

### Request for Procurement

<b>To:</b>	SCM
<b>From:</b>	Corporate Services
<b>Date:</b>	17/04/2019
<b>Subject:</b>	Comprehensive short-term Insurance

#### 1. Purpose

For Supply Chain to procure short-term comprehensive insurance for the WRC's assets in the Bloukrans building

#### 2. Background

The Water Research Commission (WRC) is listed as a schedule 3 A public entity that operates and accounts for its activities in accordance with the Public Finance Management Act (PFMA) Act No1 of 1999 as amended.

The WRC is currently insured through Sankofa and embarks on annual renewal process by means of a lump sum payment.

#### 3. Risk (if applicable)

With no insurance cover all of the WRC's assets are put at risk in a case of fire, theft, damage, loss, etc.

#### 4. Specifications

- 1-year (12 months) comprehensive insurance cover
- Cover must include SASRIA
- Cover should include cover for building glass, 1x company car, Furniture, IT equipment, Office equipment
- The WRC must be covered against fire, water, theft and all relevant incidents which could cause loss or damage to WRC owned assets



Items currently insured

		SUM INSURED/ LIMIT	
	<b>Buildings Combined</b>		
	Buildings - 491, 18th Avenue (ERF 706), Rietfontein,0084	R	29 376 000.00
	Rent	R	1 000 000.00
	<b>Office Contents</b>		
	Office Contents - Bloukrans Buildings, Lynwood Bridge Office Park, Lynnwood Manor	R	1 981 303.00
	Office Contents - 491, 18th Avenue, Rietfontein, 0084	R	933 247.00
	Theft- Bloukrans	R	594 391.00
	Theft- Rietfontein	R	279 974.00
	Documents	R	250 000.00
	Legal Liability- Documents	R	250 000.00
	ICOW	R	250 000.00
	<b>Business All Risks</b>		
	<b>Laptops</b>		
15X	Dell Latitude 5590 @ R 23 811	R	357 165.00
6x	Dell Latitude E7440 Ultra Book @ R 32 146.03	R	192 876.00
10x	Dell Latitude E5440 @R 24 913.05	R	249 130.00
40x	Dell Latitude 5590 intel core@ 15 786	R	726 170.00
40x	Display Port, Dell Lock, Laptop Lock, Wireless Mouse, Memory Module, Bags	R	307 753.00
	Macbook Pro 13	R	30 499.00
	<b>Tablets</b>		
5x	Samsung Galaxy TAB3 Lite T113 - 8GB	R	60 741.00
	Apple Ipad air 2	R	17 484.00
11x	Dell Venue Pro 11 Tablet	R	20 628.30
	<b>Cameras</b>		
21x	Velocity cameras	R	37 367.00
4x	Velocity cameras @ R 9 266	R	37 064.00
	0592C127 AA-Canon 750 D- Create bundle	R	15 050.00
	1177c008AA- Canon Flash Speedlite 600 EX RT	R	12 350.00
	TPMK190XPR03-3W-Manfrotto	R	5 800.00
	Rodvnr- Rode Video Micro-phone	R	3 000.00
	<b>Electronic Equipment</b>		
3x	Dell Optilex 7440 AIO Series @ R 21 705,60	R	65 116.00
2x	Dell 4320 Projector 98YXMY	R	23 570.00
2x	Longitech Conference Cam BCC950 @ R 6 567,54	R	13 135.00

	Dell 4320 Projector 68YXMY1	R	11 785.00
	Server	R	1 466 106.00
	FG 100D - BDL - A Firewall	R	99 574.00
	FG 100D - BDL - P Firewall	R	49 817.00
6x	HP J9853 A Switch @ R 40 946	R	245 676.00
2x	HP 9728 a Switch @ R 33 284,59	R	66 569.00
39x	Dell Optilex 990 PC & Monitor Comb @ R 827,93	R	32 289.00
3x	45 UX 1000mm Deep Cabinet @R 11 153,42	R	33 460.00
10x	Ruckus Wireless access point @ R 10 386.18	R	103 861.00
2x	Backup battery (UPS) @ R 68 146,35	R	136 292.00
	Netgear Pro Safe Switch	R	10 189.00
	Hikvision Control Unit	R	20 947.00
3x	Xerox WC7855 Colour Copier @ R 80451,48	R	241 354.00
3x	Xerox WC5955 Black & White Copier @ 69 610,08	R	208 830.00
1x	Video recorder	R	7 737.00
1x	Ethernet Switch Insured	R	8 151.00
1x	3300 MXe III w/ 1GB RAM Controller	R	26 617.00
1x	3300 MXe III Controller SATA SSD	R	3 905.00
1x	DSP II MMC	R	10 648.00
101x	6920 IP Phone	R	253 106.00
1x	MiV ConferencePhone(UC360 CollabPt InRm)	R	11 899.00
1x	RevoLabs HD Microphone Directnl (Intnl)	R	11 603.00
1x	RevoLabs HD DualChnl Sys(w/o Mic)(Intnl)	R	11 603.00
2x	MiCollab UCC Base + Mitel Border Gateway Base - Dell PowerEdge R230 with dual HDD	R	44 706.00
3x	Trendy Headset - MRD510S + USB, single ear noise cancelling / USB cable	R	3 126.00
1x	Audio Web and Video conferencing Boardroom Laptop - HP 450 G5 Intel Core i5-8250U 4GB	R	10 589.00
1x	HD USB Camera	R	1 177.00
1x	Telephone management system - HP 290 MT G1 Intel Core i5-7500	R	10 589.00
	<b>Glass</b>		
	Limit	R	974 052.00
	<b>Motor</b>		
	Nissan X.Trail - ZO781373	R	251 130.00
	Group B car hire		1

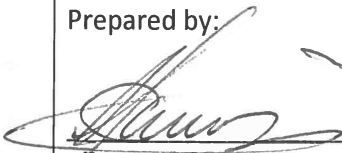
### 3. Financial implications (estimates)

There financial implication is estimated at R 350 000


### 4. Conclusion:

Supply Chain is therefore requested to procure comprehensive short-term insurance for the WRC.

Prepared by:

  
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**Clint Mawing**  
**IT Infrastructure Manager**

Supported/ Not Supported

  
\_\_\_\_\_  
**Deon Thirumalai**  
**Chief Information Officer**

Supported/ Not Supported

  
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**Reshmili Lutchman**  
**Corporate Service Executive (User)**