



BIDDING DOCUMENTS

TENDER NO. ZNCB/MTC/031/2011

TENDER FOR THE ENGAGEMENT OF INSURANCE UNDERWRITING FIRMS (RISK CARRIERS) TO UNDERWRITE THE BANK'S POLICIES (GROUP LIFE ASSURANCE AND GENERAL INSURANCE) AND PROVIDE RISK MANAGEMENT AND CLAIMS ADMINISTRATION ON A THREE YEAR CONTRACT

Zambia National Commercial Bank Plc
Head Office,
P O Box 33611
LUSAKA

Tel: 221174,221418
Fax: 223077

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Table of Contents

Section I. Invitation for Bids	3
Section II. Instructions to Bidders	5
Table of Clauses.....	6
Section III. Forms of Bid, Qualification Information, Letter of Acceptance, and Contract	28
Service Provider's Bid.....	28
Qualification Information	30
Letter of Acceptance	34
Form of Contract.....	35
Section IV. Activity Schedule	37
Appendices	Error! Bookmark not defined.
Appendix A—Schedule of Payments and Reporting Requirements	76
Appendix B—Key Personnel and Subcontractors	77
Appendix C—Breakdown of Contract Price in Local Currency	78
Appendix D—Services and Facilities Provided by the Employer.....	79
Section V. Security Form	80
Bid Securing Declaration Form.....	81

Section I. Invitation for Bids

ZNCB/MTC/031/2011: TENDER FOR THE ENGAGEMENT OF INSURANCE UNDERWRITING FIRMS (RISK CARRIERS) TO UNDERWRITE THE BANK'S POLICIES (GROUP LIFE ASSURANCE AND GENERAL INSURANCE) AND PROVIDE RISK MANAGEMENT AND CLAIMS ADMINISTRATION ON A THREE YEAR CONTRACT

Zanaco Plc wishes to engage underwriting firms (risk carriers) to underwrite the bank's policies (Group Life Assurance and General Insurance) and provide risk management and claims administration on a three year contract.

The Zanaco Plc now invites sealed bids from insurance firms registered by the Pensions and Insurance Authority (PIA) in Zambia to submit bids to underwrite the Bank's Policies (Group Life Assurance and General Insurance) and provide risk management and claims administration on a three year contract.

The invitation is only open to insurance risk carriers registered by the Pension and Insurance Authority of Zambia.

Interested Bidders may obtain further information from and inspect the bidding documents at the office of the Head – Procurements, Zambia National Commercial Bank Plc, Head Office, Cairo Road, 4th Floor, P. O. Box 33611, Lusaka.

A complete set of bidding document is available for purchase from the office of the Head – Procurements, Zambia National Commercial Bank Plc, P O Box 33611, Lusaka, Zambia upon payment of a non-refundable fee of K500,000.00 each or its equivalent in any freely convertible currency.

The telephone numbers are (260) (01) 221358/60, 228879 and the telefax number is (260)(01)238879.

HOWEVER, ELECTRONIC OFFERS WILL NOT BE ACCEPTED. The bidding documents can also be accessed on the Zambia National Commercial Bank Plc, website: www.zanaco.co.zm.

The bids must be clearly marked: **“ZNCB/MTC/031/2011: TENDER FOR THE ENGAGEMENT OF INSURANCE UNDERWRITING FIRMS (RISK CARRIERS) TO UNDERWRITE THE BANK'S POLICIES (GROUP LIFE ASSURANCE AND GENERAL INSURANCE) AND PROVIDE RISK MANAGEMENT AND CLAIMS ADMINISTRATION ON A THREE YEAR CONTRACT”**, addressed to the Head – Procurements, Zambia National Commercial Bank Plc.

The bids must be deposited in the tender box on the 14th Floor, Zambia National Commercial Bank Plc, Head Office, Lusaka on or before Wednesday, 21 December, 2011 at 15:00 local time and must be accompanied by a bid security as provided for in the bidding documents.

The closing date for the receipt of bids is Wednesday, 21 December, 2011 at 15.00 hours local time and any bid received after the time and date stipulated above will not be accepted. The bids will be opened in the Conference Room on the 14th Floor, Zambia National Commercial Bank Plc, Head Office on the same date soon after closing in the presence of bidders or their representatives who choose to attend.

**THE SECRETARY
MANAGEMENT TENDER COMMITTEE**

Section II. Instructions to Bidders

Table of Clauses

A. General	8
1. Scope of Bid	8
2. Source of Funds.....	8
3. Eligible Bidders.....	8
4. Qualification of the Bidder.....	8
5. One Bid per Bidder.....	11
6. Cost of Bidding	11
7. Site Visit.....	11
B. Bidding Documents	11
8. Content of Bidding Documents.....	11
9. Clarification of Bidding Documents	12
10. Amendment of Bidding Documents.....	12
C. Preparation of Bids	12
11. Language of Bid	12
12. Documents Comprising the Bid	13
13. Bid Prices	13
14. Currencies of Bid and Payment.....	14
15. Bid Validity	14
16. Bid Security.....	15
17. Alternative Proposals by Bidders	16
18. Format and Signing of Bid	16
D. Submission of Bids	17
19. Sealing and Marking of Bids.....	17
20. Deadline for Submission of Bids.....	17
21. Late Bids.....	17
22. Modification and Withdrawal of Bids.....	18
E. Bid Opening and Evaluation	18
23. Bid Opening	18
24. Process to Be Confidential	19
25. Clarification of Bids	19
26. Examination of Bids and Determination of Responsiveness	19
27. Correction of Errors.....	20
28. Currency for Bid Evaluation	20
29. Evaluation and Comparison of Bids.....	20
30. Preference for Domestic Bidders	21
F. Award of Contract	21
31. Award Criteria.....	21
32. Employer's Right to Accept any Bid and to Reject any or all Bids	22
33. Notification of Award and Signing of Agreement	22

34. Adjudicator23

35. Corrupt or Fraudulent Practices23

G. Bidding Data.....24

Instructions to Bidders

A. General

- 1. Scope of Bid**
 - 1.1 The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data.
 - 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data.
- 2. Source of Funds**
 - 2.1 The Bank has allocated funds towards the cost of engaging various service providers.
- 3. Eligible Bidders**
 - 3.1 This Invitation for Bids is open to all insurance firms (risk carriers) registered with the Pensions and Insurance Authority in Zambia.
 - 3.2 All bidders shall provide in Section III, Forms of Bid and Qualification Information, a statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, nor has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Bank to provide Consultant Services for the preparation or supervision of the Services, and any of its affiliates, shall not be eligible to bid.
 - 3.3 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank in accordance with ITB clause 37.1.
- 4. Qualification of the Bidder**
 - 4.1 All bidders shall provide in Section III, Forms of Bid and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
 - 4.2 All bidders shall include the following information and documents with their bids in Section III, unless otherwise stated in the Bidding Data:

-
- (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the Bid to commit the Bidder;
 - (b) total monetary value of Services performed for each of the last five years;
 - (c) experience in Services of a similar nature and size for each of the last five years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
 - (d) list of major items of equipment proposed to carry out the Contract;
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (f) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past five years;
 - (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
 - (h) authority to the Employer to seek references from the Bidder's bankers;
 - (i) information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount; and
 - (j) proposals for subcontracting components of the Services amounting to more than 10 percent of the Contract Price – Evidence of Reinsurance arranged to be provided as part of the bid.

4.3 Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated in the Bidding Data:

- (a) the Bid shall include all the information listed in Sub-Clause 4.2 above for each joint venture partner;

- (b) the Bid shall be signed so as to be legally binding on all partners;
- (c) the Bid shall include a copy of the agreement entered into by the joint venture partners defining the division of assignments to each partner and establishing that all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms; alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful bid shall be signed by all partners and submitted with the bid, together with a copy of the proposed agreement;
- (d) one of the partners shall be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

4.4 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria:

- (a) annual volume of Services of at least the amount specified in the Bidding Data;
- (b) experience as prime contractor in the provision of at least two service contracts of a nature and complexity equivalent to the Services over the last 5 years (to comply with this requirement, Services contracts cited should be at least 70 percent complete);
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed in the Bidding Data;
- (d) a Contract Manager with five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager; and
- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than the amount specified in the Bidding Data.

A consistent history of litigation or arbitration awards against the

Applicant or any partner of a Joint Venture may result in disqualification.

- 4.5 The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria of Sub-Clause 4.4(a), (b) and (e); however, for a joint venture to qualify the partner in charge must meet at least 40 percent of those minimum criteria for an individual Bidder and other partners at least 25% of the criteria. Failure to comply with this requirement will result in rejection of the joint venture's Bid. Subcontractors' experience and resources will not be taken into account in determining the Bidder's compliance with the qualifying criteria, unless otherwise stated in the Bidding Data.
- 4.6 To qualify for a package of contracts made up of this and other contracts for which bids are invited in the IFB to form a package will; so indicate in the bid together with any discounts offered for the award of more than one contract.
- 5. One Bid per Bidder**
- 5.1 Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.
- 6. Cost of Bidding**
- 6.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
- 7. Site Visit**
- 7.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

B. Bidding Documents

- 8. Content of Bidding Documents**
- 8.1 The set of bidding documents comprises the documents listed in the table below and addenda issued in accordance with Clause 10:

Section	II	Instructions to Bidders
	III	Forms of Bid and Qualification Information

IV Activity Schedule

V Security Forms

8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III, V, and VIII should be completed and returned with the Bid in the number of copies specified in the Bidding Data.

9. Clarification of Bidding Documents

9.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing or by cable ("cable" includes telex and facsimile) at the Employer's address indicated in the invitation to bid. The Employer will respond to any request for clarification received earlier than 14 days prior to the deadline for submission of bids. Copies of the Employer's response will be forwarded to all purchasers of the bidding documents, including a description of the inquiry, but without identifying its source.

10. Amendment of Bidding Documents

10.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.

10.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Employer.

10.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with Sub-Clause 20.2 below.

C. Preparation of Bids

11. Language of Bid

11.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the Bidding Data. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bidding Data, in which

case, for purposes of interpretation of the Bid, the translation shall govern.

**12. Documents
Comprising
the Bid**

12.1 The Bid submitted by the Bidder shall comprise the following:

- (a) The Form of Bid (in the format indicated in Section III);
- (b) Bid Security;
- (c) Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;

and any other materials required to be completed and submitted by bidders, as specified in the Bidding Data.

12.2 Bidders bidding for this contract together with other contracts stated in the IFB to form a package will so indicate in the bid together with any discounts offered for the award of more than one contract

13. Bid Prices

13.1 The Contract shall be for the Services, as described in Appendix A to the contract and in the Specifications, Section VI, based on the priced Activity Schedule submitted by the Bidder.

13.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), Section VI and listed in the Activity Schedule, Section VIII. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

13.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder.

13.4 If provided for in the Bidding Data, the rates and prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Bidder shall submit with the Bid all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

13.5 For the purpose of determining the remuneration due for

additional Services, a breakdown of the lump-sum price shall be provided by the Bidder in the form of Appendices D and E to the Contract

14. Currencies of Bid and Payment

14.1 The lump sum price shall be quoted by the Bidder separately in the following currencies:

(a) for those inputs to the Services which the Bidder expects to provide from within the Employer's country, the prices shall be quoted in the currency of the Employer's country, unless otherwise specified in the Bidding Data; and

(b) for those inputs to the Services which the Bidder expects to provide from outside the Employer's country, the prices shall be quoted in up to any three currencies of any member country of the Bank.

14.2 The rates of exchange to be used by the Bidder in arriving at the local currency equivalent and the amounts mentioned in para. 14.1 above shall be the selling rates for similar transactions established by the authority specified in the Bidding Data prevailing on the date 28 days prior to the latest deadline for submission of bids.

14.3 Bidders shall indicate details of their expected foreign currency requirements in the Bid.

14.4 Bidders may be required by the Employer to justify their foreign currency requirements and to substantiate that the amounts included in Lump Sum and in the Special Conditions of Contract are reasonable and responsive to Sub-Clause 14.1.

15. Bid Validity

15.1 Bids shall remain valid for the period specified in the Bidding Data.

15.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by cable. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with Clause 16 in all respects.

15.3 In the case of contracts in which the Contract Price is fixed (not subject to price adjustment), if the period of bid validity is

extended by more than 60 days, the amounts payable in local and foreign currency to the Bidder selected for award, shall be increased by applying to both the local and the foreign currency component of the payments, respectively, the factors specified in the request for extension, for the period of delay beyond 60 days after the expiry of the initial bid validity, up to the notification of award. Bid evaluation will be based on the Bid prices without taking the above correction into consideration.

16. Bid Security

- 16.1 The Bidder shall furnish, as part of the Bid, a Bid Security in local currency or in a freely convertible currency, in the amount specified in the Bidding Data.
- 16.2 The bid security shall be denominated in the currency of the bid or in another freely convertible currency, shall be in accordance with the form of Bid Security included in Section IX or another form acceptable to the Employer, and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Purchaser's country or abroad, in the form provided in the bidding documents or another form acceptable to the Purchaser and valid for thirty (30) days beyond the validity of the bid; or
 - (b) a cashier's or certified check.
- 16.3 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer. The Bid Security of a joint venture must define as "bidder" all joint venture partners and list them in the following manner: a joint venture consisting of "_____", "_____", and "_____".
- 16.4 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 15.1.
- 16.5 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.
- 16.6 The Bid Security may be forfeited
- (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;

- (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 27; or
- (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Contract; or
 - (ii) furnish the required Performance Security.

17. Alternative Proposals by Bidders

17.1 Bidders shall submit offers that comply with the requirements of the bidding documents, as indicated in the Specifications (or Terms of Reference) and Drawings, Sections VI and VII. Alternatives will not be considered, unless specifically allowed in the Bidding Data. If so allowed, Sub-Clause 17.2 shall govern.

17.2 If so allowed in the Bidding Data, bidders wishing to offer technical alternatives to the requirements of the bidding documents must also submit a Bid that complies with the requirements of the bidding documents, including the scope, basic technical data, graphical documents and specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the Employer, including calculations, technical specifications, breakdown of prices, proposed work methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Bidder conforming to the basic technical requirements shall be considered by the Employer. Alternatives to the specified performance levels shall not be accepted.

18. Format and Signing of Bid

18.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 12 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number specified in the Bidding Data, and clearly marked as "COPIES." In the event of discrepancy between them, the original shall prevail.

18.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub-Clauses 4.2(a) or 4.3(b), as the case may be. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

18.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

19. Sealing and Marking of Bids

19.1 The Bidder shall seal the original and all copies of the Bid in two inner envelopes and one outer envelope, duly marking the inner envelopes as “ORIGINAL” and “COPIES”.

19.2 The inner and outer envelopes shall

- (a) be addressed to the Employer at the address provided in the Bidding Data;
- (b) bear the name and identification number of the Contract as defined in the Bidding Data and Special Conditions of Contract; and
- (c) provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.

19.3 In addition to the identification required in Sub-Clause 19.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to Clause 21.

19.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

20. Deadline for Submission of Bids

20.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.

20.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 10, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

21. Late Bids

21.1 Any Bid received by the Employer after the deadline prescribed

in Clause 20 will be returned unopened to the Bidder.

**22. Modification
and
Withdrawal of
Bids**

- 22.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in Clause 20.
- 22.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with Clauses 18 and 19, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL," as appropriate.
- 22.3 No Bid may be modified after the deadline for submission of Bids.
- 22.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the Bidding Data or as extended pursuant to Sub-Clause 15.2 may result in the forfeiture of the Bid Security pursuant to Clause 16.
- 22.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

E. Bid Opening and Evaluation

23. Bid Opening

- 23.1 The Employer will open the bids, including modifications made pursuant to Clause 22, in the presence of the bidders' representatives who choose to attend at the time and in the place specified in the Bidding Data.
- 23.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to Clause 22 shall not be opened.
- 23.3 The bidders' names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No bid shall be rejected at bid opening except for the late bids pursuant to clause 21; Bids, and modifications, sent pursuant to clause 22 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.

23.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with Sub-Clause 23.3.

24. Process to Be Confidential

24.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder is notified of the award. Any effort by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

24.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation. Any request for explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.

25. Clarification of Bids

25.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing or by cable, telex, or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 27.

25.2 Subject to clause 25.1, no bidder shall contact the employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.

25.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

26. Examination of Bids and Determination of Responsiveness

26.1 Prior to the detailed evaluation of bids, the Employer will determine whether each Bid (a) meets the eligibility criteria defined in Clause 3; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the bidding documents.

26.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

26.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked by the

Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

27.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 16.6(b).

28. Currency for Bid Evaluation

28.1 To facilitate evaluation and comparison of Bids, the Employer will convert all bid prices expressed in the amounts in various currencies in which the bid price are payable to the currency of the Employer's country at the selling exchange rates prescribed in Sub-Clause 14.2.

29. Evaluation and Comparison of Bids

29.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 26.

29.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

- (a) making any correction for errors pursuant to Clause 27;
- (b) excluding provisional sums and the provision, if any, for contingencies in the Activity Schedule, but including Day work, when requested in the Specifications (or Terms of Reference) Section VI;
- (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with Clause 17; and
- (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub-Clause 22.5.

29.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

29.4 The estimated effect of any price adjustment conditions under Clause 6.6 of the Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

30. Preference for Domestic Bidders 30.1 Bidders shall not be eligible for any margin of preference in Bid evaluation.

F. Award of Contract

31. Award Criteria 31.1 Subject to Clause 32, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3, and (b) qualified in accordance with the provisions of Clause 4.

31.2 If, pursuant to Clause 12.2 this contract is being let on a “slice and package” basis, the lowest evaluated Bid Price will be determined when evaluating this contract in conjunction with other contracts to be awarded concurrently. Taking into account any discounts offered by the bidders for the award of more than

one contract.

**32. Employer's
Right to
Accept any Bid
and to Reject
any or all Bids**

32.1 Notwithstanding Clause 31, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

**33. Notification of
Award and
Signing of
Agreement**

33.1 The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by cable, telex, or facsimile confirmed by registered letter from the Employer. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service provider in consideration of the execution, completion, and maintenance of the Services by the Service provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

33.2 The notification of award will constitute the formation of the Contract.

33.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder. It will be signed by the Employer and sent to the successful Bidder along with the Letter of Acceptance. Within 21 days of receipt of the Contract, the successful bidder shall sign the Contract and return it to the Employer, together with the required performance security pursuant to Clause 34.

33.4 Upon fulfillment of Sub-Clause 33.3, the Employer will promptly notify the unsuccessful bidders the name of the winning bidder and that their bid security will be returned as promptly as possible.

33.5 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer. The Employer will promptly respond in writing to the unsuccessful bidder.

-
- 34. Adjudicator** 34.1 The Employer proposes the person named in the Bidding Data to be appointed as Adjudicator under the Contract, at an hourly fee specified in the Bidding Data, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority.
- 35. Corrupt or Fraudulent Practices** 35.1 The Bank requires that Bidders/Suppliers/Contractors under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Bank:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Bank, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition;
 - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.
- 35.2 Furthermore, Bidders shall be aware of the provision stated in Clauses 1.7 and 2.6.1 of the General Conditions of Contract.

G. Bidding Data

Instructions to Bidders Clause Reference

- (1.1) The Employer is *[Zanaco Plc]*
- The name and identification number of the Contract is **ZNCB/MTC/031/2011 - Tender for the engagement of underwriting firms (risk carriers) to underwrite the bank's policies (Group Life Assurance and General Insurance) and provide risk management and claims administration on a three year contract**
- (1.2) The Intended Completion date is *[Contract will run for three year period and subject to annual renewal at the request of Zambia National Commercial Bank Plc. Contract renewal shall be subject to satisfactory performance of the Underwriter]*
- The Project is: **Tender for the engagement of underwriting firms (risk carriers) to underwrite the bank's policies (Group Life Assurance and General Insurance) and provide risk management and claims administration on a three year contract.**
- (4.2) The information required from bidders in Sub-Clause 4.2 is modified as follows: *Not Applicable.*
- (4.3) The qualification data required from bidders in Sub-Clause 4.3 are modified as follows: *Not Applicable*
- (4.4) The qualification criteria in Sub-Clause 4.4 are modified as follows: *Not Applicable*
- (4.4a) The minimum required annual volume of Services for the successful Bidder in any of the last five years shall be ***[not less than K10,000,000,000 (US\$2 million). The bidder shall provide evidence for this requirement***
- (4.4b) The experience required to be demonstrated by the Bidder as a minimum is that the bidder should have executed during the last five 5 years the following:
- Underwritten at least Assets to the value of K10,000,000,000 (US\$2 million) in anyone of the last five years. The bidder shall provide evidence for this requirement.***
- (4.4c) The essential equipment to be made available for the Contract by the

successful Bidder shall be: *NOT Applicable*

- (4.4d) **NOTE: That the service provider shall submit documentary evidence to prove that the Institution is registered with Pensions and Insurance Authority (PIA).**
- (4.4e) The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be **K2,500,000,000 (US\$500,000). The bidder shall provide evidence for this requirement.**
- (8.2) and (18.1) The number of copies of the Bid to be completed and returned shall be **[1 Original and 3 copies].**
- (13.4) The Contract **[“is not”]** subject to price adjustment in accordance with Clause 6.6 of the Conditions of Contract. The price schedule should show the rates used and discounts given (if any).
- (11.1) Language of the bid: **[“English”]**
- (12.1c) The different options in the price activity schedule shall be indicated
- (14.1) Local inputs shall be quoted in **[Zambian Kwacha]**
- (14.2) The date of the exchange rate is **[14 days before the date of bid opening].**
- The authority for establishing the rates of exchange shall be **[Zambia National Commercial Bank Plc].**
- (15.1) The period of Bid validity shall be **[90 days]** days after the deadline for Bid submission specified in the Bidding Data.
- (16.1) The amount of Bid Security shall be **[Not Applicable]. Submit the bid declaration form in line with the sample included in the bidding document.**
- (17.0) Alternative proposals to the requirements of the bidding documents **[“will not,”]** be permitted with respect to this tender.].
- (19.2) The Employer’s address for the purpose of Bid submission is **[The Head - Procurements, Zambia National Commercial Bank Plc, P O Box 33611, Lusaka, Zambia].**

For identification of the bid the envelopes should indicate:

Tender Title: **Tender for the engagement of underwriting firms (risk carriers) to underwrite the bank’s policies (Group Life Assurance**

and General Insurance) and provide risk management and claims administration on a three year contract

Tender Number: *ZNCB/MTC/031/2011*

- (20.1) The deadline for submission of bids shall be *[Wednesday, 21 December, 2011 at 15.00 hours local time]*.
- (23.1) Bids will be opened at *[Immediately after opening at 15.00 hours local time] of the day [Wednesday, 21 December, 2011]* at the following address *Conference Room, 14th Floor, Zanaco, Head office, Box 33611, Lusaka, Zambia,*
- (31) Award shall be on the basis of the most competitive proposal in terms of services offered and meets the following:
- (a) a Bid is compliant to ITB;
 - (b) documentary evidence established in accordance with ITB that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
 - (c) documentary evidence established in accordance with ITB that the services to be provided by the Bidder are eligible services and conform to the bidding documents. Provide this evidence;
 - (d) bid securing declaration furnished in accordance with ITB Clause 15. Furnish the required bid securing declaration form;
 - (e) bid valid as per ITB 15. State the validity;
 - (f) Tax clearance certificate. Provide valid Tax Clearance Certificate;
 - (g) Bidder should have offered the service to at list five reputable institutions in Zambia in last 3 years. Provide detailed data on the names of the firm, sum insured, the year the service was offered, the contact personnel;
 - (h) CVs of key personnel. Provide detailed CVs for all staff that shall manage this contract;
 - (i) Has a well established company with qualified personnel to perform the Contract or a qualified individual with capacity

to perform the Contract. Bidders are therefore required to provide as much information as possible on their capacity to perform the Contract;

- (j) Has the financial and technical capability necessary to perform the Contract. Provide audited financial statements/reports for the last three years;
- (k) Is PIA registered and approved. Provide copy of certification;
- (l) Experience of the firm related to the assignment (To be verified from submitted reference and company profiles);
- (m) Qualifications of the key staff;
- (n) Availability of Credit facility and financial liquidity of the firm;
- (o) Proof of available reinsurance arrangements with credible offshore Reinsurance firms.
- (p) Other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.

NOTE: Respondents to this tender are required to obtain a Tax Clearance Certificate from the Zambia Revenue Authority issued in accordance with Section 81B of the Income Tax Act, Cap 323. Failure to submit the Tax Clearance Certificate WILL invalidate ones response to this tender.

Bidders that meet the evaluation criteria shall be engaged by Zanaco Plc to underwrite the assets for a period of three years subject to annual renewal based on good performance annually.

- (34.0) Not Applicable
- (35.1) The Advance Payment shall be of *[None]* percent of the Contract Price.
- (36.1) The Adjudicator proposed by the Employer is *[TBA]*. The hourly fee for this proposed Adjudicator shall be *[To be Agreed by the parties]*.

Section III. Forms of Bid, Qualification Information, Letter of Acceptance, and Contract

Service Provider's Bid

[date]

To: [Zanaco Plc]

Having examined the bidding documents including addendum, we offer to execute the [Services of Air Travel Agent] in accordance with the General Conditions of Contract, and Terms of Reference accompanying this Bid.

The advance payment required is:

Amount	Currency
a)	Not Applicable

We accept the appointment of [TB] as the Loss Adjustors.

[or]

We do not accept the appointment of [name proposed in Bidding Data] as the Adjudicator, and propose instead that [name] be appointed as Adjudicator, whose daily fees and biographical data are attached.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity and Bid Security required by the bidding documents and specified in the Bidding Data.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "none")		

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Qualification Information

- 1. Individual Bidders or Individual Members of Joint Ventures**
- 1.1 Constitution or legal status of Bidder: *[attach copy]*
- Place of registration: *[insert]*
- Principal place of business: *[insert]*
- Power of attorney of signatory of Bid: *[attach]*
- 1.2 Total annual volume of Services performed in five years, in the internationally traded currency specified in the Bidding Data: *[insert]*
- 1.3 Services performed as prime Service Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of employer and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Major items of Service Provider's Equipment proposed for carrying out the Services. List all information requested below. Refer also to Sub-Clause 4.3(c) of the Instructions to Bidders.

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
(a)			
(b)			

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to Sub-Clause 4.3(e) of the Instructions to Bidders

and Sub-Clause 9.1 of the Conditions of Contract.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

- 1.6 Proposed subcontracts and firms involved. Refer to Clause 7 of Conditions of Contract. Full details of Reinsurance arrangements made to be provided as part of the bid

Sections of the Services	Value of subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a)			
(b)			

- 1.7 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.
- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as per ITB clause 3 of the bidding documents.
- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Employer.
- 1.10 Information regarding any litigation, current or within the last five years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

1.11 Statement of compliance with the requirements of Sub-Clause 3.2 of the Instructions to Bidders.

1.12 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

2. Joint Ventures

2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.

2.2 The information in 1.12 above shall be provided for the joint venture.

2.3 Attach the power of attorney of the signatory_(ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.

2.4 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that

(a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(b) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and

(c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

3. Additional Requirements

3.1 Bidders should provide any additional information required in the Bidding Data and to fulfill the requirements of Sub-Clause 4.1 of the Instructions to Bidders, if applicable.

3.2 The risk carriers' obligations in terms of their performance includes but not limited to:-

- Provision of first rate risk engineering and support services to sustain Bank's operations and enable the Corporation attain its Corporate Vision and Mission
- Provision of timely risk management stewardship reports to underpin Corporate Governance.
- Provision of customized risk management training to key Bank staff to assist Bank embered risk management in its operations and projects management to be proactive to risk.

- Keeping Bank abreast of risk management and commercial insurance market activities and trends by way of knowledge transfer to Bank.'s key staff
- Provision of disaster recovery/business continuity risk directions to sustain operations
- Negotiating a service level agreement to make promises in the

Letter of Acceptance
[letterhead paper of the Employer]

[date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

We confirm that *[insert name proposed by Employer in the Bidding Data]*,

or

We accept that *[name proposed by bidder]* be appointed as the Adjudicator

or

We do not accept that *[name proposed by bidder]* be appointed as adjudicator, and by sending a copy of this letter of acceptance to *[insert the name of the Appointing Authority]*, we are hereby requesting *[name]*, the Appointing Authority, to appoint the Adjudicator in accordance with Clause 36.1 of the Instructions to Bidders

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Contract

Form of Contract
[letterhead paper of the Employer]

LUMP-SUM REMUNERATION

This CONTRACT (hereinafter called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the "Employer") and, on the other hand, *[name of Service Provider]* (hereinafter called the "Service Provider").

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Employer") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Providers' obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (hereinafter called the "Service Provider").]

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The Service Provider's Bid
 - (d) The Priced Activity Schedule
 - (e) The Specifications
 - (f) The following Appendices: *[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*
 - Letter of acceptance
 - Notice to proceed
 - Service Provider's Bid

PERFORMANCE INCENTIVE COMPENSATION APPENDIX

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel and Subcontractors

Appendix D: Breakdown of Contract Price in Local Currency

Appendix F: Services and Facilities Provided by the Employer

- 2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

[Note: If the Service Provider consist of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

Section IV. Activity Schedule

**SUMMARY OF INSURANCE POLICIES
FOR
ZAMBIA NATIONAL COMMERCIAL BANK PLC**

1st January 2012 to 31st December 2012

TABLE OF CONTENTS

FIRE COMBINED INSURANCE POLICY	41
SCHEDULE OF INSURED BUILDINGS.....	42
BANKERS BLANKET BOND INSURANCE POLICY	44
MONEY INSURANCE POLICY.....	44
GROUP PERSONAL ACCIDENT (STAFF) INSURANCE POLICY	44
GROUP PERSONAL ACCIDENT (BOARD MEMBERS) INSURANCE POLICY	45
PUBLIC LIABILITY INSURANCE POLICY.....	45
EMPLOYERS LIABILITY INSURANCE POLICY.....	46
OFFICE COMPREHENSIVE INSURANCE POLICY	46
ELECTRONIC EQUIPMENT INSURANCE POLICY.....	46
DIRECTOR'S & OFFICER'S LIABILITY INSURANCE POLICY	47
FIDELITY GUARANTEE INSURANCE POLICY	47
ALL RISKS (MANAGEMENT PERSONAL EFFECTS) INSURANCE POLICY.....	47
ALL RISKS (MOBILE BANKING VEHICLE) INSURANCE POLICY	48
CORPORATE PRIVATE MOTOR COMPREHENSIVE.....	48
MOTOR CYCLE COMPREHENSIVE INSURANCE POLICY.....	51
COMMERCIAL VEHICLE COMPREHENSIVE INSURANCE	51
HOUSEOWNER'S INSURANCE.....	52
ALL RISKS INSURANCE.....	52
FIRE AND ALLIED PERILS INSURANCE.....	53

BURGLARY INSURANCE.....	53
GROUP LIFE ASSURANCE.....	54

LOT 1 – GENERAL INSURANCE

1. FIRE COMBINED INSURANCE POLICY

INTEREST

Office buildings, branch offices and declared ATMs countrywide

Cover should include the following perils: Fire, Lightning, Full Explosion, Riot, Civil Commotion, Strikes, Lock outs, Labour Disturbances, Malicious Damage, Spontaneous Combustion, Storm Tempest and Flood, Earthquake, Aircraft or other aerial devices, Bursting or Overflowing of water tanks apparatus or pipes, Impact, Housebreaking, and Accidental damage to water, sewage, gas, electricity and telephone connections.

BASIS OF VALUATION

Replacement/ Reinstatement market Value

SUMS INSURED

Buildings	K105,215,000,000.00
Fixtures & Fittings	K 27,000,000,000.00
Surveyors Fees	K 220,000,000.00
Rent Received	K 88,000,000.00

Total Sum Insured:	K132,523,000,000.00
	=====

SCHEDULE OF INSURED BUILDINGS

NO	PLOT/STAND NO.	SUM INSURED
1	STAND 538 NDOLA T/FAIR	K135,000,000.00
2	STAND 340, MONGU	K490,000,000.00
3	PLOT 294 KAWAMBWA	K300,000,000.00
4	MPIKA BRANCH ST. 3032	K560,000,000.00
5	PROPOSED PETAUKE BRANCH	K330,000,000.00
6	STAND 255, SIAVONGA	K1,500,000,000.00
7	PROPOSED MANSA BRANCH PLOT 1032	K1,500,000,000.00
8	LUSAKA S/GROUNDS PAVIL.	K600,000,000.00
9	CHOMA STAND 339	K2,000,000,000.00
10	PLOT 160 MAZABUKA	K2,750,000,000.00
11	KAPIRI MPOSHI STAND 166	K670,000,000.00
12	PLOT 188 MONZE	K2,250,000,000.00
13	STAND 3559 NDOLA INDUSTRIAL	K1,150,000,000.00
14	PLOT 2711 NDOLA WEST	K2,000,000,000.00
15	KAFUE STAND 535	K2,200,000,000.00
16	MONGU STAND 861	K530,000,000.00
17	STAND 16 MUFULIRA	K3,100,000,000.00
18	PLOT 54/A LUANSHYA	K1,800,000,000.00
19	PROPOSED MKUSHI BRANCH	K930,000,000.00
20	KIT. INDUSTRIAL PLOT 5276	K1,100,000,000.00
21	PROPOSED KASAMA BRANCH ST.1373	K2,800,000,000.00
22	SOLWEZI STAND 931	K1,600,000,000.00
23	STAND 41 KABWE	K1,100,000,000.00
24	ZNCB STAFF CLINIC- F.284a/46	K900,000,000.00
25	PLOT 1480 CHIPATA	K870,000,000.00
26	STAND 104 NDOLA MAIN	K2,400,000,000.00
27	STAND 279 KITWE	K4,600,000,000.00
28	RECREAT. CENT. (SPORTS CO.)	K1,450,000,000.00
29	STAND 1349 CHINGOLA	K1,700,000,000.00
30	STAND 1021 LSK KWACHA	K2,100,000,000.00
31	STAND 679 LSK N/END	K5,400,000,000.00
32	PLOT 1372 LSK CENTRE	K2,700,000,000.00
33	STAND 2610 L'STONE MAIN	K4,100,000,000.00
34	NEW H/O COMPLEX STAND 21	K32,000,000,000.00

35	LUNDAZI	K350,000,000.00
36	CIVIC CENTRE REFURBUSHMENT	K950,000,000.00
37	STAND 17 CAIRO LSK MAIN	K8,000,000,000.00
38	ITEZHI TEZHI	K1,000,000,000.00
39	DEMOUNTABLE BANKING UNIT MAAMBA	K1,750,000,000.00
40	DEMOUNTABLE BANKING UNIT NAMWALA	K1,550,000,000.00
41	DEMOUNTABLE BANKING UNIT CHISAMBA	K2,000,000,000.00
	TOTAL:	K105,215,000,000.00

2. BANKERS BLANKET BOND INSURANCE POLICY

INTEREST:

Money, Fidelity Guarantee and Computer Crime

LIMIT OF LIABILITY:

Combined Single Limit of US\$500,000.00

3. MONEY INSURANCE POLICY

INTEREST

Money on premises (including vault and ATMs) and in transit; Safes and Strong rooms.

LIMITS INSURED

Cash On Premises (Including Vault and ATMs): K249,450,000,000.00

Cash In Transit: K 84,050,000,000.00

Safes and Strong rooms: K530,000,000.00

EXTENSIONS

Riot, Strike, Civil Commotion and Malicious Acts

4. GROUP PERSONAL ACCIDENT (STAFF) INSURANCE POLICY

INTEREST

All employees of the insured

Estimated Annual Wagebill: K80,000,000,000.00

BENEFITS

Death 3 times Basic Annual Salary

Permanent Disablement % of death benefits as per scale of benefits

Temporary Total Disablement 100% of weekly earnings up to 104 weeks

Fringe benefits 50% of death benefit

FURTHER EXTENSIONS:

Riot and Strike / Malicious Acts

Motor Cycling

Football

5. GROUP PERSONAL ACCIDENT (BOARD MEMBERS) INSURANCE POLICY**INTEREST**

Blanket Cover on Six (06) Board members

BENEFITS PER MEMBER

Death K500,000,000.00

Permanent Disablement K500,000,000.00

Medical Expenses K150,000,000.00

6. PUBLIC LIABILITY INSURANCE POLICY**INTEREST**

Third parties

LIMIT OF LIABILITY

K3,000,000,000.00 / event and any one period of insurance

EXTENSION

Car Park Liability

7. EMPLOYER'S LIABILITY INSURANCE POLICY

INTEREST

All Employees

LIMIT OF LIABILITY

K3,000,000,000.00 / event and any one period of insurance

8. OFFICE COMPREHENSIVE INSURANCE POLICY

INTEREST

Section A: Office Furniture

Section B: Office Equipment (including generators)

Office Furniture	}	K28,060,000,000.00
Office Equipment		

9. ELECTRONIC EQUIPMENT INSURANCE POLICY

INTEREST

Computers, printers, laptops, servers, UPS and other accessories

Reinstatement of Data

Increased Cost of Working

SUMS INSURED

Material Damage	US\$25,000,000.00
Increased Cost of Working	US\$ 22,000.00
Reinstatement of data	US\$ 22,000.00

Total Sum Insured	US\$25,044,000.00
	=====

EXTENSIONS

Riot, Strike, Civil Commotion and Malicious Damage

10. DIRECTORS & OFFICERS LIABILITY INSURANCE POLICY

INTEREST

On the Directors and Officers of the Bank.

LIMIT OF LIABILITY

K5,800,000,000.00 / event and in any one period of insurance

ESTIMATED ANNUAL INCOME

K299,946,000,000.00

11. FIDELITY GUARANTEE INSURANCE POLICY

INTEREST

Blanket Cover on all Employees of the Bank

LIMIT OF GUARANTEE

Any one event / annual aggregate K2,000,000,000.00

Collusion K 500,000,000.00

12. ALL RISKS (MANAGEMENT PERSONAL EFFECTS) INSURANCE POLICY

INTEREST

Management's Personal Effects as follows:

	Sum Insured
Managing Director	K 25,000,000.00
Bank Secretary, Directors (08), Heads of Departments (06) And General Managers (04) at K23,000,000.00 each	K437,000,000.00
Nine (09) Head Office Managers at K15,000,000.00 each	K135,000,000.00
Ten (10) Branch Managers at K15,000,000.00 each	K150,000,000.00
Six (06) Head Office Officers at K13,000,000.00 each	K 78,000,000.00
Total Sum Insured	----- K825,000,000.00 =====

13. ALL RISKS (MOBILE BANKING VEHICLE) INSURANCE POLICY

INTEREST

Fitted Equipment in the mobile banking vehicle as follows:

DESCRIPTION	SUM INSURED
Fitted Two Way Radio	K19,800,000.00
Fitted Six Cameras	K15,200,000.00
Fitted Vigil Security	K 6,800,000.00
Fitted CD MP3 and Remote Alarm	K 4,200,000.00
Fitted Geotab System	K 3,500,000.00
Fitted Safe	K 8,000,000.00

TOTAL SUM INSURED	K57,500,000.00
	=====

14. PRIVATE MOTOR COMPREHENSIVE INSURANCE POLICY

INTEREST

62 Corporate Private Vehicles as per schedule below.

EXTENSIONS

Passenger Liability, Riot, Strike, Civil Commotion and Malicious Damage

COMBINED THIRD PARTY LIABILITY LIMIT

Death/ Injury	}	K300,000,000.00
Property damage		

SCHEDULE OF CORPORATE MOTOR VEHICLES

NO.	MAKE	REG.NO	ENGINE NO.	CHASIS NO.	CC	SUM INSURED (ZMK)
1	Mitsubishi Pajero	ABC 8490	6G75-RJ0204	JMYLV77WAJ001107	3500	100,000,000.00
2	Toyota Prado	ABL 2593				200,000,000.00
3	Toyota For tuner	ABL 3411				200,000,000.00

4	Toyota Hilux D/Cab	ABP 607	1KD-7575337	AHTFZ29G909025392	2800	200,000,000.00
5	Toyota Hilux D/Cab	ABP 635	1KD-7575446	AHTFZ29G209025430	3000	200,000,000.00
6	Toyota Hilux D/Cab	ABR 2984	1KD-7644510	AHTEZ39G007012544	3000	200,000,000.00
7	Toyota Hilux D/Cab	ABP 1929	1KD-7570015	AHTFZ29G209025122	2400	200,000,000.00
8	Toyota Hilux	ABP 7120	1KD-7625822	AHTFZ29G609029285	3000	200,000,000.00
9	Toyota Hilux	ABT 2535	2KD-7712879	AHTE23GX08500551	2400	200,000,000.00
10	Toyota Hilux	ABM 8590	1KD-7548915	AHTFZ29G409024411	2400	200,000,000.00
11	Toyota Hilux D/Cab	ABM 9711	1KD-7573154	AHTFZ295109D25340	3000	200,000,000.00
12	Toyota Hilux D/Cab	ABR 2993	1KD-7639272	AHTEZ39G107012407	3000	200,000,000.00
13	Toyota Hilux D/Cab	ABP 5351	1KD-7609033	AHTFZ29G5027799	3000	200,000,000.00
14	Toyota Hilux D/Cab	ABR 2740	1KD-7647424	AHTFEZ39G707012556	3000	200,000,000.00
15	Toyota Hilux D/Cab	ABP 5292	1KD-7613048	AHTF29G209028143	3000	200,000,000.00
16	Toyota Hilux D/Cab	ABR 521	1KD-7640067	AHTEZ39G407012434	3000	200,000,000.00
17	Toyota Hilux D/Cab	ABP 325	1KD-7577900	AHTFZ29G309025579	3000	200,000,000.00
18	Toyota Hilux	ABP 8322	1KD-7630918	AHTF29G709029635	3000	200,000,000.00
19	Toyota Hilux D/Cab	ABP 5592	1KD-7610968	AHTFZ29G209028005	3000	200,000,000.00
20	Nissan Sunny	AAX 3445	TBA	TBA	TBA	50,000,000.00
21	Mitsubishi Colt L200	ABD 5905	TBA	TBA	TBA	70,000,000.00
22	Mitsubishi Colt L200	ABD 9433	TBA	TBA	TBA	70,000,000.00
23	Mitsubishi Colt L200	ABD 5823	TBA	TBA	TBA	70,000,000.00
24	Mitsubishi Colt L200	ABD 5824	TBA	TBA	TBA	70,000,000.00
25	Mitsubishi Colt L200	ABC 8119	TBA	TBA	TBA	70,000,000.00
26	Mitsubishi Colt L200	ABC 8651	TBA	TBA	TBA	70,000,000.00
27	Toyota Hilux	ABP 8324	1KD-7623741	AHTFZ29G709029120	3000	200,000,000.00
28	Toyota Hilux	ABM 6097	1KD-7533927	AHTFV29G409023193	3000	200,000,000.00
29	Toyota Hilux D/Cab	ABM 2479	1KD-7508021	AHTFZ29G509021873	3000	200,000,000.00
30	Mitsubishi Colt L200	ABD 8116	TBA	TBA	TBA	70,000,000.00
31	Mitsubishi Colt L200	ABD 5342	TBA	TBA	TBA	70,000,000.00
32	Mitsubishi Colt L200	ABD 5341	TBA	TBA	TBA	70,000,000.00
33	Nissan Hardbody	ABH 4606	TBA	TBA	TBA	

						200,000,000.00
34	Toyota Hilux	ABT 2536	TBA	TBA	TBA	200,000,000.00
35	Mitsubishi Colt	ABD 6575	TBA	TBA	TBA	70,000,000.00
36	Mitsubishi Colt L200	ABC 8226	TBA	TBA	TBA	70,000,000.00
37	Toyota Hilux	ABT 2455	2KD-7671263	AHTFR22G206021177	2400	200,000,000.00
38	Toyota Hilux	ABM 7482	TBA	TBA	TBA	200,000,000.00
39	Toyota Hilux	ABT 1925	2KD-7628128	AHTFR22G906018907	2400	200,000,000.00
40	Toyota Hilux	ABT 2500	2KD-7634897	AHTFR29GX06018785	2400	200,000,000.00
41	Toyota Hilux D/Cab	ABM 2478	2KD-7495455	AHTER32G208500155	2500	200,000,000.00
42	Toyota Hilux	ABM 6009	1KD-7530572	AHTFZ29G00903336	3000	200,000,000.00
43	Mitsubishi Colt L200	ABC 8755	TBA	TBA	TBA	70,000,000.00
44	Mitsubishi Pajero	AAP 5232	TBA	TBA	TBA	70,000,000.00
45	Mitsubishi Colt L200	ABD 5799	TBA	TBA	TBA	70,000,000.00
46	Mitsubishi Colt L200	ABC 8120	TBA	TBA	TBA	70,000,000.00
47	Mitsubishi Colt	ABD 5339	4M40-GP9796	K77JNR4E075402	3680	70,000,000.00
48	Toyota Hilux D/Cab	ABM 2481	1KD-7509272	AHTEZ29G409022139	3000	200,000,000.00
49	Mitsubishi Colt D/Cab	ABC 8113	4M40-GM2998	K77JNR4E074678	2800	70,000,000.00
50	Toyota Hilux	ABT 2452	2KD-7626209	AHTFR22GX06018382	2400	200,000,000.00
51	Toyota Hilux	ABR 3711	TBA	TBA	2000	200,000,000.00
52	Mitsubishi Colt L200	ABC 8117	TBA	TBA	TBA	70,000,000.00
53	Mitsubishi Colt	ABC 8121	TBA	TBA	TBA	70,000,000.00
54	Toyota Hilux D/Cab	ABR 2904	1KD-7642761	AHTEZ39G-80701012467	3000	200,000,000.00
55	Toyota Hilux	ABT 2533	2KD-7717002	AHTER32G508500537	2400	200,000,000.00
56	Toyota Hilux	ABT 2453	2KD-7617735	AHTFR22522206018148	2400	200,000,000.00
57	Toyota Hilux D/Cab	ABM 4954	1KD-7513169	AHTFZ29G209022284	2000	200,000,000.00
58	Toyota Hilux D/Cab	ABM 4013	1KD-7513624	AHTFZ29G909022783	3000	200,000,000.00
59	Mitsubishi Colt L200	ABD 5340	TBA	TBA	TBA	70,000,000.00
60	Toyota Hilux D/Cab	ABM 2485	2KD-7490667	AHTER32G508500151	2500	200,000,000.00
61	Toyota Hilux	ABT 2532	2KD-7664708	AHTER32G70850443	2400	200,000,000.00
62	Toyota Hilux D/Cab	ABX 5617	1KD-5025123	AHTFZ29G709046922	3000	250,000,000.00

63	Nissan Navara	ABZ 8070	YD25262558T	MNTVCU-D40Z0029994	2500	250,000,000.00
TOTAL SUMS INSURED						9,850,000,000.00

15. MOTOR CYCLE COMPREHENSIVE INSURANCE POLICY

INTEREST

Honda CTX 200 ABX 3604 K35,500,000.00

Honda CTX 200 ABX 3606 K35,500,000.00

Total Sum Insured -----
K70,000,000.00
=====

EXTENSIONS

Riot, Strike, Civil Commotion and Malicious Damage

THIRD PARTY LIABILITY LIMITS

Death/ Injury per person K30,006,000.00

Death/ Injury per event K60,003,000.00

Property damage K30,000,000.00

16. COMMERCIAL VEHICLE COMPREHENSIVE INSURANCE

INTEREST

		Sum Insured
Mitsubishi Rosa	ABD 8573	K200,000,000.00
Mitsubishi Rosa	AAR 4871	K 90,000,000.00
Mercedes Benz Truck	ABC 7546	K400,000,000.00
Mercedes Benz Bus	ABT 7730	K500,000,000.00
Total Sum Insured		----- K1,190,000,000.00 =====

EXTENSIONS

Passenger Liability, Riot, Strike, Civil Commotion and Malicious Damage

COMBINED THIRD PARTY LIABILITY LIMIT

Death/ Injury	}	K600,000,000.00
Property damage		

17. HOUSEOWNERS INSURANCE

INTEREST

Bank Residential properties. All Perils covered in respect of the buildings should apply in full to the wall fences and any other item(s) covered.

TOTAL SUM INSURED

K10,031,740,615.00

SCHEDULE OF RESIDENTIAL PROPERTIES

NO.	PLOT/ STAND NO.	SUM INSURED
1	STAND 8396 FLAT 43 MANSANSA CLOSE	K400,000,000.00
2	STAND 8396 FLAT 42 MANSANSA CLOSE	K400,000,000.00
3	STAND 8396 FLAT 43 MANSANSA CLOSE	K400,000,000.00
4	PLOT 1910 LIMULUNGA CRESCENT - KITWE	K400,000,000.00
5	PLOT 163 LUMBAMBA AVE. MUFULIRA	K300,000,000.00
6	STAND 233 MONZE	K300,000,000.00
7	PLOT 979 LUNGWEBUNGU KABWE	K200,000,000.00
	TOTAL:	K2,400,000,000.00

18. ALL RISKS (PHOTOGRAPHIC AND PRINTING EQUIPMENT) INSURANCE

INTEREST

Photographic and printing equipment as per schedule below (PR):

	Sum Insured
Bizhub printer	K12,350,000.00
HP 550DN Laserjet	K 400,000.00
HP8000 Laserjet	K 5,700,000.00
Imac Computer	K15,700,000.00
HP Computer	K 1,000,000.00

Apple Mac Computer	K 5,000,000.00
Xerox printer	K 4,000,000.00
Canon 100F SLR Camera	K 1,000,000.00
Canon 100F SLR Camera	K 150,000.00
Canon camera EOS 500N	K 2,000,000.00
Canon camera	K 1,000,000.00
Philips TV	K 1,700,000.00
Panasonic NCR	K 800,000.00
AIWA Music System	K 1,500,000.00
Total Sum Insured	----- K52,300,000.00 =====

19. FIRE AND ALLIED PERILS INSURANCE

INTEREST

	Sum Insured
Stock	K1,800,000,000.00

Cover should include the following perils: Fire, Lightning, Full Explosion, Earthquake, Riot and Strike, Malicious Damage, Spontaneous Combustion and Special Perils.

20. BURGLARY INSURANCE

INTEREST

Stock

TOTAL SUM INSURED

K1,800,000,000.00

LOT 2 – GROUP LIFE ASSURANCE

GROUP LIFE ASSURANCE		
	1. MANAGEMENT STAFF	
DATE OF BIRTH	SEX	BASIC PAY (ZMK)
10-Apr-58	MALE	12,475,834.88
24-Apr-58	MALE	12,090,745.13
1-Feb-57	MALE	9,695,845.33
13-Sep-57	MALE	10,783,704.38
10-Jun-57	MALE	12,792,880.13
7-Sep-57	MALE	11,910,110.63
8-Oct-57	MALE	8,571,720.38
17-Jan-59	MALE	10,512,144.00
14-Jun-57	FEMALE	9,198,411.75
30-Dec-58	FEMALE	8,950,729.50
1-Oct-58	FEMALE	9,928,708.35
6-Apr-58	MALE	11,331,373.42
20-Oct-59	MALE	6,369,151.50
29-May-60	MALE	8,504,326.13
12-May-60	FEMALE	11,109,122.20
26-Dec-59	FEMALE	8,620,540.80
15-Oct-58	FEMALE	7,527,548.25
5-Nov-61	FEMALE	11,570,865.75
11-Dec-57	MALE	6,882,674.60
10-Feb-62	FEMALE	11,509,572.38
6-Jul-61	FEMALE	7,946,101.13
1-Mar-62	FEMALE	7,924,781.25
17-Aug-57	MALE	7,382,878.71
21-Jan-61	MALE	11,903,164.88
14-Jul-58	FEMALE	6,683,310.48
9-Feb-59	MALE	8,500,459.50
3-Jan-61	FEMALE	8,634,529.73
10-Mar-60	MALE	7,655,635.13
15-Apr-61	MALE	9,738,542.10
29-Jul-62	FEMALE	13,741,650.83
12-Dec-64	MALE	10,783,703.70
3-Apr-59	FEMALE	11,521,537.88
29-Mar-63	FEMALE	8,787,670.05
19-Sep-59	FEMALE	5,979,304.80
9-Jul-64	FEMALE	9,803,383.88
12-May-62	MALE	9,494,251.88
29-Apr-60	MALE	13,549,203.61
21-Mar-63	MALE	13,471,473.38

20-Jul-61	MALE	7,291,081.13
7-Jul-64	FEMALE	7,716,617.58
3-Dec-59	FEMALE	8,119,046.25
8-Oct-62	FEMALE	9,997,124.63
2-Jul-64	FEMALE	6,716,356.88
21-May-64	FEMALE	11,133,445.50
15-Aug-66	FEMALE	9,619,785.00
24-Jun-64	MALE	10,592,843.63
26-May-61	MALE	11,133,445.40
8-Dec-64	FEMALE	9,898,435.53
27-Nov-62	MALE	6,298,699.50
26-Jul-64	MALE	9,494,251.88
12-May-64	MALE	10,927,957.50
18-Jan-63	FEMALE	10,783,704.38
28-Jan-59	FEMALE	12,032,808.25
9-Feb-66	FEMALE	7,746,391.40
10-Apr-62	MALE	6,929,645.63
18-Feb-59	MALE	9,203,317.95
9-May-67	FEMALE	11,862,075.50
10-Nov-62	MALE	9,543,763.90
8-Sep-63	FEMALE	12,070,182.38
1-Sep-66	FEMALE	12,070,183.50
5-Apr-66	FEMALE	7,406,070.60
12-Dec-66	FEMALE	10,993,291.56
21-Dec-61	MALE	7,291,081.13
5-Oct-64	MALE	12,090,745.13
4-Apr-66	FEMALE	9,766,674.93
30-Apr-57	FEMALE	7,723,806.75
21-Jul-60	MALE	10,193,122.13
28-Aug-63	MALE	7,291,815.75
3-May-64	MALE	8,118,110.25
27-Feb-60	MALE	7,596,299.70
17-Jul-66	FEMALE	10,972,892.25
21-Jan-67	FEMALE	7,291,081.13
15-Mar-62	MALE	7,500,003.75
22-Nov-67	FEMALE	7,154,495.70
3-Feb-65	FEMALE	7,661,371.33
24-Oct-66	FEMALE	5,626,229.65
14-Jun-65	FEMALE	11,670,649.52
24-Mar-64	MALE	7,788,145.61
16-Aug-62	MALE	8,587,925.94
20-Jan-59	MALE	14,801,358.38
25-May-62	MALE	9,740,094.48
30-May-67	FEMALE	10,736,588.30

7-Jul-58	MALE	9,494,251.88
17-Jun-68	MALE	11,330,498.25
10-Dec-64	MALE	10,783,704.38
1-Jul-66	FEMALE	8,035,467.75
7-Jul-69	FEMALE	8,914,200.75
25-Dec-65	FEMALE	8,434,197.00
29-Jan-59	FEMALE	5,162,083.65
27-Jan-57	MALE	7,291,081.13
18-Sep-66	MALE	7,984,045.13
26-Jan-66	FEMALE	8,358,330.20
12-Nov-63	MALE	11,167,965.89
15-May-70	FEMALE	6,566,415.75
21-Mar-58	FEMALE	5,576,518.13
28-May-64	FEMALE	7,423,134.75
28-Jan-68	MALE	6,825,615.50
12-Mar-71	MALE	7,420,700.35
5-May-58	FEMALE	5,071,914.00
16-Dec-65	MALE	6,303,872.03
6-Dec-59	FEMALE	9,498,928.98
25-Aug-67	FEMALE	6,507,820.00
12-Jun-65	MALE	13,654,915.88
9-Jan-66	FEMALE	6,188,178.38
10-Dec-68	MALE	7,420,700.35
9-Aug-65	MALE	10,972,892.25
22-Mar-68	MALE	10,783,703.25
10-Jul-68	MALE	7,265,680.28
25-Sep-68	MALE	8,044,440.24
4-Oct-68	MALE	9,289,055.24
2-Apr-69	MALE	7,291,081.13
5-Mar-64	MALE	6,369,152.63
10-Dec-64	MALE	12,460,008.38
4-Mar-70	MALE	7,271,303.84
22-Apr-69	MALE	10,540,884.20
4-Feb-64	FEMALE	8,848,884.26
28-Sep-64	MALE	8,125,984.85
7-Oct-67	FEMALE	9,448,832.80
9-Sep-65	MALE	7,369,516.13
19-Mar-63	FEMALE	9,977,649.08
24-Dec-68	MALE	6,470,983.18
28-May-67	MALE	9,979,942.97
5-Aug-71	FEMALE	8,242,987.50
15-Oct-69	MALE	8,020,543.83
23-Nov-69	MALE	7,265,680.28
14-Mar-67	MALE	12,030,141.38

4-Jun-70	FEMALE	7,355,988.00
25-Jun-71	FEMALE	10,274,087.25
20-Jul-68	MALE	7,708,734.00
22-Dec-69	MALE	7,265,680.40
8-Sep-68	MALE	7,519,456.13
24-Jun-67	FEMALE	7,291,081.13
16-Mar-70	FEMALE	7,527,548.25
5-Dec-70	MALE	8,787,670.05
14-Jun-63	FEMALE	11,906,067.24
5-Apr-69	MALE	7,061,181.75
21-Nov-72	MALE	7,846,390.13
2-Jul-72	MALE	13,684,675.50
20-Oct-70	MALE	8,020,190.25
11-Apr-62	FEMALE	5,325,509.70
18-Feb-66	FEMALE	7,746,746.63
9-Mar-72	MALE	6,373,715.63
28-Sep-70	MALE	6,958,695.59
2-Jun-69	MALE	7,899,529.50
12-Dec-69	MALE	9,975,355.88
21-Apr-69	MALE	8,872,229.00
14-Oct-65	FEMALE	12,521,866.50
9-Apr-69	MALE	10,783,704.38
10-Dec-70	MALE	7,291,081.13
30-May-69	FEMALE	7,291,081.13
4-Mar-67	FEMALE	6,232,227.75
28-Sep-65	MALE	11,666,379.38
6-Oct-57	MALE	11,190,445.78
23-Jan-66	MALE	7,903,926.00
2-Aug-70	MALE	6,832,257.75
6-Feb-69	MALE	8,241,042.47
11-May-71	FEMALE	6,929,645.00
25-Apr-71	MALE	7,265,680.40
30-Nov-64	FEMALE	5,573,625.60
6-Apr-60	MALE	7,486,761.12
17-Jan-58	FEMALE	7,413,615.09
23-Nov-68	FEMALE	7,279,906.84
25-Sep-69	MALE	6,192,758.83
27-Aug-65	FEMALE	9,803,367.00
21-Dec-71	FEMALE	6,487,026.13
1-Sep-70	MALE	7,791,936.05
27-Jul-70	MALE	8,244,882.80
21-May-61	MALE	6,835,869.00
22-Oct-65	MALE	10,304,428.63
24-Jan-72	FEMALE	7,846,389.79

24-Sep-69	MALE	6,816,055.78
6-Jul-69	FEMALE	5,498,259.75
15-Jun-71	MALE	10,972,893.38
5-Nov-74	FEMALE	6,568,540.88
23-Dec-69	MALE	7,291,081.13
10-Dec-69	MALE	6,380,524.70
18-Aug-57	FEMALE	6,911,317.13
6-Dec-69	MALE	6,097,858.80
21-Nov-66	MALE	10,863,327.38
6-Jan-70	MALE	7,265,680.40
12-Jul-68	MALE	6,772,604.25
10-Feb-65	MALE	10,402,284.38
16-Oct-57	MALE	10,808,335.13
24-Oct-64	MALE	7,465,756.50
26-Apr-63	MALE	10,407,002.63
3-Mar-70	MALE	11,365,629.53
15-Mar-60	MALE	9,590,320.77
6-Jan-70	MALE	7,655,635.18
27-Oct-68	MALE	7,655,635.18
11-Nov-64	MALE	14,047,540.88
11-Aug-66	MALE	9,836,045.75
14-Mar-67	FEMALE	12,108,017.40
23-Jul-66	MALE	10,193,122.13
10-Jul-67	FEMALE	13,551,494.63
15-Jun-72	MALE	5,805,660.30
16-Sep-72	FEMALE	6,685,314.94
19-Sep-66	MALE	8,020,190.25
14-Jul-63	FEMALE	7,509,765.32
3-May-73	MALE	6,568,099.00
23-Aug-71	FEMALE	7,655,635.13
1-Feb-69	MALE	6,487,026.13
20-Aug-72	MALE	7,926,198.00
25-Sep-65	MALE	7,265,680.16
24-Sep-64	MALE	6,875,715.00
11-Mar-71	MALE	6,568,540.88
13-Oct-70	FEMALE	11,121,183.78
2-Aug-72	MALE	8,634,173.63
10-Jan-66	FEMALE	7,154,391.20
18-Dec-65	FEMALE	11,533,731.98
29-Nov-69	MALE	6,188,178.38
9-Jan-65	FEMALE	8,036,707.74
29-Nov-65	FEMALE	6,188,178.38
28-May-68	MALE	6,410,198.25
21-Jun-70	MALE	8,733,461.17

9-Mar-69	MALE	7,846,389.79
8-Jan-72	MALE	8,634,173.63
31-Jul-62	FEMALE	6,092,433.00
18-Feb-70	MALE	7,291,081.13
17-Jul-67	MALE	7,029,055.20
3-Dec-67	MALE	8,353,932.67
9-Sep-68	FEMALE	10,783,705.50
25-Dec-70	FEMALE	4,892,377.50
14-Jan-67	MALE	11,301,840.00
30-Mar-73	FEMALE	7,265,680.40
22-Oct-69	MALE	11,505,476.25
6-Oct-67	MALE	9,933,957.00
10-Mar-68	MALE	13,048,284.70
7-Aug-69	MALE	7,846,390.13
23-Sep-73	MALE	7,723,787.40
28-Apr-70	FEMALE	11,200,868.61
21-Jan-71	MALE	7,291,081.13
22-Jul-73	FEMALE	11,160,810.16
6-Oct-72	FEMALE	6,299,678.25
2-Jan-74	MALE	8,427,508.46
25-Jan-69	FEMALE	5,325,512.06
17-Feb-73	MALE	6,189,157.13
22-Aug-64	MALE	5,727,603.23
28-May-64	FEMALE	5,515,278.37
20-Sep-66	MALE	7,291,081.13
23-Aug-72	FEMALE	6,373,715.63
20-Sep-74	FEMALE	6,380,524.47
20-Dec-69	FEMALE	8,162,771.10
4-Jan-63	MALE	5,682,408.75
17-Aug-70	FEMALE	8,440,779.90
5-Feb-73	FEMALE	6,380,524.20
22-Nov-71	FEMALE	14,198,439.22
19-Nov-68	MALE	7,372,892.59
6-Jun-75	FEMALE	7,355,988.00
3-Mar-73	FEMALE	8,100,866.81
1-Jul-72	MALE	7,265,680.40
4-Sep-74	FEMALE	6,568,540.88
5-Aug-70	MALE	6,380,524.70
7-Mar-74	FEMALE	8,208,419.13
10-Sep-74	FEMALE	7,007,940.00
12-Mar-73	FEMALE	9,124,543.13
12-Dec-73	MALE	8,280,303.90
20-Oct-71	MALE	8,280,303.08
2-Aug-70	FEMALE	7,486,759.98

5-Oct-73	MALE	8,125,984.90
17-Jun-59	FEMALE	5,444,132.63
12-Feb-71	MALE	6,426,493.88
28-Mar-70	MALE	7,500,529.75
5-Nov-61	FEMALE	5,104,560.38
25-Jul-75	FEMALE	8,634,173.63
22-Jul-73	MALE	12,664,642.77
10-May-71	MALE	7,265,680.40
8-Jan-74	MALE	8,915,260.02
18-Oct-74	FEMALE	6,568,540.88
5-Aug-66	FEMALE	5,909,594.63
16-Dec-57	FEMALE	5,261,465.25
19-Jan-68	FEMALE	10,300,565.25
2-Mar-72	MALE	6,373,715.63
10-Jun-71	MALE	7,011,087.60
29-Dec-75	MALE	7,858,723.58
1-Sep-75	MALE	7,281,580.90
26-Jun-71	MALE	9,432,974.50
3-Oct-61	MALE	11,413,528.88
22-Aug-60	FEMALE	10,182,717.44
28-Sep-67	FEMALE	5,418,942.75
19-Oct-70	MALE	7,265,680.40
19-Aug-60	MALE	8,441,746.88
29-Mar-57	MALE	10,936,395.00
5-Jun-57	MALE	11,553,378.68
20-Mar-71	MALE	11,710,931.63
26-Jan-76	FEMALE	7,133,081.63
23-Jun-72	MALE	10,740,027.87
22-Oct-71	MALE	8,634,173.63
12-Dec-71	MALE	12,388,037.63
2-Jan-74	MALE	10,474,124.63
28-Sep-73	MALE	10,293,536.25
26-Nov-72	FEMALE	10,783,704.38
25-Jun-67	MALE	11,662,754.63
28-Mar-73	MALE	6,380,524.70
15-Feb-63	MALE	9,629,858.25
16-Jul-69	FEMALE	9,803,367.00
10-Jun-62	FEMALE	11,862,076.60
1-Jan-76	MALE	6,380,524.27
1-Jan-61	FEMALE	15,232,892.40
1-Oct-62	FEMALE	5,160,897.00
30-Nov-68	MALE	6,747,351.45
12-Jan-62	FEMALE	4,825,053.00
19-Oct-76	FEMALE	6,685,314.94

23-Apr-62	FEMALE	5,325,512.63
4-Jun-76	FEMALE	6,806,996.90
5-May-67	MALE	5,312,799.00
11-Feb-72	MALE	3,345,576.82
3-Feb-75	MALE	9,369,816.10
12-Jan-76	FEMALE	5,840,733.80
20-Dec-62	FEMALE	5,162,083.65
2-Jul-67	MALE	9,809,091.00
5-Feb-64	MALE	11,505,476.25
10-Sep-69	FEMALE	8,474,638.50
15-Aug-68	FEMALE	7,661,371.33
28-Aug-60	MALE	15,943,434.75
25-Sep-77	FEMALE	5,766,450.75
5-Mar-78	MALE	12,844,247.49
8-Jun-74	MALE	13,147,660.53
5-Feb-80	FEMALE	8,787,670.05
2-Apr-77	MALE	7,903,925.66
7-Feb-79	FEMALE	8,326,609.09
29-Oct-78	MALE	9,119,137.70
4-Mar-76	FEMALE	7,661,371.33
27-Apr-79	MALE	7,061,181.75
14-Jul-75	FEMALE	8,634,173.63
3-Dec-78	FEMALE	7,420,700.35
11-Apr-77	MALE	3,645,540.57
2-Nov-77	FEMALE	7,655,636.10
24-Feb-79	MALE	6,967,033.08
3-Sep-78	FEMALE	7,291,081.13
31-Mar-79	FEMALE	7,661,371.33
24-Jun-80	MALE	6,772,604.25
20-Feb-79	FEMALE	7,788,145.50
18-Aug-77	MALE	11,445,592.50
9-Oct-77	MALE	8,020,189.24
6-Feb-78	FEMALE	7,903,926.00
3-Feb-80	FEMALE	8,719,262.22
13-Jul-78	MALE	7,061,181.75
7-Dec-77	MALE	7,895,357.81
3-Mar-79	MALE	7,661,371.33
28-Apr-81	MALE	7,895,357.81
1-Jan-78	MALE	8,020,190.25
31-Jan-76	MALE	8,427,509.15
12-Sep-74	MALE	10,230,404.62
11-Dec-68	MALE	7,527,548.25
28-May-79	MALE	8,510,581.19
17-Mar-81	MALE	8,442,302.91

19-Mar-80	FEMALE	9,124,543.13
14-Aug-81	FEMALE	8,162,770.38
17-Dec-79	FEMALE	7,291,081.13
23-Aug-81	FEMALE	9,065,882.31
24-Aug-81	FEMALE	7,655,635.18
20-Aug-80	FEMALE	7,291,081.13
10-Nov-78	MALE	7,291,081.13
30-Sep-81	MALE	8,020,190.25
8-May-80	MALE	7,903,926.00
28-Oct-73	MALE	14,175,576.00
2-Sep-73	FEMALE	12,509,265.38
15-Jun-73	MALE	6,967,033.08
4-Apr-80	MALE	8,634,173.63
28-Apr-77	MALE	7,315,384.68
26-Feb-66	MALE	6,568,540.88
12-Feb-74	MALE	6,967,033.08
15-Dec-79	MALE	5,838,703.00
28-Oct-76	MALE	6,711,144.00
18-Sep-84	MALE	5,838,703.00
2-Oct-77	MALE	7,420,700.35
31-Jan-78	MALE	6,684,348.82
19-Oct-77	MALE	5,838,703.00
24-May-80	MALE	7,778,534.63
1-Sep-81	MALE	8,566,960.60
25-Dec-77	MALE	9,359,911.13
23-Apr-72	FEMALE	13,435,980.75
18-Jul-74	FEMALE	14,118,350.37
11-Dec-73	MALE	13,064,069.73
7-Aug-80	FEMALE	11,497,209.50
16-Mar-79	FEMALE	11,867,365.13
20-Nov-80	MALE	7,655,636.10
7-Sep-81	MALE	7,655,635.18
5-Apr-79	MALE	9,063,882.70
19-Jan-80	MALE	10,900,021.50
15-Apr-79	FEMALE	7,192,990.55
28-Mar-80	MALE	7,291,081.13
10-Sep-80	MALE	5,832,864.00
10-Mar-79	MALE	5,598,127.13
15-Oct-76	MALE	14,448,303.87
13-Aug-80	FEMALE	5,832,864.00
11-Mar-80	FEMALE	5,648,945.63
2-May-75	MALE	15,213,940.88
21-Sep-77	FEMALE	8,362,365.75
4-Aug-84	FEMALE	7,507,186.09

29-Apr-73	FEMALE	8,081,897.63
17-Jun-83	MALE	5,021,284.15
22-Dec-81	FEMALE	5,021,284.15
23-Dec-86	MALE	5,021,284.15
3-Mar-84	MALE	5,021,284.15
3-Mar-85	MALE	6,824,714.63
13-May-83	FEMALE	4,414,205.25
27-Nov-79	MALE	6,824,714.63
22-Sep-79	MALE	6,824,714.63
11-Jun-82	MALE	6,568,540.88
19-Feb-80	MALE	6,568,540.88
3-Jun-80	MALE	6,824,714.63
3-Oct-81	MALE	6,824,714.63
21-May-81	MALE	6,276,642.28
1-Jan-79	MALE	6,276,605.73
3-Feb-65	FEMALE	7,778,534.63
4-Jun-68	MALE	15,108,500.25
28-Jul-77	FEMALE	12,259,677.83
6-May-81	MALE	12,427,203.68
31-May-79	FEMALE	11,885,251.53
17-Feb-82	MALE	7,441,464.79
26-Mar-82	FEMALE	4,198,399.66
14-Apr-86	FEMALE	4,198,399.66
15-Jun-85	MALE	4,198,399.66
31-Oct-78	MALE	4,198,399.66
1-Dec-85	FEMALE	4,198,399.66
4-Nov-83	MALE	4,198,399.66
5-Feb-81	MALE	4,198,399.66
21-Jan-85	FEMALE	4,198,399.66
24-Sep-82	MALE	4,198,399.66
3-Aug-81	MALE	4,198,399.66
24-Sep-84	MALE	4,198,399.66
21-Sep-86	MALE	4,198,399.66
31-Jan-84	MALE	4,198,399.66
27-Oct-86	FEMALE	4,198,399.66
3-Feb-83	FEMALE	4,198,399.66
26-Dec-86	FEMALE	4,198,400.73
4-Apr-85	MALE	4,198,399.66
17-May-82	MALE	4,198,399.66
7-Sep-85	MALE	4,198,400.73
30-Nov-83	FEMALE	4,198,400.73
13-Jan-85	MALE	4,198,400.73
7-Oct-78	FEMALE	4,198,400.73
17-May-84	FEMALE	4,198,400.73

16-Dec-81	FEMALE	6,101,444.64
20-Jun-86	MALE	6,101,444.64
18-Oct-80	MALE	7,225,394.39
24-Jan-82	MALE	7,837,500.00
20-Oct-85	MALE	6,101,444.64
31-Jan-78	FEMALE	7,225,394.39
16-Oct-79	MALE	6,914,253.00
21-Nov-80	FEMALE	13,168,808.60
16-Feb-79	MALE	11,190,625.00
8-Sep-79	FEMALE	8,162,660.00
6-Aug-74	FEMALE	6,753,562.50
27-Mar-81	MALE	16,959,855.77
18-Jan-70	FEMALE	20,230,607.31
2-Mar-88	MALE	4,360,000.00
11-Apr-82	MALE	6,914,253.00
12-Mar-83	MALE	13,991,907.06
2-Jan-73	MALE	12,797,867.20
3-Jan-88	MALE	4,903,195.10
4-Dec-87	MALE	5,822,140.00
24-Apr-73	MALE	9,600,000.00
1-Sep-87	FEMALE	4,920,000.00
18-Jul-84	FEMALE	10,108,894.23
29-Jun-79	FEMALE	9,681,000.00
20-Jul-90	FEMALE	4,083,604.00
1-Jul-87	FEMALE	4,083,595.10
17-Dec-86	MALE	6,032,248.00
11-Apr-84	MALE	6,257,932.69
1-May-80	MALE	6,459,855.77
9-Aug-81	MALE	6,344,471.16
14-May-85	MALE	5,900,000.00
4-Sep-87	MALE	6,900,000.00
25-Aug-83	MALE	6,582,329.67
22-Oct-66	FEMALE	23,350,000.00
5-Feb-77	MALE	13,600,000.00
30-Oct-74	MALE	13,500,000.00
24-Sep-86	MALE	5,800,000.00
6-Jun-79	MALE	8,400,000.00
1-Mar-84	MALE	6,650,000.00
14-Sep-81	FEMALE	8,800,000.00
25-Aug-78	MALE	8,080,000.00
7-Jun-77	FEMALE	9,700,000.00
11-Jul-73	MALE	6,299,677.13
7-Nov-76	FEMALE	13,063,405.76
21-Jul-68	MALE	7,133,081.63

25-Mar-72	FEMALE	15,096,274.26
29-Jan-77	FEMALE	12,964,542.75
10-Aug-59	MALE	20,207,440.43
10-Oct-60	MALE	16,645,270.50
16-Aug-60	MALE	17,489,279.25
10-Aug-62	MALE	21,383,168.12
11-Aug-61	FEMALE	18,452,435.63
2-Dec-58	MALE	10,638,624.95
5-Nov-63	MALE	15,321,949.88
5-May-68	MALE	15,606,804.57
23-Dec-68	MALE	12,868,807.29
24-Feb-70	MALE	19,230,750.00
21-Jul-65	MALE	27,983,941.88
12-Sep-70	MALE	13,536,260.88
22-Feb-67	FEMALE	16,941,186.42
17-Oct-74	MALE	18,020,669.63
8-Apr-72	MALE	16,092,601.73
15-Jan-68	MALE	18,367,040.25
29-Jul-69	FEMALE	19,163,546.41
30-Oct-69	MALE	16,606,757.25
3-Oct-72	FEMALE	12,243,899.26
24-Nov-66	MALE	17,185,117.50
1-Nov-71	MALE	17,511,853.50
25-Dec-71	FEMALE	20,055,836.03
5-May-73	MALE	31,898,054.16
22-Sep-62	MALE	25,365,215.25
22-May-69	MALE	21,691,500.75
28-Mar-57	MALE	15,132,064.50
27-Jan-70	MALE	21,467,443.56
13-Apr-72	MALE	15,761,623.50
7-Jun-78	MALE	12,654,024.75
24-Nov-68	FEMALE	14,205,851.95
12-Jul-64	FEMALE	15,866,697.38
24-Apr-69	MALE	15,399,888.75
15-Sep-61	MALE	28,164,135.38
1-Jan-70	MALE	37,707,049.55
3-Jan-62	MALE	18,346,923.00
29-Aug-72	MALE	32,856,325.75
11-Mar-74	FEMALE	16,890,717.38
18-Mar-68	FEMALE	19,396,209.38
16-Feb-65	MALE	30,290,288.00
10-Dec-72	MALE	32,037,942.72
13-Aug-76	FEMALE	18,491,285.25
14-Oct-68	MALE	17,482,500.00

26-May-76	MALE	19,218,262.50
25-Jul-76	FEMALE	19,446,359.40
5-Jan-70	MALE	20,646,727.35
10-Jul-68	FEMALE	20,650,511.25
17-Apr-70	MALE	15,251,548.85
6-Jan-78	MALE	16,760,250.00
31-Aug-76	MALE	26,507,155.33
1-Jan-72	MALE	12,588,798.68
25-Aug-72	MALE	40,199,055.03
15-Apr-72	FEMALE	30,256,475.63
27-May-77	MALE	16,668,163.58
24-Mar-74	MALE	28,413,375.00
10-Oct-80	MALE	20,377,500.00
1-Aug-80	MALE	20,418,040.67
7-May-65	MALE	25,227,455.77
22-Aug-81	FEMALE	16,414,488.01
12-Apr-75	MALE	18,926,387.92
6-Jan-66	MALE	19,332,500.00
25-May-66	FEMALE	21,000,000.00
7-Feb-80	MALE	20,741,795.58
22-Jun-83	MALE	17,825,240.39
13-Sep-67	FEMALE	16,500,000.00
22-Oct-74	FEMALE	20,522,291.16
2-Sep-73	MALE	18,113,701.93
14-Jul-72	FEMALE	16,000,000.00
19-Sep-71	MALE	18,700,000.00
29-Sep-72	MALE	<u>22,478,858.41</u>
TOTAL:		<u>5,399,854,064.34</u>
LEVEL OF COVER:	2 x ANNUAL SALARY	
	2. UNIONISED STAFF	
DATE OF BIRTH	SEX	BASIC PAY (ZMK)
3-Apr-75	MALE	5,309,757.39
21-Mar-78	MALE	5,131,150.95
22-Aug-58	FEMALE	6,623,483.23
29-Jan-58	FEMALE	6,796,633.09
6-Jul-59	FEMALE	7,714,729.82
6-Jun-62	FEMALE	6,919,808.84
6-Feb-58	FEMALE	6,434,730.67
29-Dec-63	FEMALE	8,399,524.10
2-Nov-60	FEMALE	6,208,838.72

24-Oct-59	FEMALE	6,605,163.89
4-Jul-65	FEMALE	6,436,124.48
27-Jul-59	FEMALE	5,662,206.57
14-Apr-62	MALE	6,890,984.10
5-Mar-61	MALE	5,741,263.10
21-Jun-64	MALE	6,605,163.78
29-Aug-64	MALE	6,963,865.51
6-Jul-67	MALE	5,883,946.01
26-Sep-65	FEMALE	5,427,953.52
14-Apr-68	FEMALE	6,605,163.89
4-Dec-65	MALE	7,169,640.06
6-Oct-62	MALE	5,883,783.54
15-May-60	MALE	5,124,948.74
28-Apr-70	FEMALE	6,605,163.89
26-Apr-67	FEMALE	6,897,137.60
3-Jan-68	FEMALE	6,267,158.14
27-Jan-60	MALE	5,298,764.03
21-Aug-57	FEMALE	5,601,625.04
30-May-66	MALE	6,828,874.90
3-Aug-63	MALE	5,418,414.20
31-Jul-65	MALE	5,417,873.00
17-May-69	FEMALE	6,080,063.62
21-Mar-63	MALE	4,984,429.84
18-Jun-69	MALE	6,605,163.77
24-Oct-67	FEMALE	6,422,343.50
2-May-67	MALE	5,800,476.90
21-Apr-68	MALE	6,204,498.88
25-May-69	FEMALE	6,267,168.81
21-Oct-67	FEMALE	5,809,074.82
1-Jan-63	MALE	5,982,032.88
2-Sep-69	FEMALE	6,324,982.50
11-Mar-71	FEMALE	6,494,443.60
25-Oct-68	MALE	5,278,420.57
29-Sep-67	FEMALE	5,937,752.10
11-Jun-67	FEMALE	6,422,343.50
16-Aug-64	MALE	5,425,429.12
3-Feb-58	MALE	5,416,156.34
1-Feb-70	FEMALE	6,459,532.82
14-Mar-67	MALE	5,740,660.30
7-Nov-65	MALE	5,228,207.52
15-Oct-67	MALE	6,605,163.77
26-Aug-63	MALE	5,527,506.70
6-Jun-66	MALE	6,756,655.40
22-Jun-70	FEMALE	5,599,926.39

7-Jan-71	FEMALE	6,502,225.40
8-Aug-69	FEMALE	5,770,404.76
12-Jan-71	FEMALE	6,080,009.80
6-Dec-70	FEMALE	6,605,164.04
13-Oct-62	MALE	5,334,940.17
25-Jun-65	MALE	5,417,873.00
6-Oct-70	MALE	6,605,163.77
29-Nov-69	MALE	5,800,476.73
4-Oct-69	MALE	6,614,143.80
9-Aug-67	MALE	5,935,707.90
8-Feb-66	FEMALE	5,423,496.82
4-Sep-71	FEMALE	6,605,163.77
9-Apr-69	MALE	6,439,881.80
7-Nov-64	MALE	5,955,157.98
5-Jan-67	FEMALE	5,514,808.40
28-Aug-64	FEMALE	6,554,399.60
9-Aug-69	FEMALE	6,380,524.70
4-May-69	MALE	6,315,524.70
6-Mar-71	MALE	5,954,933.75
20-Sep-72	FEMALE	5,883,226.15
20-Sep-71	MALE	5,892,865.72
4-Oct-70	MALE	5,357,873.00
9-Sep-63	MALE	6,426,474.16
10-Jan-61	MALE	5,418,414.20
7-Jul-68	MALE	6,605,163.78
2-Jun-69	FEMALE	6,380,524.70
10-Sep-72	FEMALE	5,800,476.68
12-Apr-70	FEMALE	6,017,304.41
19-Apr-70	FEMALE	5,892,851.34
3-Jul-69	FEMALE	6,417,149.30
25-Dec-60	MALE	5,417,873.00
15-Jan-70	MALE	5,761,455.00
10-May-70	MALE	5,800,476.61
1-Jan-69	MALE	6,605,163.77
9-Sep-71	MALE	6,144,887.13
17-Mar-72	FEMALE	6,315,524.70
18-Aug-70	MALE	5,527,506.70
17-Mar-72	FEMALE	5,892,862.30
25-Aug-68	MALE	6,417,175.63
8-Aug-71	FEMALE	5,800,476.79
22-Jun-70	MALE	6,348,171.60
7-Jan-71	MALE	5,954,912.18
1-Apr-70	MALE	5,417,873.00
3-Feb-72	MALE	5,810,152.55

10-Apr-68	MALE	6,315,524.70
18-Nov-64	FEMALE	5,193,642.28
6-Apr-69	MALE	5,892,869.14
23-Aug-69	FEMALE	6,315,524.70
23-Mar-71	MALE	5,788,186.74
5-Sep-71	FEMALE	5,892,869.74
13-Apr-70	MALE	5,800,476.68
27-Jul-72	FEMALE	6,255,524.70
5-Nov-70	FEMALE	5,892,854.76
11-Jun-71	FEMALE	5,955,243.57
9-Oct-67	MALE	5,892,869.48
21-Jun-65	MALE	6,579,476.34
7-Sep-68	FEMALE	6,315,524.70
11-Apr-70	FEMALE	6,625,602.60
5-Oct-66	FEMALE	5,117,720.98
23-Jul-72	FEMALE	5,830,148.95
26-Dec-68	FEMALE	5,487,780.13
18-Oct-63	MALE	5,417,873.00
22-Aug-71	MALE	6,315,524.47
6-Aug-71	MALE	5,417,873.00
27-Aug-69	MALE	5,277,873.36
12-Jan-74	FEMALE	5,800,476.68
9-Aug-69	MALE	5,740,661.00
23-Sep-64	MALE	5,417,873.00
30-Apr-67	MALE	5,277,873.31
25-Dec-69	FEMALE	5,341,107.05
24-Aug-69	MALE	5,277,873.36
9-Apr-72	FEMALE	5,430,083.53
6-Jan-71	MALE	5,373,674.53
24-Jul-66	FEMALE	5,417,873.00
19-Sep-73	MALE	5,800,476.61
10-Dec-68	FEMALE	5,486,499.05
19-Dec-74	FEMALE	6,315,524.70
8-Aug-64	MALE	5,417,873.00
17-Jun-70	FEMALE	5,117,720.98
16-Aug-68	MALE	5,669,090.06
22-Dec-71	MALE	5,430,090.06
22-Jan-68	FEMALE	5,117,720.98
18-Dec-71	FEMALE	6,315,524.70
22-Jun-70	FEMALE	5,800,476.61
23-Dec-60	FEMALE	5,084,096.16
1-Jan-64	MALE	5,417,873.00
23-Dec-72	MALE	5,669,088.20
2-Feb-69	MALE	5,357,873.00

1-Aug-73	MALE	6,315,524.70
12-Dec-70	MALE	5,800,476.68
28-Jan-73	MALE	5,800,476.61
16-Sep-70	MALE	6,315,524.27
3-May-74	FEMALE	6,315,524.27
28-Sep-74	FEMALE	5,800,476.61
6-Jun-71	MALE	5,800,476.68
11-Jul-70	MALE	5,417,873.00
27-Nov-72	MALE	5,542,744.11
22-Oct-75	FEMALE	5,800,476.68
4-Sep-73	MALE	5,800,476.79
6-Sep-67	MALE	6,362,438.44
15-Nov-72	MALE	5,800,476.61
5-Feb-70	MALE	5,277,873.36
17-Oct-63	MALE	5,117,720.87
16-Sep-70	FEMALE	5,425,429.01
24-Oct-72	MALE	5,277,873.36
15-Nov-69	FEMALE	5,198,706.17
12-Jan-60	MALE	5,117,720.87
3-Jun-71	MALE	5,277,873.36
27-Jul-64	MALE	5,348,670.00
4-Apr-68	MALE	5,417,873.00
20-Nov-69	MALE	5,800,476.68
1-Jan-71	FEMALE	6,315,524.70
29-Mar-71	FEMALE	5,800,476.61
23-Sep-71	MALE	6,605,163.78
1-Dec-67	MALE	5,309,757.33
20-Jun-73	FEMALE	5,800,476.61
1-Oct-74	FEMALE	5,800,476.68
17-Aug-74	MALE	5,277,873.36
6-Oct-71	MALE	5,800,476.61
26-Aug-70	MALE	5,417,873.00
12-Sep-70	MALE	5,277,873.36
22-Nov-71	FEMALE	5,800,476.61
22-Jul-74	MALE	5,309,757.33
16-Oct-70	MALE	5,624,381.26
20-Jan-71	FEMALE	5,309,757.33
20-Mar-71	MALE	5,800,476.68
17-Jun-67	MALE	5,277,873.36
20-May-75	FEMALE	6,315,524.70
29-Sep-70	FEMALE	5,542,745.90
30-May-71	MALE	5,277,873.36
31-Oct-73	FEMALE	5,542,745.90
30-Sep-65	MALE	5,277,872.82

24-Apr-60	MALE	5,417,873.00
19-Sep-70	MALE	5,277,873.36
11-Aug-72	MALE	5,277,872.75
16-Jun-76	MALE	5,600,660.30
31-Dec-65	FEMALE	5,663,218.70
1-Oct-63	MALE	5,800,476.61
20-Jul-65	MALE	5,713,383.03
18-Oct-69	MALE	5,873,912.73
10-Aug-69	MALE	5,800,476.68
9-Sep-69	FEMALE	5,309,757.54
11-Oct-72	MALE	5,800,476.61
1-Jun-59	MALE	5,117,720.87
2-Feb-71	MALE	5,424,493.76
10-Dec-67	MALE	5,417,873.00
4-Jan-74	MALE	6,396,304.30
10-Jun-69	MALE	6,256,304.24
23-Nov-68	MALE	6,396,304.30
30-Aug-77	FEMALE	6,881,934.33
22-Jul-73	MALE	5,417,873.00
7-Oct-71	MALE	5,575,245.90
6-Feb-77	FEMALE	5,542,745.90
22-Apr-77	MALE	6,315,524.27
21-Aug-72	MALE	6,380,524.70
17-Nov-72	MALE	6,315,524.70
4-Mar-73	MALE	5,688,766.65
3-Dec-77	FEMALE	5,309,757.54
10-Jul-76	FEMALE	6,315,524.70
26-Dec-77	FEMALE	5,840,733.80
7-Aug-74	MALE	5,309,757.54
29-May-78	FEMALE	6,315,524.70
13-Oct-72	MALE	5,635,734.31
30-May-78	MALE	5,815,021.20
19-Jul-73	MALE	6,067,103.70
18-Oct-74	MALE	5,425,429.02
10-Nov-72	FEMALE	2,669,000.26
16-Dec-77	FEMALE	5,542,745.90
26-May-70	FEMALE	5,800,476.61
10-Feb-74	MALE	5,575,245.90
29-Mar-78	MALE	5,800,476.61
11-Aug-72	FEMALE	5,542,745.90
13-Mar-78	FEMALE	5,885,020.70
12-Nov-75	MALE	6,380,524.70
23-May-79	FEMALE	5,309,757.54
24-Dec-76	FEMALE	6,380,524.70

18-Aug-72	MALE	6,380,524.70
28-Aug-73	MALE	5,775,733.80
21-May-76	MALE	5,800,476.61
17-Jul-73	MALE	5,417,873.00
29-Apr-80	MALE	5,277,872.61
6-Aug-81	MALE	5,775,733.80
28-Sep-81	MALE	5,775,733.80
3-Dec-72	MALE	5,117,720.98
4-Dec-74	MALE	5,117,720.98
21-Apr-76	FEMALE	5,309,757.39
26-Dec-73	MALE	5,775,733.80
9-Sep-76	FEMALE	5,800,476.68
13-Jul-76	FEMALE	5,800,476.61
16-Jun-79	FEMALE	5,542,745.90
27-May-74	MALE	5,277,873.36
20-Aug-77	MALE	5,800,476.61
4-Mar-68	MALE	5,277,873.36
7-Apr-74	FEMALE	5,542,745.90
24-Sep-78	FEMALE	5,542,745.90
30-Jul-76	FEMALE	5,800,476.61
31-Dec-75	MALE	5,417,873.00
14-Apr-77	MALE	5,800,476.61
17-Jun-77	FEMALE	6,255,524.70
12-Dec-77	MALE	5,277,873.36
22-Jun-69	MALE	5,117,720.98
24-Aug-77	FEMALE	5,432,425.95
22-Sep-67	MALE	5,417,873.00
19-May-74	MALE	5,432,425.95
17-Oct-79	MALE	5,173,738.19
24-Aug-75	MALE	5,432,425.95
15-Jun-69	MALE	5,173,738.05
3-Mar-78	MALE	5,579,266.10
30-Nov-78	MALE	5,579,266.10
3-May-76	MALE	5,579,266.10
10-Oct-75	MALE	5,173,738.05
17-Jul-79	FEMALE	5,173,738.05
16-Oct-83	FEMALE	5,173,738.05
11-Jun-84	FEMALE	5,173,738.05
25-Oct-78	MALE	5,173,738.05
13-Sep-82	MALE	5,173,738.05
18-Jul-77	MALE	5,564,693.10
30-Nov-76	MALE	5,173,738.05
16-Dec-77	MALE	5,432,425.95
22-Dec-82	FEMALE	5,399,924.95

19-May-81	FEMALE	5,173,738.05
13-May-81	MALE	5,173,738.05
18-Mar-85	FEMALE	5,173,738.05
31-Oct-79	MALE	5,173,738.05
10-Sep-83	MALE	5,173,738.05
23-Nov-83	MALE	5,173,738.05
18-Aug-79	FEMALE	5,173,738.05
17-Jan-86	MALE	5,399,925.95
20-Mar-73	MALE	5,695,718.70
14-May-73	MALE	5,424,493.89
14-Aug-79	FEMALE	5,173,738.05
11-Apr-79	MALE	5,277,873.36
2-Jan-83	FEMALE	5,173,738.05
12-Oct-79	MALE	5,173,738.05
28-Nov-80	MALE	5,432,425.95
26-Nov-77	MALE	5,173,738.05
3-Aug-75	FEMALE	5,173,738.05
25-Nov-72	MALE	5,417,873.00
16-Nov-80	FEMALE	5,173,738.05
10-Apr-77	MALE	5,173,738.05
10-Jun-82	MALE	5,173,738.05
11-Mar-83	MALE	5,173,738.05
10-Oct-81	FEMALE	5,173,738.05
26-Jun-79	FEMALE	5,173,738.05
20-Mar-82	FEMALE	5,173,738.05
27-Oct-76	MALE	5,173,738.05
6-May-76	MALE	5,173,738.05
24-Mar-77	MALE	5,399,925.00
3-Nov-78	FEMALE	5,399,925.95
20-Mar-84	MALE	5,173,738.05
28-Aug-79	MALE	5,173,738.05
11-Nov-78	MALE	5,173,738.05
6-Jun-79	FEMALE	5,173,738.05
21-Nov-77	MALE	5,173,738.05
2-Jul-81	MALE	5,173,738.05
6-Sep-77	MALE	5,173,738.05
27-Jun-85	FEMALE	5,173,738.05
7-Sep-82	FEMALE	5,173,738.05
27-Aug-81	FEMALE	5,173,738.05
25-Dec-85	MALE	5,173,738.05
9-Oct-82	FEMALE	5,399,924.95
19-Jun-83	MALE	5,173,738.05
9-Sep-72	MALE	5,173,738.05
23-Apr-80	MALE	5,399,926.00

1-Jul-87	MALE	5,173,738.05
11-Mar-79	MALE	5,173,738.05
25-Dec-80	MALE	5,173,738.05
13-Mar-84	FEMALE	5,173,738.05
7-Mar-85	MALE	5,399,926.00
22-Oct-83	MALE	5,173,738.05
24-Oct-84	MALE	5,399,926.00
8-Nov-81	FEMALE	5,173,738.05
30-May-80	MALE	5,173,738.05
18-Oct-75	MALE	5,173,738.05
12-Apr-81	MALE	5,399,924.95
15-Nov-84	MALE	5,173,738.05
30-Jun-82	MALE	5,173,738.05
5-Apr-85	MALE	5,173,738.04
16-Aug-84	FEMALE	5,173,738.05
15-Jun-79	FEMALE	5,173,738.05
23-Dec-85	FEMALE	5,173,738.05
23-Aug-80	MALE	4,573,738.05
12-Jul-86	FEMALE	4,573,738.00
1-Feb-85	FEMALE	4,573,738.05
11-Feb-83	FEMALE	4,573,738.05
7-Jan-87	MALE	4,573,738.05
1-Sep-83	MALE	4,573,738.05
6-Feb-85	MALE	4,573,738.05
10-Jun-85	FEMALE	4,573,738.05
1-Jun-76	FEMALE	4,573,738.05
22-Nov-84	FEMALE	4,573,738.05
10-Aug-86	FEMALE	4,573,738.05
30-Mar-80	FEMALE	4,573,738.05
10-Jun-85	FEMALE	4,573,738.05
1-May-79	FEMALE	4,573,738.05
21-May-82	FEMALE	4,573,738.00
22-Dec-84	FEMALE	4,573,738.00
7-Apr-88	FEMALE	4,573,738.00
24-Sep-81	MALE	4,573,738.00
29-Jul-82	MALE	4,573,738.00
21-Oct-82	MALE	4,573,738.00
10-May-77	FEMALE	5,575,245.90
23-Apr-61	FEMALE	5,800,476.61
TOTAL:		<u>2,005,055,992.35</u>
LEVEL OF COVER:	3 x ANNUAL SALARY	

3. DIRECTORS		
LEVEL OF COVER: AS BELOW		
DATE OF BIRTH	SEX	SUM ASSURED
		(ZMK)
10/17/1960	MALE	600,000,000.00
9/23/1966	MALE	600,000,000.00
12/21/1972	MALE	600,000,000.00
5/9/1964	MALE	600,000,000.00
6/12/1965	MALE	600,000,000.00
10/21/1973	FEMALE	600,000,000.00

Appendices

Appendix A—Schedule of Payments and Reporting Requirements

- i) State the schedule for the payment of the premium. The Bank would accept scheduled payment of premiums in at least three installments.
- ii) State the response time to a request to visit accident site. The Bank's requirement is that the insurer may be required to respond promptly in no later than one hour of receipt of the information.
- iii) The insurer shall be required immediately to commence all procedures required to ensure that compensations are done within reasonable period.

Appendix B—Key Personnel and Subcontractors

All the personnel list and your institution must be Registered or certified Underwriters.

Appendix C—Breakdown of Contract Price in Local Currency

List here the elements of cost used to arrive at the breakdown of the lump-sum price—local currency portion:

Appendix D—Services and Facilities Provided by the Employer

The Bank shall only assist in the provision of information required in relation to Assets to be Underwritten and any other service that the Bank may deem necessary at each particular time of request.

Section V. Security Form

Form: Bid Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

Alternative No.: *[identification No if this is a Bid for an alternative]*

To: *[complete name of Purchaser]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of **five years** starting on **date of default**, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]