.

6.7.3. Proposal for Insurance Broking and Risk Management Services:

- A detailed project plan to deliver on the scope of work as per section 5
Ability to provide services to meet the requirements stipulated in this RFP i.e. the recommended program structure / strategies / approaches proposed in response to our specifications; innovation demonstrated in the program design; placement of covers
- Knowledge of the NHBRC's Business
- Proposal of suitable Insurance packages in the market as per NHBRC's requirements
- How will the insurance broker ensure that the NHBRC's requirements are met?

6.7.4. Contactable References

Contactable and relevant references, including brief overview of services provided

- Clients
- Insurers

NB: minimum of five (5) references – please include name of company, contact name and contact details. By inclusion in your response you authorize NHBRC to contact the references listed.

NB: All Bidders who score LESS than 70% for functionality will not be considered further.

7. TECHNICAL AND PRICE EVALUATION CRITERIA

7.1. In accordance with the NHBRC Supply Chain Management Policy, the bid evaluation process shall be carried out in three (3) stages namely:

- Stage 1: Compliance check of Mandatory Requirements;
- Stage 2: Functional Evaluation; and
- Stage 3: Price and Preference Points

Stage 1: Compliance check of Mandatory Requirements

Supply chain mandatory requirements as per the SCM Mandatory checklist. Bidders must ensure all requirements are met.

Stage 2: Functional Evaluation

Bids must fully comply with all the Mandatory Requirements for the **Stage 1: Compliance check of Mandatory Requirements** in order to qualify for **Stage 2: Functional Evaluation** and those bids which fail to comply with all the requirements of Stage 2 will be invalidated or disqualified from the process.

The following values will be applicable when evaluating the bid

5=Excellent 4=Very good 3= Good 2= Average 1= Poor 0= Non-compliance

Functional Requirements

Proposals will be evaluated by NHBRC using criteria which will include but not limited to:

Item No.		Criteria	Weight	Guidelines
1	[Refer Section 7.7.1]	Company Profile, experience and reputation	20	
		Reputation and relevant Insurance experience of proposed broker. Insurance experience includes: •Relevant short term Insurance brokerage experience.		Preferably has experience providing insurance services to customers
		5 = More than 10 years insurance experience and regulatory knowledge and ISO certification 4 = 8 to 10 years insurance experience and regulatory knowledge 3 = 6 to 7 years insurance experience and regulatory knowledge 2 = 4 to 5 years insurance experience and regulatory knowledge 1 = 2 to 3 years insurance experience and regulatory knowledge	20	Knowledge of insurance practice and regulatory requirements

Item No.		Criteria	Weight	Guidelines
		<p>0 = Less than 1 years insurance experience and regulatory knowledge.</p>		
2	[Refer Section 7.7.2]	<p>Team and Personnel Expertise and Experience</p> <p>Resources & structure of personnel assigned to the NHBC. The Bidder should provide a structure of the project team responsible for the execution of the project with adequate skills, qualifications and experience in delivery of similar projects or functions. The bidder must provide information under heading (A) Key Personnel.</p> <p>5 = Organogram submitted. 0 = Organogram not submitted</p>	25	Size and composition of the teams to be assigned to NHBC account
		<p>Client Relationship Manager skills and experience</p> <p>5 = Submitted detail CV of the Client Relations Manager including FSB accreditations 0 = CV of the Client Relations Manager Not submitted and No FSB accreditations</p>	10	<p>Skills, ability and experience of Bidder - Client Relationship Manager in respect of alternate risk financing</p> <p>Qualifications and skill level of the Client Relationship Manager (FSB accreditations)</p>
3	[Refer Section 7.73]	<p>Proposal for Insurance Broking and Risk Management Services</p> <p>Ability to provide services to meet the requirements stipulated in the RFP i.e. the recommended program structure / strategies / approaches proposed in response to our specifications</p> <p>5 = Detailed Proposal including: <ul style="list-style-type: none"> •Turnaround times •Methodology, •Project Plan, •Business Continuity Plan, • Value added services, •Knowledge of the NHBC business, suitable Insurance packages and Processes to be used. 3 = Proposal includes: <ul style="list-style-type: none"> •Turnaround times, •Methodology, •Project plan and •Suitable insurance packages, but does not include any two of the following criteria •Business Continuity Plan, </p>	30	Provision and maintenance of the Insurance Program including Program design and placement, premium allocation and collection, claims management etc.

Item No.		Criteria	Weight	Guidelines
		<ul style="list-style-type: none"> •Value added services, •Knowledge of the NHBRC business <p>1 = Proposal does not include sufficient detail as required above.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> •Project plan: A detailed project demonstrating all the necessary stages to be conducted for initiation, implementation and execution of the project. The plan should also demonstrate systems in place to ensure quality of service to NHBRC. The bidder needs to demonstrate a brief explanation of how the NHBRC's brokering requirements will be met. The bidder must provide information under heading B) Project Plan. •Methodology: A demonstration of the bidder's methods and approach from a systematic and theoretical stand point in analyzing and executing the Insurance brokering service requirement. The bidder must provide information under heading C) Methodology. •Business Continuity Plan: The Bidder must provide a detailed Business Continuity Plan indicating all the steps to be followed to ensure continuity of the brokering services to the business in the event of a business interruption. The bidder must provide information under heading D) Business Continuity Plan. •Value Add Services, The Bidder must illustrate any value added service that they can do to the NHBRC. The bidder must provide information under heading E.) Value Added Services. <p>Knowledge of the NHBRC Business and suitable proposal of</p>		

Item No.		Criteria	Weight	Guidelines
		<p>suitable Insurance packages in the market as per NHBRC's requirements: The bidder needs to demonstrate its brief understanding of the NHBRC Business, particularly in the Insurance aspects of the organisation.</p> <p>The bidder must demonstrate a few examples of the suitable insurance brokering service packages available in the market as per NHBRC's brokering requirements. The bidder must provide information under heading F) NHBRC business knowledge and Suitable Insurance packages</p>		
4	[Refer Section 7.7.4]	<p>Contactable References</p> <p>Contactable and relevant references, including brief overview of services provided</p> <p>5 = 5 or more contactable reference letters provided</p> <p>0 = Less than 5 contactable references provided</p>	<p>25</p> <p>25</p>	<p>- Clients - Insurers NB: minimum of five references– please include name of company, contact name and contact details. By inclusion in your response you authorize NHBRC to contact the references listed.</p>

NB: All Bidders who score LESS than 70% for paper based valuation will not be considered further.

Stage 3: Price and Preference Points Evaluation

Only bids that achieve minimum qualifying score **(70)** for **Stage 2 (Functional Requirements)** and **(70)** for **Stage 2 (Presentation)** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations, 2011 and bids will be adjudicated in terms of a (90/10) preference point system in terms of which points are awarded to bidders on the basis of:

90/10 Preference point system (for acquisition of services, works or goods with a Rand value more than R1million) (all applicable taxes included)

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

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

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

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

BBBEE Level	90/10
Level 1	10
Level 2	9
Level 3	8
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-Compliant Contributor	0

The points scored for price will be added to the points scored for B-BBEE status level to obtain the Bidders total points scored out of 100 points.

NB: Prices must be fixed for duration of the contract, if fees are not fixed please indicate the percentage as per industry norms and escalation period.

8. RFP SUBMISSION INSTRUCTIONS

- 8.1.** All RFP documents must be sealed in a clearly marked envelope and deposited into the tender box at the NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

9. AVAILABILITY OF THE RFP DOCUMENT

- 9.1.** Bid documents can be downloaded on the NHBRC Website (www.nhbrc.org.za/current-tenders) from the 29 August 2016.
- 9.2.** There will be a compulsory briefing session that will be held on the 05 September 2016 at 11h00 am at the NHBRC HEAD OFFICE: 5 LEEUWKOP ROAD, SUNNINGHILL, JOHANNESBURG

10. RFP CLOSING DATE

10.1. Bid documents should be marked for Attention: Supply Chain Manager, and deposited into the Bid boxes at the NHBRC National Office, 5 Leeuwkop Road, Sunninghill on or before the **19 September 2016 at 11h00 am**. No emailed or faxed Bids will be accepted. The Bid document should be supplied in a sealed envelope and clearly marked (Copy or Original) with the Bid number and the full name of the Bidder(s).

10.2. No late submissions will be accepted.

11. VALIDITY PERIOD OF BIDS

11.1. All bids submitted by the bidders must be valid for a period of 90 days from the closing date specified above.

12. ENQUIRIES SHOULD BE DIRECTED TO BOTH:

THE ADMINISTRATIVE ENQUIRIES MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Ricardo Francis

E-mail address: ricardof@nhbrc.org.za

13. SUBMISSIONS OF PROPOSALS

13.1. Submission of bid MUST include one (1) original and three (03) copies of the proposals in a clearly marked (Copy or Original) envelope and deposited into the Bid box.

13.2. All costs and expenses incurred by the Bidder relating to the participation in, and preparation of this proposal process shall be borne by the Bidder exclusively. All documentation and manuals submitted in respect of this RFP shall be retained by NHBRC, whether or not the proposal is accepted.

14. CHECKLIST AND SBD FORMS

14.1. The following documents as listed below are required to be made available with the distribution of the RFP:

DOCUMENTS TO BE SUBMITTED			
No.	Please note; the items marked with an (X) are mandatory requirements and failure to meet the requirements will result in your bid being disqualified.		Yes/No
1.		Original and valid B-BBEE Status Level or certified copy.	
2.	X	SBD1 Invitation to bid which must be signed and thoroughly completed.	
3.	X	SBD2 Tax Clearance Certificate which must be valid.	
4.	X	SBD 3.1 or SBD 3.2 Pricing schedule, If not filed please refer to Annexure or Addendum in your submission where price is mentioned.	
5.	X	SBD 3.3 Pricing schedule if not filed please refer to Annexure or Addendum in your submission where price is mentioned.	
6.	X	SBD 4 Declaration of interest must be signed and thoroughly completed.	
7.	X	SBD 6.1 Preference claim form must be signed and thoroughly completed regardless if points are claimed or not.	
8.	X	SBD 8 Declaration of Bidder's past supply chain management practices must be signed and thoroughly completed.	
9.	X	SBD 9 Certificate of independent bid determination must be signed and thoroughly completed.	
10.		General Conditions of the contract (GCC).	
11.	X	Proof of a valid license to transact business as a financial services provider (FSP) as per financial advisers and intermediary services act. (FAIS Act).	
12.	X	Proof of Fidelity Guarantee of not less than R25 000 000 (Twenty-five Million Rand) or letter of intent from a licensed provider.	
13.	X	Proof of an Intermediary Guarantee Cover of not less than R25 000 000 (Twenty-five Million Rand) is submitted or letter of intent from a licensed provider.	
14.	X	Proof of Professional Indemnity Cover of not less than R100 000 000 (Hundred Million Rand) is submitted or letter of intent from a licensed provider.	
14.	X	Audited Annual financial statements for the past three (3) years.	

NHBRC

Claims Summary

Class of Business	2013	2014	2015
- Buildings Combined	R -	R -	R -
- Office Contents	R -	R -	R -
- Business Interruption	R -	R -	R -
- Accounts receivable	R -	R -	R -
- Theft	R -	R -	R -
- Money	R -	R -	R -
- Glass	R -	R -	R -
- Fidelity Guarantee	R -	R -	R -
- Goods in Transit	R -	R -	R -
- Business All Risk	R 14 765.30	R 7 000.00	R -
- Public Liability	R -	R -	R -
- Employers Liability	R -	R -	R -
- Aerodrome Liability	R -	R -	R -
- Stated Benefits	R -	R -	R -
- Personal Accident	R -	R -	R -
- Motor Fleet	R 51 535.89	R -	R -
- Motor Third Party Liability	R -	R -	R -
- Accidental Damage	R -	R -	R -
- Electronic Equipment	R 54 095.88	R 126 356.84	R 46 284.00
- Machinery Breakdown	R -	R -	R -
- Machinery Breakdown Business Interruption	R -	R -	R -
Total Claims Incurred	R 120 397.07	R 133 356.84	R 46 284.00

Annexure: C

NHBRC - MOTOR FLEET

Year	Make
2004	Ford Bantam 1.3l XL A/C P/U
1998	Mazda Rustler 160i
2006	Isuzu KB 240 LE LWB 4x2 - BN 40 JH GP
2006	Isuzu KB 240 LE LWB 4x2 - VDV 218 GP
2006	Isuzu KB 240 LE LWB 4x2 - ND 354 324
2014	Toyota Corolla Advanced

DIRECTORS AND OFFICERS LIABILITY PROPOSAL FORM

A. Proposer Details

1. Name of Company
NATIONAL HOUE BUILDERS REGISTRATION BOARD (NHRB)
2. Address of Head Office and website www.nhrb.org.za
105 UELILOKOP ROAD, KIMOSWATHU EXT 61, SANDTON 2001
3. Country of Registration / Incorporation
SOUTH AFRICA
4. If the Company stated in (1.) is a subsidiary of another company, please state the name and address of the ultimate Holding (Parent) Company.
N/A
5. (a) Type of Company (e.g. Public, Private, Section 21, Mutual, etc)
JURISTIC PERSON ESTABLISHED IN TERMS OF TERMS 2 OF THE
HOUSING CONTRACTS PROTECTION ACT OF 1998.
(b) Val Vendor Number (ten digit number)
N/A
6. Nature of Business of the company and its Subsidiaries
REGULATOR OF THE HOUE BUILDING INDUSTRY
7. Date since the company has continuously carried on business.
1998
8. Number of Employees: Full Time 578 Part Time 52
9. Are there any Joint Ventures or management- controlled associates which would need to be specified on this policy.



10. Do any Directors or Officers sit on boards of other entities or companies at the request of the Company named in (1) hereof for which Outside Directorship Liability would be required?

Yes No

If so, please state their name(s) as well as the name of the company(ies) whose boards they sit on:

DR JEFFREY MANNICH - OAGRENEWAT SOUTH AFRICA.

- SEE THE ATTACHED APPOINTMENT LETTER .

B. Shareholder Exposure

N/A

11. a) How many shareholders does the company have?

b) Number of shares.

c) Are there any shareholders who own 20% or more of the issued shares?

Yes No

If so, detail the shareholders and percentages owned:

~~_____

_____~~

d) Do any of the shareholders listed in 11(c) above have any representation on any board of directors of the Company named in (1) hereof?

Yes No

If so, please state their position and which company they represent:

~~_____
_____~~


C. Company Status

12. Is the Company:

a) Listed on any Stock Exchange?

Yes No

If so, please state which Exchange, original date listing obtained and dates of last offer, tender and issue:

b) Traded in any other way? (Depositary receipts or similar instruments) Yes

No

If so, please specify:

c) Has the Company, within the past 18 months:

i) Filed any registration statement for a public offering?

Yes No

ii) Issued any shares (common or otherwise)?

Yes No

Is any such offering or share issue contemplated in the next 12 months?

Yes No

If yes, please provide details:

13. Planned any restructuring, merger or acquisitions:

~~_____~~



D. Directors Insurance History

14. (a) If Directors and Officers Liability Insurance has been carried during the past 3 years please state:-

- (i) The name of the Insurers *ADM*
- (ii) The period of the Policy
- (iii) The Indemnity Limit *Rs Rs Ten Lakh specific conditions*
- (iv) The Premium (last policy issued)
- (v) Retro Active Date

(b) As far as is known, have the Proposers ever been refused this type of insurance or had a similar insurance cancelled?
If so, please provide details:-

Yes No

15. (a) Are there any pending matters which would fall within the scope of this proposed insurance and/or previous insurance which preceded this application?

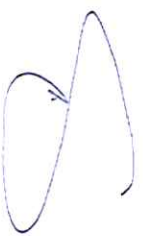
If so, please provide details:-

Yes No

(b) Is any person proposed for insurance aware, AFTER INQUIRY, of any circumstances or incident which he/she has reason to believe might afford grounds for any future claim such as would fall within the scope of the proposed insurance?

If so, please give details:-

Yes No



E. Required Cover

16. Amount of indemnity required

17. Is retro-active cover required?

Yes No

If yes, as of what date:
(Maximum 12 months)

F. North American Cover

N/A

Only complete this section if the company or its subsidiaries listed in (1) above have any operations, listings, revenue or other business in the United States of America and/or Canada.

18. Please list the operations incorporated in North America and the percentage owned:

Name	Country of Incorporation	Percentage Owned

19. Please give the total gross assets of the Company and its subsidiary companies in North America:

20. Please list any operations which are listed on any North American Exchanges together with the percentage of shares traded.



21. Details of American Depository Receipts:

Level

Value

Ratio

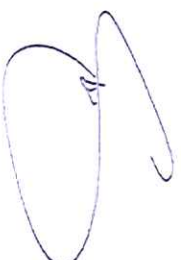
22. Market Cap of ADR's and percentage to overall market cap:

23. Please advise if the company or its subsidiaries listed in (1) trade, export goods or services within the USA/Canada without any operations in the states.

Yes

No

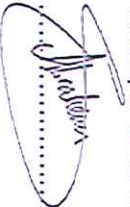
If Yes, please provide details of revenue turnover splits and contractual relations.



G. Declaration

I, the undersigned , being a Director or Officer of the Company referred to in Item (1) of this proposal hereby declare that:-

1. I am authorised to complete this proposal on behalf of the company referred to in Item 1 of this proposal and all subsidiary companies herein; and
2. All answers to the questions contained in this proposal are, AFTER ENQUIRY , true and correct to the best of my knowledge and belief; and
3. I have read and understood the Important Notice at the end of this proposal; and
4. I understand that the submission of this proposal does not bind either the Underwriters or the Company specified in Item 1 or any of the Subsidiary Companies declared herein, to enter into a binding contract of insurance.

Signed


Capacity *Mr. Leo*

Company *MARU*

Dated *25/01/2011*

* It is important that the Company and all Subsidiary Companies declared herein, and the authorised Officer signing the Declaration above on their behalf, are fully aware of the scope of this insurance so that these questions can be answered correctly. If in doubt, please contact your broker since non-disclosure may affect an Assured's right of recovery under the policy or lead to avoidance of the contract.

IMPORTANT NOTICE

- 1) The following documents must be submitted with the proposal form:-
 - a) The latest audited financial statements for the last 2 financial years;
 - b) The latest audited accounts of the ultimate Holding Company (if applicable);
 - c) The latest interim statement (if applicable);
 - d) A copy of all circular letters sent to the company's shareholders during the past 12 months;
 - e) Company Organogram;
 - f) A copy of the latest 20F documents (if applicable)

- 2) This proposal must be fully completed in ink by a Director or the Company Secretary of the firm or company. All questions must be answered to enable a quotation to be given. Answer questions to the best of your knowledge and belief. The form must be signed and dated.
- 3) All material facts must be disclosed, as failure to do so may render any policy or certificate voidable, or severely prejudice your rights in the event of a claim. A material fact is one likely to influence acceptance or assessment of the proposal by Underwriters. If you are in any doubt as to what constitutes a material fact, you should consult your broker.

4) CLAIMS MADE POLICY

- This proposal is for a claims made policy. This means the policy covers:
- 1) Claims made against you during the policy period; and
 - 2) Events, of which you become aware during the policy period, which could give rise to a future claim provided you notify the Underwriters during the policy period of the circumstances of such events.

After the policy has expired, no claims can be made on the policy even though the event giving rise to the claim may have occurred during the policy period.

It is therefore advisable to renew the insurance policy each year on a claims made basis with retro-active (past acts) cover.

- 5) The particulars and statements contained in this proposal form and any other information submitted are the basis for the proposed policy and will be considered as being incorporated into and constituting a part of the proposed policy.

Liability Proposal Form

This proposal for can be used for Public Liability, Contractors Liability, Products Liability, Products Guarantee and Products Recall

1. Details of the Insured

Full name of the Proposer	National Home Builders Registration Council (NHBRC)
Company registration number	
Company VAT number	N/A
Registered address incl. postal code	5 Leeuwkop Road, Sunninghill Ext 64, Sandton, 2021
Postal address incl. postal code	P.O.Box 461, Randburg, 2125 Docex 96 Randburg
Client's contact person	Rashika Jurbandhan
Client's contact telephone number	(011) 317 0014
Clients contact e-mail address	rashikaj@nhbrc.org.za
Client's website address	www.nhbrc.org.za

2. Description of Proposer's activities (Please provide a full business description as we need to understand what it is that the business does on a day to day basis.

The mandate of the National Home Builders Registration Council (NHBRC) is in accordance with the Housing Consumers Protection Measures Act (Act No. 95 of 1998) providing warranty protection against defects in new homes. The Act states that the objects of the Council which are inter alia as follows:

- "to regulate the home building industry";
 - "to establish and promote ethical and technical standards in the home building industry"; and
 - "to improve structural quality in the interests of housing consumers and the home building industry".
 - The Council is furthermore empowered by the Act:
 - "to engage in undertakings to promote improved structural quality of homes constructed in the Republic;
 - "to engage in undertakings to improve ethical and technical standards in the home building industry;
 - "to keep a record of competent persons"; and
 - "to generally do all things necessary or expedient to achieve its objects and the objectives of this Act."
-

3. Number of employees: _____ of whom _____% are contracted in from a labour broker
4. How long has the business been operating? _____ From 1998 _____
5. Turnover for the past four years and budgeted for the forthcoming year

20	20	20	20	20
R	R	R	R	R

6. Do you have standard trading conditions? Yes No
 If No, do you contract out of liability? Yes No

7. Please provide details of any actual claims / incidents made against the Proposer in the past 5 years. (Please attach a separate page if necessary)

Refer to Annexure C for the past 3 years claim history

Date	Amount Claimed	Full Details

8. Please provide details of current/previous insurances

Insurer: **AON**

Policy Period: 1 April 2013 – 31 March 2016

Covers/Limits: **Refer to the RFP Section 5**

- 8.1 Has the proposed coverage ever been purchased before, whether specifically or as a sub-section or addition to other coverage? Yes No
- 8.2 Has any insurer ever cancelled or not renewed this type of coverage? Yes No
 If **Yes**, please provide details

Contractors Liability

1. Percentage of annual turnover as the main contractor (Own contracts) %
2. Percentage of annual turnover as the sub contractor (PCI contracts) %
3. Is any blasting undertaken ? (Please specify type of blasting) Yes No

If Yes, please provide details of qualifications and years of experience of the Master Blaster and number of blasting certificates

N/A

Optional Cover

Products Liability – Please attach a list of all products manufactured / imported or provide web page details. **N/A**

1. If your product is imported, please advise country and percentages
North America % Far East % Europe % Rest of the World %
2. In respect of products or services obtained from outside parties, are full rights of recourse retained? Yes No

N/A

Optional Cover

Products Guarantee and Recall Liability **N/A**

Explanation:

Recall insurance that covers expenses associated with recalling a product from the market that has the potential to cause harm or damage and provides cover for costs such as customer notification, shipping costs and disposal costs. Coverage generally applies to the firm itself, although the wording also provides cover for third parties who have already incorporated the product.

The Guarantee part of the cover provides cover for the cost of removal, repair, alteration, treatment or replacement of a product which fails to performs its intended function. **N/A**

1. Cover Required:
Products Guarantee Yes No
Recall Liability Yes No

2. Batch size _____
Do you keep samples of each batch Yes No
Monetary value _____

3. Recall Plan – including quality control procedures **N/A** Yes No

This is a requirement and it must contain the following

- Who is responsible for initiating recall and their position
- Details of records kept
- Batch size
- Pre approved press announcements
- Contractual terms and conditions with export market

4. Where are your products exported and what percentages? **N/A**

North America

Far East

Europe

Rest of the World

%

%

%

%

Number of years

5. If exported to North America: **N/A**

- i) Direct subsidiary in North America Yes No
- ii) Incorporated in part of machinery or commodity sold direct by another manufacturer Yes No
- iii) Sold FOB in country of origin to selling agent in North America Yes No

6. Does the company(ies) have any power of attorney or assets in North America? **N/A** Yes No

If Yes please give full details

N/A

7. Do the products carry:- **N/A**

- i) the company(ies) name? Yes No
- ii) the company(ies) trade mark? Yes No
- iii) a part number? Yes No
- iv) a production batch number? Yes No

8. If a third party is likely to initiate a recall of your product or a product in which your product is incorporated who would this third party be?

N/A

9. Do you have press or other announcements prepared for retention on file? Yes No

Cover Required and the Limit of Indemnity (Refer to the FRP Section 5)

Nature of Cover

- (a) Public Liability
- (b) Contractors Liability
- (c) Employers Liability
- (d) Products Liability / Defective Workmanship (excluding inefficacy)
- (e) Products Liability / Defective Workmanship (including inefficacy)
- (f) Products Recall
- (g) Products Guarantee
- (h) Products Recall & Guarantee (Single Limit)

Limit of Indemnity

- R / unlimited in the year
- R / unlimited in the year
- R / unlimited in the year
- R / in aggregate in the year
- R / in aggregate in the year
- R / in aggregate in the year
- R / in aggregate in the year
- R / in aggregate in the year

Cover Required and the Limit of Indemnity Refer to the RFP Section 5

Nature of Cover

- (a) Group Personal Accident

Limit of Indemnity

- R /in aggregate in the year

Declaration

I understand that the answers provided to the questions contained in this proposal form and any additional information provided and any documentation submitted in support of this proposal, will form the basis of any policy or policies effected.

I confirm that the information and documentation submitted, is correct, to the best of my knowledge.

The applicant warrants to the best of their knowledge and belief that the statements set forth herein are true and include all material and relevant information.

The Applicant further warrants that if the information supplied on this application changes between the date of this application and the inception date of policy period, the applicant will immediately notify the insurance broker of such change. Signing of this application does not bind the company to offer nor the applicant to accept insurance, but it is agreed that this application shall be the basis of the insurance form part of the policy should a policy be issued

Signed:

Capacity:

On behalf of the Proposer

Date:

EMPLOYMENT PRACTICES INSURANCE APPLICATION

THIS IN AN APPLICATION FORM FOR A CLAIMS FIRST
MADE AND REPORTED POLICY

INSTRUCTIONS:

1. Answer all questions (if not applicable, show N/A) and attach all additional information/explanations as required.
2. Application must be dated and have two signatures.
3. PLEASE READ STATEMENT AT END OF APPLICATION CAREFULLY

I. GENERAL INFORMATION

A. Name and address of applicant: AKTIONAL HOUSE BUILDERS
REGISTRATION COUNCIL, (AMIBRE) 05 LETZUNGER ROAD
SEAWINDHILL WY 67, SPADTON 0001

B. Person to contact: Name R. Indrawalan Title Chief Risk Officer
Phone 011 377 6514

C. Incorporation Partnership Other (please specify) “SINGAPOREAN PERSONAL TRUSTS OF
SECTION 2 OF THE NEGOTIABLE CONSUMERS PROTECTION ACT 1996
D. Describe nature of business: REGULATOR of Home BUILDING INDUSTRY,

E. Gross Sales or Receipts For Year Ended: dd/mm/yy

Past financial year:	R	<u>103</u>	<u>522</u>	<u>527</u>	<u>31</u>	<u>103</u>	<u>114</u>
Current financial year:	R	<u>760</u>	<u>258</u>	<u>228</u>	<u>31</u>	<u>103</u>	<u>115</u>
Next financial year:	R	<u>818</u>	<u>463</u>	<u>785</u>	<u>31</u>	<u>103</u>	<u>116</u>

F. Have you acquired any companies in the past two (2) years. Yes No

G. With respect to acquired companies, were any employees or Officers terminated or do you plan in the next eighteen (18) Months to terminate any employees or officers? Yes No

If so, how many? _____

(If you have answered YES to either F of the above, please provide details on a separate sheet)

II LOSS HISTORY/PAST CASES

A. Furnish loss history/past cases (5 years) for all



unfair dismissal, discrimination and sexual harassment claims:

None See attached

Total number of claims in the last 5 years _____

PLEASE PROVIDE A FULL DESCRIPTION OF EACH CLAIM ON A SEPARATE SHEET.

B. Has any Director, Officer, Manager, Supervisory Employee or Partner knowledge of any circumstances, at the date this Application is signed, which could reasonably give rise to a claim or any reasonable way to foresee that a claim may be brought? Yes No

PLEASE PROVIDE A FULL DESCRIPTION OF ANY CIRCUMSTANCE ON A SEPARATE SHEET.

For example, but not by way of limitation, we consider it reasonable for you to foresee that a claim may be brought against you if a current or former employee or an applicant for employment has expressed dissatisfaction with the employment relationship or the employment application process by:

- i) *Making a formal complaint to a supervisory employee of discrimination, harassment or unfair employment practices;*
- ii) *Threatening to hire a legal representative;*
- iii) *Asking for a severance package in excess of what is being offered;*
- iv) *Complaining of discrimination, harassment or unfair treatment and threatening to do something about it; or*
- v) *Frequent complaining of discrimination, harassment or unfair treatment.*

The applicant acknowledges that any claims or incidents reported in, or that should have been reported in, this Section II will be excluded from coverage.

III EMPLOYEES

A. Number of employees: Full time: 578 Part time: 52

B. Salary ranges (including Bonuses and commissions) <i>(List To Date/PAID)</i>	Number of full time employees	Number of part time employees
R40 000 or less	_____	<u>45</u>
R40 001 to R 80 000	<u>26</u>	<u>2</u>
R80 001 to R 160 000	<u>45</u>	<u>4</u>
R160 001 to R 300 000	<u>507</u>	_____
R300 000 and over	_____	_____

IV HUMAN RESOURCES

A. Does the applicant have a Personnel Department Yes No
IF NO, who handles this function? _____

B. Does the applicant publish an employment handbook? Yes No
APPENDIX OR ATTACHMENT.

(If YES, please attach)

IF NO, is applicant willing to do so? Yes No

IF YES, does the applicant distribute it to all employees? Yes No

IF YES, do employees sign for receipt/acceptance? Yes No

C. Does the applicant have written procedures for handling
Employee complaints of discrimination and/or sexual
harassment? Yes No

D. Does the applicant require all terminations to be reviewed by:
Its Personnel Department or individual that performs that
function? Yes No
or its Legal Department? Yes No
or outside counsel? Yes No
IF NO, is applicant willing to do so? Yes No

E. Does the applicant have written disciplinary procedures? Yes No
(If YES, please attach)

F. Does the applicant give a "written statement of particulars of
Employment" to new employees, within 2 (two) months of
them joining? Yes No

Letter of Appointment

V OTHER MATERIAL FACTS

A. Please declare any Material Facts on a separate sheet None See attached

A Material Fact is one likely to influence assessment of this risk, the premium charged and the terms and conditions imposed by Underwriters. If you are in any doubts as to whether a fact would be considered material you should declare it. All the information requested in this proposal is material.

The applicant declares after full investigation and inquiry that the statements set forth herein are true and include all material information.



The applicant on behalf of the Proposed Insureds further declares that if the information supplied on this application changes between the date of this application and the inception date of the Policy, it will immediately notify us of such change. Signing of this application does not bind Underwriters to offer nor the applicant to accept insurance, but it is agreed that this application shall be the basis of the insurance and will be attached and made a part of the Policy should a policy be issued.

28/2/2011
Date


Applicant's Authorised Signature of a Director or Officer

Acting
CEO
Title

Date

Applicant's Authorised Signature of Individual In Charge
of Personnel Department or Signature of 2nd Authorised Person

Title

Please ensure that additional information for the following questions is attached where applicable:

- Section I: F- Acquired companies.
- G- Anticipated layoffs.
- H- Cancelled/non-renewed coverage.
- Section II: A- Claims history for the last 5 years
- B- Circumstances which could foreseeably give rise to a claim.
- Section IV: B- Copy of your employment handbook.
- E- Copy of your disciplinary procedures.
- Section V: A- Any additional Material Facts.

Annexure: A

	Book Value
N1 Buildings	61 556 997
Sunninghill Head Office	45 995 402
Innovation Hub - Eric Molobi	15 561 595
N2 Office Equipment	5 853 914
Airconditioner	254 923
UPS	268 328
Biometric Access System	159 346
Building Engineering Equipment	54 559
Cameras	81 985
Flexural Testing Machine	128 125
Static Testing Machine	276 002
Franking Machine	112 777
PA System	141 705
Portal Frame	1 874 768
Security Equipment	699 873
Tramex moisture Meter	114 937
Water Tanks	255 757
YAWA4206 MTS SANS COMPRESSION	188 846
Other i.e. Metal detectors, Fridges, Hammers etc	1 241 984
N3 Computer Software	115 900 415
SAP	115 449 887
Idea	38 905
ADE Barcoding Software	21 375
Pandora	61 228
Others	329 021
N4 Cell Phones	3 801 122
SAMSUNG SM-G925F S6 EDGE 64 GB X 17	203 983
iPhone 6 Plus 16GB Space Gray X 89	1 283 291
iPhone 6 Plus 64GB Space Gray/ Gold/TM X 18	299 142
Samsung Galaxy A3 White / Black X 37	140 600
Samsung Galaxy Note 4 White X 33	325 017
Samsung Galaxy S6 X 171	1 549 089

Annexure:

NHBRC BUILDINGS

Name	Address	Square Metre	ERF	INSURE
NHBRC SUNNINGHILL	5 Leeuwkop Road, Sunninghill	4997		Building & Contents
ERIC MOLOBI HUB	224 Juventos Street, Thorntree View, Shoshanguve	705		Building & Contents
Display Houses				
1 IKHAYA	224 Juventos Street, Thorntree View, Shoshanguve		256 - 75m2	Contents only
2 STYROX	224 Juventos Street, Thorntree View, Shoshanguve		252 - 65 m2	Contents only
3 LEPA	224 Juventos Street, Thorntree View, Shoshanguve		295 - 57m2	Contents only
4 ROBUST	224 Juventos Street, Thorntree View, Shoshanguve		254 - 110m2	Contents only
5 MOLADI	224 Juventos Street, Thorntree View, Shoshanguve		227 - 52m2	Contents only
6 IPOZI/ HOESCH BAUSYSTEME	224 Juventos Street, Thorntree View, Shoshanguve		232 - 65m2	Contents only
7 ECO BEAM	224 Juventos Street, Thorntree View, Shoshanguve		245 - 46m2	Contents only
8 PROFICA/VELA	224 Juventos Street, Thorntree View, Shoshanguve		234 - 73m2	Contents only
9 FINNBUILDER	224 Juventos Street, Thorntree View, Shoshanguve		177 - 72m2	Contents only
10 SHIEBROOK	224 Juventos Street, Thorntree View, Shoshanguve		246 - 50m2	Contents only
11 SHIEBROOK	224 Juventos Street, Thorntree View, Shoshanguve		253 - 60m2	Contents only
12 EEZYBUILT	224 Juventos Street, Thorntree View, Shoshanguve		258 - 66m2	Contents only
13 INTERCON	224 Juventos Street, Thorntree View, Shoshanguve		231 - 45m2	Contents only
14 UBOMI	224 Juventos Street, Thorntree View, Shoshanguve		248 - 55m2	Contents only
15 POWERWALL	224 Juventos Street, Thorntree View, Shoshanguve		235 - 65m2	Contents only
16 POWERWALL	224 Juventos Street, Thorntree View, Shoshanguve		250 - 55m2	Contents only
17 A&D HOLDINGS	224 Juventos Street, Thorntree View, Shoshanguve		251 - 64m2	Contents only
18 ECO INNOVATION	224 Juventos Street, Thorntree View, Shoshanguve		222 - 50m2	Contents only
19 SOLBIC	224 Juventos Street, Thorntree View, Shoshanguve		185 - 56m2	Contents only
20 ABOD	224 Juventos Street, Thorntree View, Shoshanguve		257 - 15m2	Contents only
21 ECODWELL	224 Juventos Street, Thorntree View, Shoshanguve		249 -30m2	Contents only
22 EPS BYGG	224 Juventos Street, Thorntree View, Shoshanguve		255 - 58m2	Contents only
23 HOMECREST	224 Juventos Street, Thorntree View, Shoshanguve		257 -45m2	Contents only
24 SA STEEL	224 Juventos Street, Thorntree View, Shoshanguve		180 - 93 m2	Contents only
THE MARTHA MOLOBI TRAINING CENTRE	225 Juventos Street, Thorntree View, Shoshanguve			Contents only
CONSTRUCTION TESTING LABORATORY	226 Juventos Street, Thorntree View, Shoshanguve			Contents only