

STEVE TSHWETE



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Civic Centre, Wanderers
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Mpumalanga

LOCAL MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

SERVICES

MEDICAL FITNESS CERTIFICATE – ELECTRICAL ENGINEERING SERVICES.

QUOTATION NUMBER: Q21.01.18

CLOSING DATE: 18 January 2018

Kindly furnish me with a written quote for the supply of the SERVICES as detailed in the enclosed schedule.

The following conditions will apply:

- Price(s) quoted must be valid for at least ninety (60) days from date of your offer.
- Price(s) quoted must be firm.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 1, MBD 2, MBD 3.1, MBD 4, MBD 6.1, MBD 7.1, MBD 8 and MBD 9 must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest points.
- The Council is not bound to accept the lowest or any quote.
- Bidders will be evaluated on functionality whereby 60 points has to be attained before financial proposals can be looked at. A preferential point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the conditions of tender in the tender document, read in conjunction with the supply chain management policy of Steve Tshwete Local Municipality where 80 points will be allocated in respect of price and 20 points in respect of B-BBEE Status Level of Contribution. Tenderers must have the necessary skills, experience and capacity to perform the required work.
- The following must accompany the quotation document:
 - Company registration certificate
 - Company must be registered on the Central Supply Database
 - Original Valid Tax Clearance Certificate
 - Training must be accredited by ESETA and proof of such must be attached, in case of Training that is not accredited a reason must be provided.
 - Original certified copy of B-BBEE certificate (non-compulsory, failure to submit no points will be awarded).
 - Central Supplier Database Summary Report
 - Original Certified copy of current municipal account (not older than three months)
- Failure to comply with these conditions may invalidate your offer.

Yours faithfully

B. KHENISA
ACTING MUNICIPAL MANAGER

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MBD 1: REQUEST FOR A FORMAL WRITTEN PRICE QUOTATION – FIRM FIXED PRICE

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STEVE TSHWETE LOCAL MUNICIPALITY

BID NUMBER: **Q21.01.18** CLOSING DATE: 18 January 2018 CLOSING TIME: 12H00.

DESCRIPTION: **MEDICAL FITNESS CERTIFICATE- ELECTRICAL ENGINEERING SERVICES DEPARTMENT**

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7.1)

Bid documents may be posted to:

Director Electrical Engineering Services
Steve Tshwete Local Municipality
P.O. Box 14
Middelburg
1050

or deposited in the bid box situated at:

Director Electrical Engineering Services
1st Floor office No; A223 Civic Centre
Wanderers Avenue
Middelburg

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

The bid box is generally open 7H30 TO 16H00 hours Monday to Thursday, Friday 7H30 TO 13H30

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

THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevant specifications
2. Value for money
3. Capability to execute the contract
4. PPPFA and B-BBEE Status

NB: NO QUOTATIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

Name of Bidder:

Postal Address:

Street Address:

Telephone Number:

Code: Number:

Cell phone Number:

Facsimile Number:

Code Number.....

Vat Registration Number:

Has an original tax clearance certificate been attached (MBD 2)? Yes / No

Are you the accredited representative in South Africa for the services offered by you? Yes / No

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE CARRIED OVER FROM MBD 3: R:

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality: Steve Tshwete Local Municipality.

Department: Finance – Supply Chain Management

Contact Person: Mr P. Van der Merwe

Tel: (013) 249 7000

Fax: (013) 243 2550

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: MR SIPHO MMAKOLA

Department: ELECTRICAL ENGINEERING SERVICES

Tel: 013 249 7372 **Mobile:** 082 452 4254

Fax: 013 249 7065

SPECIFICATIONS

1 INTRODUCTION

Municipality intend to have all field workers to undergo Medical fitness test and surveillance in order to comply with Occupational Health and Safety Act no 85 of 1993 and its Regulations.

Medical Surveillance is based on the occupational risk exposure of employees. It is a statutory requirement according to the Occupational Health and Safety Act no 85 of 1993 and forms an essential component of an Occupational Health and Safety programme. The Medical Surveillance is a planned programme of periodic medical examinations which may include clinical examination, biological monitoring and/or medical tests of employees by an Occupational Health Nurse Practitioner or, in prescribed cases, by an Occupational Medical Practitioner.

The purpose of medical surveillance is as follows:

a. To comply with statutory requirements

b. To determine fitness for duty by assessing:

- Whether or not the prospective candidate or employee is physically/mentally fit, and able to perform, the inherent requirements of the prospective or current job without any ill effects.
- Whether or not he/she is able to perform the work, but with reduced efficiency or effectiveness.
- Whether he/she is able to perform the work, although this may adversely affect the medical condition.
- Whether he/she is able to perform the work, but not without unacceptable risk to the health and safety of himself/herself, other workers or the community.
- Whether he/she is physically or mentally unable to perform the work in question.
- Whether he/she is disabled and voluntarily declares in terms of the Employment Equity Act as they present themselves for examinations.

c. To provide a baseline health status against which future changes can be measured.

d. To ensure early identification of Occupational diseases at a reversible stage.

e. To ensure early identification of chronic medical conditions, which need continuous monitoring and management.

2 PRINCIPLES AND PROCEDURE

2.1 General Principle

- The principle of conducting a General Occupational Medical Examination (GOME) is to detect a disease at an early sub-clinical or pre-symptomatic stage, in order to take action to reverse these effects, or to slow progression of the disease, e.g. Audiometric testing is applicable to employees exposed to noise.
- Personal monitoring means continuous screening of concentrations of exposure to hazardous substances or stressors by applying monitors to individuals for a certain period. The monitors are measured to establish the exact amount of exposure of the individuals to a specific substance or stressor, e.g. dosimeter for ionizing radiation.

2.2 MEDICAL SURVEILLANCE PROCEDURE

The Medical Surveillance Programme shall be coordinated by the relevant Occupational Health Nurse Practitioner/ Doctor. For the programme to be effective and sustainable, the following elements are essential:

The OHP and HOD/Sectional Head should:

- a. Conduct a health risk assessment to determine the potential exposure to, hazards, hazardous chemical substances and environmental stressors e.g. fly ash, asbestos and noise.
- b. Identify the target organ that is exposed for appropriate medical screening e.g. hearing test for noise.
- c. Select the appropriate tests and specify testing schedule as well as action criteria e.g. 6/12 months hearing test done on employees exposed to noise over 105 decibels.
- d. Ensure biological monitoring is done on all employees exposed to hazardous chemical substances such as toluene, mercury, benzene, PCP, and ionizing radiation.
- e. Ensure that standardized testing methods and machines are used to ensure consistency.

WHEN ASSESSING FITNESS FOR DUTY, ONE OF THE FOLLOWING RECOMMENDATIONS SHALL BE MADE:

CATEGORY	FINDINGS	RECOMMENDATIONS
1.	Able to perform the work without any ill effects	No limitations/Restrictions
2.	Able to perform the work, but with reduced efficiency or effectiveness.	Temporary Restriction
3.	Able to perform the work, although this may adversely affect the medical condition.	Adaptation of work environment
4.	Able to perform the work, but not without unacceptable risks to the health and safety of himself/herself, other workers or the community	Education or Training
5.	Physically or mentally unable to perform the work in question	Referral
6	Person with a disability as stipulated in the EE Act. Of 1998 (Employment application form)	Declared or not declared

Medical surveillance shall be done to all newly appointed employees, when existing employ and at any given time as maybe required. At this point in time it is required that medical surveillance be conducted to all employees to have a record of their well-being and to inform and safeguard employer and employees of future claims. The following shall be looked at:

- Epilepsy
- Pace maker
- Steel implants
- Back problems
- Pneumoconiosis
- Drug dependency
- Any previous operation
- Any previous fractured/broken bones

2.3 RECORD KEEPING

- The relevant OHP shall be responsible for the maintenance and administration of all applicable medical records as determined by the OHS Act no 85 of 1993 and keep them for 50 (fifty) years in a fire-proof cabinet or archive them where necessary.
- All medical records shall be kept in accordance with accepted medico-legal practice. **They shall be kept in strict confidence. They shall only be discussed with other members of the medical team on a “need to know basis” and, WITH THE WRITTEN INFORMED CONSENT OF THE EMPLOYEE.**
- Medical records may be made available to other members of the medical team (any professional registered with the Health Professions Council of South Africa, or the South African Nursing Council), subject to the following requirements:
 - Information is required for legitimate purposes, and
 - Information is required in the ordinary course and scope of the team members duties, and
 - It is in the interest of the employee that such information be provided for case management in cases of Incapacity Management and Accommodation Procedure. **IN ALL CASES, WRITTEN INFORMED CONSENT SHALL BE OBTAINED FROM THE EMPLOYEE.**
- Management shall only be provided with information on the following reasons:
 - Where the employees' condition poses a threat to himself and/or others. Where it is necessary for management to know about a reportable Occupational Disease or Injury and an incident investigation is to be instituted.
 - Where it is necessary for management to institute additional control measures in terms of hazard or environmental stressors control.

IN ALL CASES, WRITTEN INFORMED CONSENT SHALL BE OBTAINED FROM THE EMPLOYEE.

SUPPORTING ACTS

Employment Equity Act, No 55 of 1998
Labour Relations Act, No 66 of 1995
Basic Conditions of Employment Act, No 75 of 1997
Occupational Health and Safety Act, No 85 of 1993
Nursing Act No 50 of 1978

DEFINITIONS

Medical Surveillance: is a planned programme of risk based periodic examinations (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health nurse or in prescribed cases, by an occupational medicine practitioner. The results from this programme act as an important indication of the adequacy of worksite health and safety control measures.

Man-job/task specification form: A document in which critical performance areas (work activities) of a particular job and the hazards to which the employee is exposed are identified. These specifications will dictate the physical and mental inherent requirements necessary to perform the job.

Periodic Health Screening: a medical examination and/or tests performed on a regular basis throughout an employee's work life cycle in order to monitor their health status in relation to the specific health and safety hazards to which they are exposed.

Occupational Health Practitioner: an Occupational Medicine Practitioner, or a person who holds a qualification in Occupational Health recognized by the Medical and Dental Board of Health Professions Council of South Africa, or the South African Nursing Council. This includes both Occupational Medicine Practitioner(s) (OMP) and Occupational Health Nursing Practitioner(s) (OHNP).

Occupational Health: means the anticipation, recognition, evaluation and control of conditions arising from the workplace, which may cause illness or adverse effects to persons.

Occupational Risk Exposure Profile: occupational risks that an employee is exposed to and the relevant medical examinations and their frequency that must be conducted on the employee.

Risk: the probability that injury or damage will occur.

GOME: A Comprehensive General Occupational Medical Evaluation.

ABBREVIATIONS

BMI: Body Mass Index

COIDA: Compensation for Occupational Injuries and Diseases Act of no. 30 of 1993

DB: Decibel

EE Act: Employment Equity Act of 1998

GOME: General Occupational Medical Examination

HCS: Hazardous Chemical Substances

JJACCOL: Jaundice, Jugular, Anaemia, Clubbing, Cyanosis, Oedema, Lymphadenopathy

OHNP: Occupational Health Nursing Practitioner

OHS Act: Occupational Health and Safety Act no. 85 of 1993

OMP: Occupational Medicine Practitioner

OREP: Occupational Risk Exposure Profile
SASOM: South African Society of Occupational Medicine

2.4 Medical fitness certificate (Red ticket)

Occupational Health Practitioner is required to issue medical fitness certificate card to all employees who pass all the tests in order to perform their duties in line the job specification.

The card shall include but not limited to the following:

- Red ticket number
- Date at which the ticket will expire.
- Name of the incumbent
- Identity number of the incumbent
- Photo of incumbent
- Position at which the incumbent was found fit.
- Particulars of the Practitioner.
- Particular of the entity performing the tests and /or examinations.

Medical fitness examination shall look at including but not limited to the following according to the Physical requirement provided on the Man-Job Specification:

- Good hearing
- Good Eyesight
- Have Colour distinction
- Good sense of smell
- Clear speech
- Use of Right Hand
- Use of Left foot
- Standing
- Sitting
- Bending
- Walking
- Eye/Hand/Foot co-ordination
- Ability to write
- Ability to give hand signals

3. MAN-JOB/TASK SPECIFICATION FORM for all critical positions to undergo the Medical examinations are mentioned below as Annexures 1 to 9.

Annexure 1
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Worker Grade 2, Worker Grade 3 and Artisan Assistant			DEPARTMENT: Electrical Engineering Services		
BRIEF DESCRIPTION OF JOB: Cleaning of substations, Digging of trenches, Installation of cables, Handling of tools, and all labourer					
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.					
4 – VERY HIGH		3 – HIGH		2 - AVERAGE	
1 – LOW		0 – NOT APPLICABLE			
WORKING ENVIRONMENT	IDEAL	ACTUAL	PROTECTIVE EQUIPMENT	IDEAL	ACTUAL
Inside	2		Hard Hat	2	
Outside	4		Ear Protectors	2	
High Temperatures	4		Safety Boots	4	
Low Temperatures	4		Gum Boots	3	
Noise Zone	2		Gas/Dust mask	2	
Vibration	1		Respirator	1	
Elevated work	0		Safety harness	0	
Confined space	2		Overalls	4	
Dusty area	2		Gloves	4	
Exposure to toxic fumes	1		Eye protection	2	
Wet Area	3		Other – specify	0	
PHYSICAL REQUIREMENTS	IDEAL	ACTUAL	EXCLUSIONS FROM WORK	YES	NO
Good hearing	3		Epilepsy	√	
Good Eyesight	3		Wearing of spectacles		√
Have Colour distinction	3		Tuberculosis		√
Good sense of smell	3		HIV Positive		√
Clear speech	3		AIDS		√
Use of Right Hand	4		Pace maker	√	
Use of Left foot	4		Steel implants		√
Standing	4		Pneumoconiosis	√	
Sitting	3		Diabetes		√
Bending	3		Drug dependency	√	
Walking	4		Other – specify		
Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		

Ability to write	2				
Ability to give hand signals	3				

Annexure 2
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : SNR Electrician and OHS Inspector.			DEPARTMENT: Electrical Engineering Services						
BRIEF DESCRIPTION OF JOB: Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with High/Medium/ Low voltage electrical installation, maintenance and repair including, monitoring and correcting support personnel productivity and performance and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives. Repair and maintenance of streetlight and Highmast lights, Assist with constructing and repairing of electrical network, Operating of Mobile Elevate Platform (Cherry Picker) and Operating of Truck Mounted Crane with loading and offloading of material and equipment. Incumbent will be required to be on standby and work long hours. Driving Truck Mounted Crane or cherry picker and LDV. Supervise personnel and working on heights.									
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.									
4 – VERY HIGH		3 – HIGH		2 - AVERAGE		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT		IDEAL	ACTUAL	PROTECTIVE EQUIPMENT		IDEAL	ACTUAL		
Inside		2		Hard Hat		2			
Outside		4		Ear Protectors		2			
High Temperatures		4		Safety Boots		4			
Low Temperatures		4		Gum Boots		3			
Noise Zone		2		Gas/Dust mask		2			
Vibration		1		Respirator		1			
Elevated work		4		Safety harness		4			
Confined space		2		Overalls		4			
Dusty area		2		Gloves		4			
Exposure to toxic fumes		1		Eye protection		2			
Wet Area		3		Other – specify		0			
PHYSICAL REQUIREMENTS		IDEAL	ACTUAL	EXCLUSIONS FROM WORK		YES	NO		
Good hearing		4		Epilepsy		√			
Good Eyesight		3		Wearing of spectacles				√	
Have Colour distinction		4		Tuberculosis				√	
Good sense of smell		4		HIV Positive				√	
Clear speech		4		AIDS				√	
Use of Right Hand		4		Pace maker		√			
Use of Left foot		4		Steel implants				√	
Standing		4		Pneumoconiosis		√			

Sitting	4		Diabetes		√
Bending	4		Drug dependency	√	
Walking	4		Other – specify		
Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		
Ability to write	4				
Ability to give hand signals	4				

Annexure 3
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Team leader and Electrical Draughtperson			DEPARTMENT: Electrical Engineering Services						
BRIEF DESCRIPTION OF JOB Assist with constructing and repairing of electrical network, Operating of Mobile Elevate Platform (Cherry Picker) and Operating crane with loading and off-loading of material and equipment. Incumbent will be required to be on standby and work long hours. Driving and operating Truck Mounted Crane, cherry picker lorry and LDV. Supervise personnel and working on heights.									
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.									
4 – VERY HIGH		3 – HIGH		2 - AVERAGE		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT		IDEAL	ACTUAL	PROTECTIVE EQUIPMENT		IDEAL	ACTUAL		
Inside		2		Hard Hat		2			
Outside		4		Ear Protectors		2			
High Temperatures		4		Safety Boots		4			
Low Temperatures		4		Gum Boots		3			
Noise Zone		2		Gas/Dust mask		2			
Vibration		1		Respirator		1			
Elevated work		4		Safety harness		4			
Confined space		2		Overalls		4			
Dusty area		2		Gloves		4			
Exposure to toxic fumes		1		Eye protection		2			
Wet Area		3		Other – specify		0			
PHYSICAL REQUIREMENTS		IDEAL	ACTUAL	EXCLUSIONS FROM WORK		YES	NO		
Good hearing		3		Epilepsy		√			
Good Eyesight		3		Wearing of spectacles			√		
Have colour distinction		3		Tuberculosis			√		
Good sense of smell		3		HIV Positive			√		
Clear speech		3		AIDS			√		
Use of Right Hand		4		Pace maker		√			
Use of Left foot		4		Steel implants			√		
Standing		4		Pneumoconiosis		√			
Sitting		3		Diabetes			√		
Bending		3		Drug dependency		√			
Walking		4		Other – specify					
Eye/Hand/Foot co-ordination		4		COMMENTS BY MEDICAL OFFICER					

Ability to write	3				
Ability to give hand signals	3				

Annexure 4
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Special Workman and SNR Artisan Assistant			DEPARTMENT: Electrical Engineering Services						
BRIEF DESCRIPTION OF JOB: Repair and maintenance of streetlight and Highmast lights, Assist with constructing and repairing of electrical network, Operating of Mobile Elevate Platform (Cherry Picker) and Operating crane with loading and offloading of material and equipment. Incumbent will be required to be on standby and work long hours. Driving Truck Mounted Crane, Cherry Picker and LDV. Supervise personnel and working on heights.									
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.									
4 – VERY HIGH		3 – HIGH		2 - AVERAGE		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT		IDEAL	ACTUAL	PROTECTIVE EQUIPMENT		IDEAL	ACTUAL		
Inside		2		Hard Hat		2			
Outside		4		Ear Protectors		2			
High Temperatures		4		Safety Boots		4			
Low Temperatures		4		Gum Boots		3			
Noise Zone		2		Gas/Dust mask		2			
Vibration		1		Respirator		1			
Elevated work		4		Safety harness		4			
Confined space		2		Overalls		4			
Dusty area		2		Gloves		4			
Exposure to toxic fumes		1		Eye protection		2			
Wet Area		3		Other – specify		0			
PHYSICAL REQUIREMENTS		IDEAL	ACTUAL	EXCLUSIONS FROM WORK		YES	NO		
Good hearing		4		Epilepsy		√			
Good Eyesight		3		Wearing of spectacles			√		
Have Colour distinction		4		Tuberculosis			√		
Good sense of smell		4		HIV Positive			√		
Clear speech		4		AIDS			√		
Use of Right Hand		4		Pace maker		√			
Use of Left foot		4		Steel implants			√		
Standing		4		Pneumoconiosis		√			
Sitting		4		Diabetes			√		
Bending		4		Drug dependency		√			
Walking		4		Other – specify					

Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		
Ability to write	3				
Ability to give hand signals	4				

Annexure 5
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Technical Assistant/ Foreman/JNR Technical Assistant			DEPARTMENT: Electrical Engineering Services						
BRIEF DESCRIPTION OF JOB: Planning/Organizing of resources and materials from stores Coordination of daily task, Supervision of personnel, Budget/Expenditure control on overtime and utilisation of materials from stores, Maintain safety standards to comply with OHSA, Fleet/Vehicles management by the enforcement of Council vehicle policy, Facilitate Bulk supply connections, Ensure monthly Reading of electricity bulk supply maximum demand meters, Ensure correct metering of all customers Perform Inspections and maintenance work on HV/MV/LV electrical equipment , Ensure that required routine and preventative maintenance has been carried out. Cable fault location and repairs Repair and maintenance of streetlight and Highmast lights, Assist with constructing and repairing of electrical network, driving and Operating of Mobile Elevate Platform (Cherry Picker), LDV, Panel Van, Mini-bus and Truck Mounted Crane, the incumbent is required to perform standby.									
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.									
4 – VERY HIGH		3 – HIGH		2 - AVERAGE		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT		IDEAL	ACTUAL	PROTECTIVE EQUIPMENT		IDEAL	ACTUAL		
Inside		2		Hard Hat		2			
Outside		4		Ear Protectors		2			
High Temperatures		4		Safety Boots		4			
Low Temperatures		4		Gum Boots		3			
Noise Zone		2		Gas/Dust mask		2			
Vibration		1		Respirator		1			
Elevated work		4		Safety harness		4			
Confined space		2		Overalls		4			
Dusty area		2		Gloves		4			
Exposure to toxic fumes		1		Eye protection		2			
Wet Area		3		Other – specify		0			
PHYSICAL REQUIREMENTS		IDEAL	ACTUAL	EXCLUSIONS FROM WORK		YES	NO		
Good hearing		4		Epilepsy		√			
Good Eyesight		3		Wearing of spectacles				√	
Have Colour distinction		4		Tuberculosis				√	
Good sense of smell		4		HIV Positive				√	
Clear speech		4		AIDS				√	
Use of Right Hand		4		Pace maker		√			
Use of Left foot		4		Steel implants				√	
Standing		4		Pneumoconiosis		√			

Sitting	4		Diabetes		√
Bending	4		Drug dependency	√	
Walking	4		Other – specify		
Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		
Ability to write	4				
Ability to give hand signals	4				

Annexure 6
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE: Engineering Technician /SNR Technical Assistant			DEPARTMENT: Electrical Engineering Services						
BRIEF DESCRIPTION OF JOB : Financial Control – Compiling and controlling of capital and operational budgets and ensuring economical and sound financial control, Management and Control of Staff to optimize the utilisation of available Human Resources, Management and Control of vehicle usage and compliancy to achieve the most economical and reliable vehicle fleet, Management and Control of the Electrical Call Centre to ensure that power outages and consumer complaints receive punctual and proper attention, Management and Control of administrative responsibilities to ensure effective administration of Council, Management of High Voltage and Low Voltage electrical networks to ensure a reliable and high standard electrical service to consumers, Management of Streetlight network to provide sufficient area lighting. Working on heights, Driving LDV and the incumbent is required to perform standby.									
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the “IDEAL” column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant’s actual conformance to the job in the “ACTUAL” column.									
4 – VERY HIGH		3 – HIGH		2 - AVERAGE		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT		IDEAL	ACTUAL	PROTECTIVE EQUIPMENT		IDEAL	ACTUAL		
Inside		2		Hard Hat		2			
Outside		4		Ear Protectors		2			
High Temperatures		4		Safety Boots		4			
Low Temperatures		4		Gum Boots		3			
Noise Zone		2		Gas/Dust mask		2			
Vibration		1		Respirator		1			
Elevated work		4		Safety harness		4			
Confined space		2		Overalls		4			
Dusty area		2		Gloves		4			
Exposure to toxic fumes		1		Eye protection		2			
Wet Area		3		Other – specify		0			
PHYSICAL REQUIREMENTS		IDEAL	ACTUAL	EXCLUSIONS FROM WORK		YES	NO		
Good hearing		4		Epilepsy		√			
Good Eyesight		3		Wearing of spectacles			√		
Have Colour distinction		4		Tuberculosis			√		
Good sense of smell		4		HIV Positive			√		
Clear speech		4		AIDS			√		
Use of Right Hand		4		Pace maker		√			
Use of Left foot		4		Steel implants			√		
Standing		4		Pneumoconiosis		√			

Sitting	4		Diabetes		√
Bending	4		Drug dependency	√	
Walking	4		Other – specify		
Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		
Ability to write	4				
Ability to give hand signals	4				

Annexure 7
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Network Control Officer		DEPARTMENT: Electrical Engineering Services			
BRIEF DESCRIPTION OF JOB: shall be responsible for carrying out the following duties in addition to duties detailed elsewhere in these regulations in so far as they apply: Ensuring the safety of persons and the continuity of the power supply to customers. Issuing instructions for the loading of plant and the control of frequency and voltage in connection with the section of the power system under his control. Issuing instructions for all operating in connection with the section of the power system under his control. Standby, driving LDV and doing Substation inspections.					
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.					
4 – VERY HIGH		3 – HIGH		2 - AVERAGE	
1 – LOW		0 – NOT APPLICABLE			
WORKING ENVIRONMENT	IDEAL	ACTUAL	PROTECTIVE EQUIPMENT	IDEAL	ACTUAL
Inside	2		Hard Hat	2	
Outside	4		Ear Protectors	2	
High Temperatures	4		Safety Boots	4	
Low Temperatures	4		Gum Boots	3	
Noise Zone	2		Gas/Dust mask	2	
Vibration	1		Respirator	1	
Elevated work	4		Safety harness	4	
Confined space	2		Overalls	4	
Dusty area	2		Gloves	4	
Exposure to toxic fumes	1		Eye protection	2	
Wet Area	3		Other – specify	0	
PHYSICAL REQUIREMENTS	IDEAL	ACTUAL	EXCLUSIONS FROM WORK	YES	NO
Good hearing	4		Epilepsy	√	
Good Eyesight	3		Wearing of spectacles		√
Have Colour distinction	4		Tuberculosis		√
Good sense of smell	4		HIV Positive		√
Clear speech	4		AIDS		√
Use of Right Hand	4		Pace maker	√	
Use of Left foot	4		Steel implants		√
Standing	4		Pneumoconiosis	√	
Sitting	4		Diabetes		√
Bending	4		Drug dependency	√	
Walking	4		Other – specify		

Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		
Ability to write	4				
Ability to give hand signals	4				

Annexure 8
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Director and Assistant Directors			DEPARTMENT: Electrical Engineering Services						
BRIEF DESCRIPTION OF JOB: Prepare Monthly reports, recording of power failures and breakdowns, Prepare Council items, Attend to Consumer complaints, Prepare quotations for new connections Network fault analysis, Ensure that all tasks are carried out according Working procedures, Ensure Updating Electrical drawings, Recommend network upgrading. Approves new connections, Budget management, Management of the technical and non-technical losses, Prepare Skills development program for the section, Ensure that discipline is maintained, Ensure compliance with regard to Occupational Health and Safety Act, NERSA guidelines and Electricity and Credit control by-laws, Attend site meetings with Consultants / Contractors. Prepare specification for tendering processes in line with the approved capital projects. Monitor project progress, Do tender pre-evaluation and prepare evaluation report for the consideration of tender committee. Apply for funding for Electrification and area lighting projects. Working on heights, Driving LDV and performing standby duties.									
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.									
4 – VERY HIGH		3 – HIGH		2 - AVERAGE		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT		IDEAL	ACTUAL	PROTECTIVE EQUIPMENT		IDEAL	ACTUAL		
Inside		2		Hard Hat		2			
Outside		4		Ear Protectors		2			
High Temperatures		4		Safety Boots		4			
Low Temperatures		4		Gum Boots		3			
Noise Zone		2		Gas/Dust mask		2			
Vibration		1		Respirator		1			
Elevated work		4		Safety harness		4			
Confined space		2		Overalls		4			
Dusty area		2		Gloves		4			
Exposure to toxic fumes		1		Eye protection		2			
Wet Area		3		Other – specify		0			
PHYSICAL REQUIREMENTS		IDEAL	ACTUAL	EXCLUSIONS FROM WORK		YES	NO		
Good hearing		4		Epilepsy		√			
Good Eyesight		3		Wearing of spectacles			√		
Have Colour distinction		4		Tuberculosis			√		
Good sense of smell		4		HIV Positive			√		
Clear speech		4		AIDS			√		
Use of Right Hand		4		Pace maker		√			

Use of Left foot	4		Steel implants		√
Standing	4		Pneumoconiosis	√	
Sitting	4		Diabetes		√
Bending	4		Drug dependency	√	
Walking	4		Other – specify		
Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		
Ability to write	4				
Ability to give hand signals	4				

Annexure 9
STEVE TSHWETE LOCAL MUNICIPALITY
MEDICAL EXAMINATION
MAN-JOB SPECIFICATION

JOB TITLE : Clerk Grade 2, Clerk Grade 1, Secretary, Clerical Assistant, General Assistant, Assistant Electrical Draughtperson		DEPARTMENT: Electrical Engineering Services			
BRIEF DESCRIPTION OF JOB :					
To provide administrative services to the of the Electrical Engineering Services department					
PHYSICAL REQUIREMENT: - Indicate the ideal physical requirements in the "IDEAL" column by using the legend below. When the Medical practitioner evaluates the person he/she should indicate the applicant's actual conformance to the job in the "ACTUAL" column.					
4 – VERY HIGH		3 – HIGH		2 - AVERAGE	
		1 – LOW		0 – NOT APPLICABLE	
WORKING ENVIRONMENT	IDEA L	ACTUAL	PROTECTIVE EQUIPMENT	IDEA L	ACTUAL
Inside	4		Hard Hat	0	
Outside	0		Ear Protectors	0	
High Temperatures	2		Safety Boots	0	
Low Temperatures	2		Gum Boots	0	
Noise Zone	0		Gas/Dust mask	0	
Vibration	0		Respirator	0	
Elevated work	0		Safety harness	0	
Confined space	0		Overalls	0	
Dusty area	0		Gloves	0	
Exposure to toxic fumes	0		Eye protection	0	
Wet Area	0		Other – specify	0	
PHYSICAL REQUIREMENTS	IDEA L	ACTUAL	EXCLUSIONS FROM WORK	YES	NO
Good hearing	3		Epilepsy	√	
Good Eyesight	3		Wearing of spectacles		√
Have Colour distinction	3		Tuberculosis		√
Good sense of smell	3		HIV Positive		√
Clear speech	3		AIDS		√
Use of Right Hand	4		Pace maker	√	
Use of Left foot	4		Steel implants		√
Standing	4		Pneumoconiosis	√	
Sitting	3		Diabetes		√
Bending	3		Drug dependency	√	
Walking	4		Other – specify		
Eye/Hand/Foot co-ordination	4		COMMENTS BY MEDICAL OFFICER		

Ability to write	2				
Ability to give hand signals	3				

4. Delivery of the service

The tests must be conducted within Middelburg area if conducted outside Middelburg area the service provider shall be responsible of travelling costs of all personnel. In case service provider perform test examinations in their own practices they shall prioritize STLM personnel. Service provider shall comply with the table below:

Scheduled Date	Number of Personnel
19 – 23 February 2018	61
5 – 9 March 2018	50

Failure to deliver within the prescribed period will result in cancellation of an order or disqualification from evaluation processes. Service provider must provide schedule that is within prescribed period above indicating at least one day a week dedicated to STLM personnel for Medical Examination, failure to comply bidder will be disqualified.

5. Pricing Guidelines

Pricing should include travelling costs, accommodation, testing and issuing of red tickets. Medical report and Red Ticket Certificate cards must be submitted before payment can be processed. It is the responsibility of the service provider to ensure that their entity is compliant on the Central Supplier Database (CSD).

MBD 2:

TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement bidders are required to complete in full form TCC001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The tax clearance certificate requirements are also applicable to foreign bidders / individuals who wish to submit bids. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
2. SARS will then furnish the bidder with a tax clearance certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original tax clearance certificate does not need to be submitted together with the bid. Current status of tax clearance certificate will be verified on Central Supplier Database and if found not active it will result in the invalidation of the bid.
4. In bids where consortia / joint ventures / sub-contractors are involved, each party's current status of tax clearance certificate will be verified on Central Supplier Database.
5. Applications for the tax clearance certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e Filers through the website www.sars.gov.za.
6. Exemption to the provision of a tax clearance certificate will be granted provided that:
 - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
 - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.

MBD 3

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE:

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder:.....	Bid Number: Q21.01.18
Closing Time: 12:00	Closing Date: 18 January 2018

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

ITEM	TASK	UNIT	QUANTITY	RATE	AMOUNT EXCLUDING VAT
1	Medical Surveillance				
1.1	Medical examination for Work Grade 2, 3 and Artisan Assistant	No.	46		R
1.2	Medical examination for Team Leader and Electrical Draughtperson	No.	2		R
1.3	Medical examination for Special Workman and SNR Artisan Assistant	No.	11		R
1.4	Medical examination for Electrician and OHS Inspector	No.	24		R
1.5	Medical examination for Foreman/ Technical Assistant/JNR Technical Assistant	No.	6		R
1.6	Medical examination for Network Control Officer	No.	2		R
1.7	Medical examination for Engineering Technician, Snr Technical Assistant.	No.	7		R
1.8	Medical examination for Director and Assistant Directors	No.	4		R
1.9	Medical examination for Clerk Grade 2, Clerk Grade 1, Secretary, Clerical Assistant, General Assistant, Assistant Electrical Draughtperson	No.	9		R
2	Medical Fitness examination				
2.1	Medical examination for Work Grade 2, 3 and Artisan Assistant	No.	46		R

ITEM	TASK	UNIT	QUANTITY	RATE	AMOUNT EXCLUDING VAT
2.2	Medical examination for Team Leader and Electrical Draughtperson	No.	2		R
2.3	Medical examination for Special Workman and SNR Artisan Assistant	No.	11		R
2.4	Medical examination for Electrician and OHS Inspector	No.	24		R
2.5	Medical examination for Foreman/ Technical Assistant/JNR Technical Assistant	No.	6		R
2.6	Medical examination for Network Control Officer	No.	2		R
2.7	Medical examination for Engineering Technician, Snr Technical Assistant.	No.	7		R
2.8	Medical examination for Director and Assistant Directors	No.	4		R
2.9	Medical examination for Clerk Grade 2, Clerk Grade 1, Secretary, Clerical Assistant, General Assistant, Assistant Electrical Draughtperson	No.	9		R
Subtotal					
VAT					
Total (TO BE REFERRED TO FORM OF OFFER)					

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.

YES / NO

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....

Date

.....

Signature

.....

Capacity

.....

Name of Bidder

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 5

**NOTICE OF SUPPLY CHAIN MANAGEMENT
APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE**

Par 14(1)(a) of the municipal supply chain management policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements.

The purpose of this notice is to obtain proof that the service provider is registered on the Central Supplier Database. **Registration is COMPULSORY in order to conduct business with Steve Tshwete Local Municipality.** The database will be used to verify the accreditation of a supplier before an award can be made.

Each bidder must complete the below checklist (please tick with an X where appropriate).

QUESTIONS		YES	NO
1.	Is your company registered on the Central Supplier Database?		
2.	If yes, provide the following details:		
2.1	▪ CSD registration number	MAAA	
2.2	▪ Unique CSD number		
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms. Martha Makoala and Thembi Jiyane at (013) 2497309 / 2497164		
4.	If no, please register on Central Supplier Database ,website, www.csd.gov.za , before submitting tender document		
I, (insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (insert company name)			
hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			
5.	VERIFICATION BY STEVE TSHWETE LOCAL MUNICIPALITY OFFICIAL		
I, (insert full name)			
in the capacity as			
hereby confirms that the information submitted by the service provider was verified with the Central Supplier Database and found as correct to be the best of my knowledge			

MBD 6.1

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) STATUS LEVEL CERTIFICATES

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status T Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points for out of 90 or 80 for price only and zero points out of 10 or 20 for B-BBEE.

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

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

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

POINTS

1.3.1.1 **PRICE**

1.3.1.2 **B-BBEE STATUS LEVEL OF CONTRIBUTION**

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good

Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with annual total revenue of R5 million or less;
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

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

highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

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

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

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (Maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) weather the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of firm :.....

9.2 VAT registration number :.....

9.3 Company registration number :.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

9.6 COMPANY CLASSIFICATION

Manufacturer
Supplier
Professional service provider
Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated.....
Registered Account Number
Stand Number

9.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

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

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding process;
 - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) Forward the matter for criminal prosecution.

WITNESSES:

1.
2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

.....

.....

MBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
DATE:	

MBD 7.1

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, in my capacity as accept your bid under reference number dated for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a) abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

MBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js9141w 4

SCHEDULE 1

SCHEDULE 1: CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business.

Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive. (Please tick with **X** where appropriate):

QUESTIONS		YES	NO
1.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
2.	If yes, provide the following details:		
2.1	▪ Municipality name		
2.2	▪ Municipal account number		
3.	If yes, please attached proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
4.	Does the bidder lease / rent the property where the business is situated?		
5	If yes, provide the following details:		
5.1	▪ Landlord name		
5.2	▪ Address property is situated		
5.3	▪ Contact number of landlord		
6.	Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE			

*** IMPORTANT:IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR QUOTE AS NON RESPONSIVE**

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website:

<http://www.treasury.gov.za/legislation/pfma/public%20entities/PFMA%20GCC%20July%202010.pdf>