



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q06.07.22
(R 30 000 TO R 200 000)

REQUEST FOR QUOTATIONS FOR

SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES

CLOSING DATE:	26/07/2022	TIME	12H00
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NAME OF COMPANY	
TOTAL AMOUNT (MBD 3.1)	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
TAX COMPLIANCE STATUS PIN	
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

ENQUIRIES REGARDING QUOTATION PROCEDURES		TECHNICAL ENQUIRIES	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		DIRECTORATE: ELECTRICAL ENGINEERING SERVICES	
KENNETH MAHLANGU		MR MB LESHABA	
DEMAND & ACQUISITIONING MANAGER		TECHNICAL ASSISTANT	
TEL. NUMBER	TEL. NUMBER	TEL. NUMBER	013 249 7328
QUOTATION ISSUED BY			
SUPPLY CHAIN MANAGEMENT UNIT		TEL. NUMBER	013 249 7324 / 7760
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

QUOTATION DETAILS						
QUOTATION NUMBER	Q06.07.22					
TENDER TITLE	SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES					
CLOSING DATE	26/07/2022		CLOSING TIME		12H00	
SITE MEETING	DATE	No	TIME	10h00	COMPULSORY	NO
SITE MEETING ADDRESS	N/A					
QUOTATION DOCUMENT FEE	FREE OF CHARGE		PREFERENCE POINT SYSTEM		80/20	
QUOTATION BOX SITUATED AT	Demand and Acquisition Management, SCM Office, Corner of Walter Sisulu and Protea Street, Middelburg					
OPERATING HOURS	The bid box is open during office hours, Monday to Thursdays from 8h00 to 16h00 and Fridays from 8h00 to 13h00.					
OFFER TO BE VALID FOR	90 DAYS FROM THE CLOSING DATE OF QUOTATION.		LOCAL CONTENT		NO	
PLEASE NOTE:						
<ol style="list-style-type: none"> 1. Prospective suppliers must be registered on CSD prior to submitting quotation and copy of said document must be attached to quotation. 2. Quotations that are deposited in the incorrect box will not be considered. 3. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of contract (GCC) and, if applicable, any other special conditions of contract. 4. Mailed, telegraphic, telex, or faxed quotations will not be accepted. 5. No late quotations after closing date and time will be accepted. 6. Quotations not clearly marked and unamend will not be accepted. 7. Quotations may only be submitted on the quotation documentation provided by the municipality. No awards will be made to a person: <ol style="list-style-type: none"> i. Who is in the service of the state, ii. If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state iii. Who is an advisor or consultant contracted with the municipality or municipal entity 						

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STEVE TSHWETE LOCAL MUNICIPALITY					
BID NUMBER:	006.07.22	CLOSING DATE:	26/07/2022	CLOSING TIME:	12H00
DESCRIPTION	SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES				
SUPPLY AND DELIVER HEAVY DUTY FRONT DROP SAFE					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT <i>(STREET ADDRESS)</i>					
Magasyn Stores					
Corner Walter Sisulu & Protea Road					
Middelburg					
1050					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<i>TOTAL NUMBER OF ITEMS OFFERED</i>		<i>TOTAL BID PRICE</i>		R	
<i>SIGNATURE OF BIDDER</i>	<i>DATE</i>			
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM	DEPARTMENT	ELECTRICAL ENGINEERING SERVICES		
CONTACT PERSON	KENNETH MAHLANGU	CONTACT PERSON	MR MB LESHABA		
TELEPHONE NUMBER	013 249 7324 / 7760	TELEPHONE NUMBER	013 249 7328		
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	n/a		
E-MAIL ADDRESS	kennethm@stlm.gov.za	E-MAIL ADDRESS	leshabaml@stlm.gov.za		

Q06.07.22					
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BIDDER

WITNESS

EMPLOYER

WITNESS

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN 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.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

Q06.07.22			
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QUOTATION NOTICE & INVITATION**STEVE TSHWETE LOCAL MUNICIPALITY****QUOTATION NO.: Q06.07.22****CLOSING DATE: 26 JULY 2022 AT 12H00****SUPPLY AND DELIVERY OF STATIONERY FOR ELECTRICAL ENGINEERING SERVICES**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES**.

Quotation documents and specifications are available on the municipal website (www.stlm.gov.za)

The closing time for receipt of quotations is **12:00hrs** on **26/07/2022**. Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late quotations** will under no circumstances be considered and accepted. The quotation box will be emptied just after closing time on the closing date. Hereafter all quotations will be public.

Any technical enquiries relating to the quotation document may be directed to **MR MB LESHABA, TECHNICAL ASSISTANT** on Error! Reference source not found..

Fully completed quotation documents, clearly marked "**Quote No. Q06.07.22: SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES..**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at Demand and Acquisition Management, SCM Office, **Corner of Walter Sisulu and Protea Street, Middelburg** by no later than **12h00 on 26/07/2022**. The envelope must be endorsed with number, title and closing date as indicated above.

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 respective of price and 20 points in respective of BBBEE.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity.

The municipality reserves the right to withdraw any invitation to quote and/or to re-advertise or to reject any quote or to accept a part of it. The municipality does not bind itself to accepting the lowest quotation or award a contract to the bidder scoring the highest number of points.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

The following documents have to be attached (Bidders that fail to submit documents indicated as compulsory will be disqualified)

- Original certified copy of valid BBBEE Certificate (non-compulsory, failure to submit no points will be awarded) only SANAS accredited or Affidavits will be accepted.
- Copy of company registration certificate(CK) - Compulsory
- Copy/ print Tax Compliance status pin issued by SARS - Non-compulsory
- Copy of current municipal account (not older than 3 months) – copy of Lease Agreement (and landlord's municipal rates account) – Compulsory
- CSD summary report – Non-compulsory
- All forms must be completed in full – Compulsory

T. ZULU
 ACTING MUNICIPAL MANAGER
 STEVE TSHWETE LOCAL MUNICIPALITY
 Municipal Civic Building
 Wanderers Avenue
 MIDDELBURG, 1050

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

C2 PRICING SCHEDULE

C2.1 PRICING INSTRUCTIONS

- a) These pricing instructions provide the tenderer with guidelines and requirements with regard to the completion of the pricing schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the contract to have been taken into account by the tenderer when developing his prices.
- b) The pricing schedule shall be read with all the documents which form part of this contract.
- c) The following words have the meaning hereby assigned to them:

Words/Abbreviation	Meaning
Example: M	Meter
ea	Each

- d) The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will invalidate your offer. Alterations must be acknowledged as per clause 2.11 of '1.3 STANDARD CONDITIONS OF TENDER'.
- f) All rates and sums of money quoted in the pricing schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional amounts shall only be expended on the specific instruction of the Employer.
- i) All prices and rates entered in the pricing schedule must be **exclusive of Value Added Tax (VAT)**.
- j) If registered VAT is should be added at below the schedule. If not VAT registered indicate zero or "-"
- k) Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- l) In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- m) In cases of contract periods longer than 12 months and price adjustments is applicable, it will be based on CPI. If higher inflation is required indicate CPI + and number %.
- n) If the tender required firm (fixed prices) the amount indicated in Colum D will be the tender amount.
- o) If the tender amount is payable at end of contract on delivery of goods and services, Scratch out total per month with N/A or "-"
- p) If the tender amount is based on rates (Column B), the tender will be awarded to the rate and the total contract amount will only be used for evaluation purposes.

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C2.2 MBD 3.1 BID PRICE**PURCHASES**

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

Name of Bidder:..... **Bid Number: Q06.07.22**
Closing Date: 26/07/2022 **Closing Time: 12h00**

(Note : Contract amount to be carried over to Form of Offer C1.1.1)

ITEM	TASK / ITEM	QUANTITY	UNIT RATE	UNIT MEASURE	TOTAL COST
1.1	Book: Work Permit Form (Duplicate) 100p	(Pack of 10)	R	Each	R
1.2	Book: Worker's Register and Risk Assessment Form - 100p	(Pack of 10)	R	each	R
1.3	Book: Works order form - 100p	(Pack of 10)	R	each	R
1.4	Book: Material request form (duplicate pages) - 100p	(Pack of 10)	R	each	R
1.5	Book: Work report form (triplicate) - 100p	(Pack of 10)	R	each	R
1.6	Book: Sub-station log book form (duplicate) - 100p	(Pack of 10)	R	each	R
1.7	Book: Service identification book form (duplicate) – 100p	(Pack of 10)	R	each	R
SUB- TOTAL COST (VAT EXCL)					R
VAT at 15%					R
TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER (C1.1.1)					R
Delivery period from date of signing agreement to transfer funds					Days

- **QUANTITIES INDICATED ABOVE ARE FOR EVALUATION PURPOSES ONLY**
- **ALLOCATION OF WORK WILL BE LIMITED TO THE AVAILABLE BUDGET**
- **OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

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FORM OF OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

Bid / Tender Number	Q06.07.22
Tender Title	SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS THE FOLLOWING:

AMOUNT IN WORDS (INCL. VAT)	AMOUNT IN FIGURES (INCL VAT)
RAND	R

****AMOUNT MUST BE IN WORDS AS WELL AS FIGURES**

This offer may be accepted by the employer by communicating such acceptance in writing to the tenderer or by signing the acceptance part of this Form of Offer and Acceptance and returning one copy thereof to the tenderer, whereupon the tenderer becomes the party named as the provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer			
Signature		Date	
Name			
Capacity			
Name of organization			
Address of organization			
Signature of witness		Date	
Name of witness			

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FORM OF ACCEPTANCE

By signing this part of this form of offer and acceptance, the employer identified below accepts the tenderer's offer. In consideration thereof, the employer shall pay the service provider / consultant the amounts due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offers shall form an agreement between the employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part C1 Agreements and contract data, (which includes this agreement)
- Part C2 Pricing data
- Part C3 Scope of work.
- Service Level of Agreement attached to this document (if any) as amended (if applicable) and signed by the parties.

and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the Service Level Agreement and documents listed in the tender data and any addenda thereto as listed in the tender schedules, will only be valid if reduced to writing and signed by both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Unless otherwise specified elsewhere in this bidding document or any subsequent written agreement entered into between the parties, this agreement comes into effect on the date when the Employer communicates the acceptance and/or conditions of acceptance of the tenderer's offer in writing or signs the acceptance part of the Offer and Acceptance, whichever occurs first.

Signature Block: Employer			
Signature		Date	
Name			
Capacity			
Name of organization	Steve Tshwete Local Municipality		
Address of organization	P.O. Box 14, Middelburg, 1050		
Signature of witness		Date	
Name of witness			

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.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, hareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state? If yes, please furnish particulars :	Yes	No
3.7.1	Name of director		
3.7.2	Service of state organization		

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3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	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? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	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? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	<i>Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?</i> If yes, please furnish particulars :	Yes	No
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state? If yes, please furnish particulars:	Yes	No
3.12.1	Name of director		
3.12.2	Name of relative		

3.12.3	Relationship		
3.12.4	Service of state organization		
3.13	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? If yes, please furnish particulars:	Yes	No
3.13.1	Name of director		
3.13.2	Related company		
Note:	<p>SCM Regulations:</p> <p>"¹In the service of the state" means to be –</p> <p>(a) a member of –</p> <p>(i) any municipal council;</p> <p>(ii) any provincial legislature; or</p> <p>(iii) the national Assembly or the national Council of provinces;</p> <p>(b) a member of the board of directors of any municipal entity;</p> <p>(c) an official of any municipality or municipal entity;</p> <p>(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);</p> <p>(e) a member of the accounting authority of any national or provincial public entity; or</p> <p>(f) an employee of Parliament or a provincial legislature.</p> <p>"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.</p>		

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

Full Name	Identity Number	State Employee Number

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5. I, the undersigned 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.	
NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

Q06.07.22					
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BIDDER

WITNESS

EMPLOYER

WITNESS

MBD 6.1**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

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, 2017.

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 R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender Points for this bid shall be awarded for:
 - (a) Price; and
 - (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor 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

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

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

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

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

- 4.1 In terms of Regulation 6 (2) and 7 (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	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Stand Number:.....

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

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 7.1

CONTRACT FORM – PURCHASE OF GOODS / WORKS

THIS FORM MUST BE FILLED BY BOTH THE SERVICE PROVIDER (PART 1) AND THE EMPLOYER / MUNICIPALITY (PART 2) AND SIGNED IN THE ORIGINAL.

PART 1 (TO BE FILLED IN BY THE BIDDER)

- 3 I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to Steve Tshwete Local Municipality in accordance with the requirements and task directives / proposals specifications stipulated in bid number **Q06.07.22** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Employer / Municipality during the validity period indicated and calculated from the closing date of the bid.
1. The following documents shall be deemed to form and be read and construed as part of this agreement:
- 2.1 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 2017;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
- 1.2 General Conditions of Contract;
- 1.3 Other (specify)
2. 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 services 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.
3. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
4. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
5. I confirm that I am duly authorized to sign this contract.

SIGNED AT	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	DATE
1.	
2.	

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 7.1

CONTRACT FORM – PURCHASE OF GOODS / WORKS**PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)**

1.

I _____ in my capacity
 as _____ accept your bid under
 reference number **Q06.07.22** dated _____
 for the rendering of services hereunder and/or further specified in the annexures.

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

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	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	NAME AND CAPACITY
WITNESSES: (SIGNATURE)	OFFICIAL STAMP
1.	
2.	

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 8**DECLARATION OF BIDDERS 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:
 - 3.1 abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2 been convicted for fraud or corruption during the past five years;
 - 3.3 willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.3 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	No
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	No
4.2.1	If so, furnish particulars:		

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

Item	Question	Yes	No
4.3	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?	Yes	No
4.3.1	If so, furnish particulars:		
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	No
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	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, the undersigned 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.

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

MBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 3 This municipal bidding document (MBD) must form part of all bids¹ invited.
- 3 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:
- 3.1. take all reasonable steps to prevent such abuse;
- 3.2. 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
- 3.3. 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.

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

MBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

TENDER: Q06.07.22 : SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES in response to the invitation for the bid made by:

Steve Tshwete Local

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:

NAME OF REPRESENTATIVE

that:

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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

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:
- 7.1 Prices;
 - 7.2 Geographical area where product or service will be rendered (market allocation);
 - 7.3 Methods, factors or formulas used to calculate prices;
 - 7.4 The intention or decision to submit or not to submit a bid;
 - 7.5 The submission of a bid which does not meet the specifications and conditions of the bid;
 - or
 - 7.6 Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE A**RESOLUTION OF BOARD OF DIRECTORS****Resolution** of a meeting of the Board of *Directors / Members / Partners of:

		(Enterprise Name)
Held at		(place)
On		(date)

RESOLVED that:

1.	The enterprise submits a bid / tender to the Steve Tshwete Local Municipality in respect of the following project:	
	QUOTATION NO. Q06.07.22 : SUPPLY AND DELIVERY OF FORMS FOR ELECTRICAL ENGINEERING SERVICES	
2.	Mr/Mrs/Ms	
	in his/her capacity a:	(Position in the Enterprise)
	and who will sign as follows:	(Authorized Signature)
be, and is hereby, authorized to sign the bid / tender, and any and all other documents and/or correspondence in connection with and relating to the bid /tender, as well as to sign any contract, and any and all documentation, resulting from the award of the bid / tender to the enterprise mentioned above.		

Directors / Members / Partners of:

	Name	Capacity	Signature
1			
2			
3			

Note:

- * Delete which is not applicable
- NB.** This resolution must be signed by *all* the Directors / Members / Partners of the Bidding Enterprise
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page

ENTERPRISE STAMP

Page 27 of 45

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

SCHEDULE B

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.	Do you own a property?		
2.	Do you receive a municipal rates account?		
3.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
4.	If yes, provide the following details:		
4.1	▪ Municipality name		
4.2	▪ Municipal account number		
5.	If yes, please attach proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
6.	Does the bidder lease / rent the property where the business is situated?		
7.	If yes, provide the following details:		
7.1	▪ Landlord name		
7.2	▪ Address property is situated		
7.3	▪ Contact number of landlord		
8.	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**

Q06.07.22			
BIDDER	WITNESS	EMPLOYER	WITNESS

C1.2 CONTRACT DATA

PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the Steve Tshwete Local Municipality.	
The authorized and designated representative of the employer is:	
Name:	MR MB LESHABA, TECHNICAL ASSISTANT
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
Telephone:	Error! Reference source not found.
Facsimile:	N/A
Email:	leshabam@stlm.gov.za
The project is:	SError! Reference source not found.

The service provider is	
Name	
Address	
Telephone:	
Facsimile:	
The authorized and designated representative of the service provider is	
Name	
The address for receipt of communications is	
Telephone	
Facsimile	
Email	
Address	

Q06.07.22					
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C3 SCOPE OF WORKS / SPECIFICATIONS

1. INTRODUCTION AND BACKGROUND

Supply and delivery delivey of forms for electrical services. The forms must be of good quality.

2. Specification

WORK PERMIT FORM

BOOK NO.1 WORK PERMIT FORM

1. HARD COVER BOOK - A4 (BINDED AT LEFT SIDE).
2. BINDING IS TO BE **ORANGE**. NUMBERING TO BEGIN AT **EES 0001** AND TO FOLLOW CONSECUTIVELY
3. NUMBERING TO BE IN RED (RIGHT HAND - TOP CORNER). NUMBERING IS TO BE IN 100's.
4. THE NUMBER IS REQUIRED ON THE SECOND PAGE.
5. MUST BE IN DUPLICATE. 1ST PAGE IS TO BE PERFORATED & THE 2ND PAGE IS TO REMAIN IN THE BOOK (UNPERFORATED).

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

BOOK1

**FORMAT - WORK PERMIT BOOK EES 0001
STEVE TSHWETE LOCAL MUNICIPALITY
WORK PERMIT FORM
OPERATING AND LOCKING OUT OF EQUIPMENT**

Section 1- Works authority to perform work on the electricity network

I, _____ the undersigned authorised person will perform the following operation to carry out the work below which was verified with: _____

- 1.1 Description of work _____
- 1.2 Description of switching performed in order to isolate:
(Operating instruction form no: _____) _____
- 1.3 Supply was isolated and tested at following points: (Description of isolating and testing done) _____
- 1.4 Earthing was applied at following points: _____
- 1.5 Lock-out locks were applied at the following points: _____
- 1.6 Appropriate notice were applied to the following points: _____
- 1.7 The following danger areas were demarcated and indicated to the responsible person: _____

Time		Date	
Authorised person		Signature	

Section2- Declaration by responsible person receiving the work permit form

I declare that the following was indicated to me and that I fully understand the aspects indicated to me: (indicate with a ✓ where applicable).

2.1	Content of permit	YES	NO
2.2	Danger areas	YES	NO
2.3	Earthing	YES	NO

2.4 I further declare that I accept full responsibility for any person that enters the area and persons on the workers register which will perform work on the isolated equipment.

Time		Date	
Responsible person		Signature	

Section 3- Declaration by responsible person after completion of work

I declare that the work was completed and that the person and apparatus, which I am responsible for, were withdrawn from the area. I handed this working authority/permit to:

Time		Date	
Responsible person		Signature	

Section 4- Certificate of Compliance

(Indicate with a ✓ where applicable)

I have checked and tested the work described under point 1.1 of section 1 that the work is completed and safe to commission	YES	NO
Time		Date
Authorised person		Signature

Section 5- Declaration by authorised person cancelling the permit (Indicate with a ✓ where applicable)

This permit is been cancelled due to the following:			
5.1	The work has been completed	YES	NO
5.2	Responsible person changed	YES	NO
5.3	Other work must still to be done	YES	NO
The following as recorded in Section 1 has been carried out as following:			
5.4	All Earthing as described in point 1.4 was removed	YES	NO
5.5	All locks as described in point 1.5 were removed	YES	NO
5.6	All notices as described in point 1.6 were removed	YES	NO
5.7	I have reassured myself that the working area and equipment is safe to switch on	YES	NO
Time		Date	
Authorised person		Signature	

Q06.07.22					
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FORMAT – WOKERS REGISTOR RISK AND ASSESEMENT**Book 2**

6. HARD COVER BOOK - A4 (BINDED AT THE LEFT SIDE).
7. BINDING IS TO BE BLUE. NUMBERING TO BEGIN AT **37 001** AND FOLLOW CONSECUTIVELY.
8. NUMBERING TO BE IN RED (RIGHT HAND - TOP CORNER). NUMBERING IS TO BE IN 100's.
9. NO NUMBER IS REQUIRED ON THE SECOND PAGE.
10. NUMBER ORDER MUST BE WRITTEN ON THE SPINE/BINDING OF THE BOOK E.G. 0100 – 0200.
11. PAGES ARE TO BE INDIVIDUAL (NOT CARBONISED) AND PRINTED ON EITHER SIDE.
EACH PAGE MUST BE PERFORATED.
12. THE PAGE IS TO BE WHITE WITH BLACK INK.
13. BACK TO BACK PAGES
14. PACK IN 10'S & TO BE WRAPPED/BINDED.
15. ALL PRINTING MUST BE CLEARLY READABLE; TEXT TO BE STRAIGHT & NO SMUDGING PLEASE.
16. FOLLOW THE EXACT FORMAT AS EXAMPLE SUBMITTED.
17. PROOF OF PRINT OUT MUST BE SUBMITTED FOR APPROVAL, BEFORE CONTINUING WITH THE PRINTING OF THE BOOKS - IF THE ORDER HAS BEEN AWARDED TO YOUR COMPANY.

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

STEVE TSHWETE LOCAL MUNICIPALITY NO: _____

Electrical Engineering Services - Workers Register & Risk Assessment

I hereby declare that Work Permit No. _____ has been shown to all workers registered below for the work **OR** Unplanned Work Instruction **OR** The Works Order Number for the job: _____ **OR** The Call-out Certificate Number: _____ **OR** Switching Instruction Number: _____.

I declare that the nature and location of the work/activity as well as all the precautions, special conditions and dangers involved and the right to refuse have been explained to the workers.

1. What is the scope of the work?			
2. Has the work to be done been discussed with all team members? (Tool box talk)	Yes	No	
3. Have specific tasks been assigned and discussed with each team member?	Yes	No	

4. What risks can be identified?	What steps are to be taken to minimise identified risks? (Treat, tolerate, terminate, transfer)
a.	a.
b.	b.
c.	c.
d.	d.
e.	e.
f.	f.
g.	g.
h.	h.
i.	i.
j.	j.

5. State the name of workers with whom the above tasks, risks and right to refuse have been discussed (Tool box talk)	Name of team members present	Personnel No / ID No.	Signature of team members	Withdrawals and debriefing sessions. Signature of all withdrawn team members

I, _____ hereby declare that the above stated risks have been discussed with all personnel involved in the scope of work and that the steps to be taken to minimize the risks are understood by all.

Signature Authorised/Responsible person Date Time

Withdrawal hereby declare that all workers involved in the above mentioned have been withdrawn, informed that it is no longer safe to work and that the permit to work will be cleared.

Print Name Signature Date Time
Authorised/Responsible person

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

PAGE 2 OF WORKERS REGISTOR AND RISK ASSESMENT

1. The Works Order number/Call-out Certificate Number/Switching Instruction Number and scope of work is on the Workers Register and Risk Assessment unplanned work.			
2. Requirements:	YES	NO	IF (NO) STATE REASON
Has the necessary planning been done in terms of ORHVS.			
Has the required personnel been identified on the Pre-Job Planning form (Including permanent employees, temporary employees, casual employees and contractors forming part of the team)			
Did the personnel discuss the task to be performed			
Has tasks been identified.			
Have risks been identified for each task.			
Have steps been taken to minimize the risks			
All materials required must be listed on the Pre-Job Planning form.			
Identify any special equipment that is required. This must be listed on the Pre-Job Planning form.			
All Safety equipment required must be listed on the Pre-Job Planning form.			
On the Pre-Job Planning form, identify the vehicles required and verify if it is available and in working condition.			
3. In cases of supply interruption, notification to and arrangements with consumers (48 hours prior to interruption):	YES	NO	IF (NO) STATE REASON
Consumers informed by means of:			
(1) Posters			
(2) Newspaper			
(3) Notices			
(4) Radio			
Emergency Services that were contacted (Traffic department, Hospitals, Police, etc):			
List:			
4. Documentation to be attached:	YES	NO	IF (NO) STATE REASON
Notice, newspaper notification, radio notification, poster, etc.			
Works Order/Call-out certificate			
Amended operating line diagrams			
Other relevant standards and procedures (WSWP/General Instructions/Manufacturers requirements/Tender documents)			
5. On the site:	YES	NO	IF (NO) STATE REASON
Does weather conditions have an impact on work			
Working environment safe. Person in charge of work:			

NAME_____
SIGNATURE_____
DATE

Q06.07.22					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

Works order book 3

18. HARD COVER BOOK - A4 (BINDED AT THE LEFT SIDE).
19. BINDING TO BE YELLOW. NUMBERING TO BEGIN AT 52 001 AND FOLLOW CONSECUTIVELY.
20. NUMBERING TO BE IN RED (RIGHT HAND - TOP CORNER). NUMBERING IS TO BE IN 100'S.
21. NUMBER ORDER MUST WRITTEN ON THE SPINE/OUTER EDGE OF THE BINDING E.G. 0100 – 0200.
22. MUST BE IN DUPLICATE. 1ST PAGE IS TO BE PERFORATED & THE 2ND PAGE IS TO REMAIN IN THE BOOK (UNPERFORATED).

PROOF OF PRINT OUT MUST BE SUBMITTED FOR APPROVAL, BEFORE CONTINUING WITH THE PRINTING OF THE BOOKS - IF THE ORDER HAS BEEN AWARDED TO YOUR COMPANY.

Q06.07.22					
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BOOK 4 WORK REPORT

1. HARD COVER BOOK - A4 (BINDED AT LEFT SIDE).
 2. BINDING TO BE **ORANGE**. NUMBERING TO BEGIN AT 129 001 AND FOLLOW CONSECUTIVELY.
 3. NUMBERING TO BE IN RED (RIGHT HAND - TOP CORNER).
MUST BE PLACED IN TOP RIGHT HAND CORNER (1ST PAGE) IN THE BLOCK READING *SERIAL NUMBER*.
 4. NUMBERING TO BE IN 50'S. THE NUMBER IS TO APPEAR ON ALL THREE PAGES.
 5. NUMBER ORDER MUST BE WRITTEN ON THE SPINE/OUTER EDGE OF THE BOOK E.G. 0100 – 0150.
 6. MUST BE TRIPLICATE. 1ST AND 2ND PAGE TO BE PERFORATED AND THE THIRD PAGE UNPERFORATED AND TO REMAIN IN THE BOOK.
 7. PROOF OF PRINT OUT MUST BE SUBMITTED FOR APPROVAL, BEFORE CONTINUING WITH THE PRINTING OF THE BOOKS - IF THE ORDER HAS BEEN AWARDED TO YOUR COMPANY.

CHF373138

Book

STEVE TSHWETE LOCAL MUNICIPALITY
WORK REPORT
DEPARTMENT: ELECTRICAL ENGINEERING SERVICES

Serial number: _____

Nature of complaint:		IMIS No:	
Client's Name:		Date Received:	
Client's Telephone No:		Time received:	
Address:		Arrival time:	
Stand number:		Time completed:	

CAUSE/SUSPECTED CAUSE/ACTION

Electrical supply interrupted at the Council's equipment					
New consumer	Electricity has been reconnected				
	Electricity still off				
Electricity disconnected due to non payment	Electricity has been reconnected				
	Electricity still off				
Prepaid meter fault	Token fault				
	No credit				
	Meter faulty				
	Meter bridged by Council				
Supply being disconnected with immediate effect DUE to tampering on the prepaid meter					
No fault on Councils equipment/supply	Problem exists on premises				
	Fee will be charged for repeated call outs				
Council could not obtain access to your premises; your complaint could therefore not be addressed. Please contact the Call Center to arrange for the necessary access.					
Electricity supply is still off. Read note					
Note					
Meter removed:	Meter No.		Meter Installed:	Meter No.	
	kWh reading:			kWh reading:	
	Seal No.			Seal No.	

Acknowledged Client Signature:		Date:	Time:
Signature of Official:		ECHO:	

In the case of further problems please contact the 24-hour Emergency Control Centre at 013-243 1656 / 013-249 8300 / 013-249 7344.

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BIDDER

WITNESS

EMPLOYER

WITNESS

CGF392428

1. SUPPLY DISCONNECTED DUE TO NEW/CHANGE IN CONSUMERS OR NON PAYMENT:

Please contact the office of the Director Financial Services on the first workday following before 09:00 per telephone number 013-2497156. If you omit the request the supply will be disconnected again.

2. TAMPERING WITH METERS OR SERVICE CONNECTION POINTS:

Tampering with the Council meters or service connection points is a criminal offence. Due to above, the Council had no other alternative than to disconnect your supply and remove your meter. The supply may only be reconnected and the meter re-installed after the amount as determined by Council plus all arrears on your account have been paid. By omitting to comply with the above, legal action will be taken against you.

3. IF THERE IS NO FAULT WITH THE COUNCIL SUPPLY:

Please investigate the following:

- Press all the switches on the distribution board down and up again. All the switches must stay in the up position. If not then there is a problem with a circuit on your premises.
- If the circuit breaker in the connection box (budgie box) on the premises keep on tripping or the prepayment meter keeps on switching off due to "Overload" then switch off the stove, geyser and heaters. If the problem continues then there is a problem with your installation.
- If the above-mentioned steps have been done and the problem is not solved, then contact a qualified electrician.

4. CALL-OUT COSTS:

4.1 Call out fees are payable in the case where the fault is on your premises between the following time frames:

- Week days from 20:00 to 06:00;
- Saturdays from 18:00 to 24:00;
- Sundays and official holidays from 00:00 to 24:00

4.2 A call-out fee will be charged for the reconnection of the supply, due to the change in consumers or non-payments, which are done after Council's office hours.

4.3 A Call-out fee will be charged in the cases where Council was called out continuously for problems due to a fault on the consumer's installation. This fee will also be charged for call-outs during the periods when no call-out costs are normally charged.

Site visit:**Date:****Signature of Supervisor:****Checked by Clerk**

Works orders	Operating instruction form	IMIS
24-hours complaints records	Vehicle log sheet	Pre-Job planning
Workers register and Risk assessment		

I have checked and verified that the information is corrected**Date:****Signature of Supervisor:**

Account No:										Vote No:									
Amount:										Check Total:									
Vote No:										VAT Amount:									

Check Total:										GRAND TOTAL:								
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BOOK 5 SUBSTATION LOG BOOK

8. HARD COVER BOOK - A4 (BINDED AT LEFT SIDE).
9. BINDING TO BE **ORANGE**. NUMBERING TO BEGIN AT 0001 AND FOLLOW CONSECUTIVELY.
10. NUMBERING TO BE IN RED (RIGHT HAND - TOP CORNER).
MUST BE PLACED IN TOP RIGHT HAND CORNER (1ST PAGE) IN THE BLOCK READING *SERIAL NUMBER*.
11. NUMBERING TO BE IN 50'S. THE NUMBER IS TO APPEAR ON ALL TWO PAGES.
12. NUMBER ORDER MUST BE WRITTEN ON THE SPINE/OUTER EDGE OF THE BOOK E.G. 0100 – 0150.
13. MUST BE DUPLICATE. 1ST AND 2ND PAGE TO BE UNPERFORATED AND TO REMAIN IN THE BOOK.
14. BOOK PAGE ORIENTATION = (**LAND SCAPE**)
PROOF OF PRINT OUT MUST BE SUBMITTED FOR APPROVAL, BEFORE CONTINUING WITH THE PRINTING OF THE BOOKS - IF THE ORDER HAS BEEN AWARDED TO YOUR COMPANY.

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BOOK 5



**STEVE TSHWETE LOCAL MUNICIPALITY
SUB-STATION LOG BOOK
DEPARTMENT: ELECTRICAL ENGINEERING SERVICES**

Page no: _____

SUBSTATION NAME: _____

AUTHORISED PERSON NAME	DATE	TIME IN	OUT	REASON/ACTIVITIES PERFORMED	REPORTED TO	BATTERY READINGS (V/A)	SIGNATURE

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BIDDER	WITNESS	EMPLOYER	WITNESS		

BOOK 7

15. HARD COVER BOOK - A4 (BINDED AT THE LEFT SIDE).
16. BINDING TO BE YELLOW. NUMBERING TO BEGIN AT 0001 AND FOLLOW CONSECUTIVELY.
17. NUMBERING TO BE IN RED (RIGHT HAND - TOP CORNER). NUMBERING IS TO BE IN 100'S.
18. NUMBER ORDER MUST WRITTEN ON THE SPINE/OUTER EDGE OF THE BINDING E.G. 0100 – 0200.
19. MUST BE IN DUPLICATE. 1ST PAGE IS TO BE PERFORATED & THE 2ND PAGE IS TO REMAIN IN THE BOOK (UNPERFORATED).
20. PROOF OF PRINT OUT MUST BE SUBMITTED FOR APPROVAL, BEFORE CONTINUING WITH THE PRINTING OF THE BOOKS - IF THE ORDER HAS BEEN AWARDED TO YOUR COMPANY.

SERVICE IDENTIFICATION REQUEST - BOOK 8

21. HARD COVER BOOK - A4 (BINDED AT THE LEFT SIDE).
22. BINDING TO BE PINK COLOR. NUMBERING TO BEGIN AT 000 1 AND FOLLOW CONSECUTIVELY.
23. NUMBERING TO BE IN BLACK (RIGHT HAND - TOP CORNER). NUMBERING IS TO BE IN 100'S.
24. NUMBER ORDER MUST WRITTEN ON THE SPINE/OUTER EDGE OF THE BINDING E.G. 0100 – 0200.
25. MUST BE IN DUPLICATE. 1ST PAGE IS TO BE PERFORATED & THE 2ND PAGE IS TO REMAIN IN THE BOOK (UNPERFORATED).

PROOF OF PRINT OUT MUST BE SUBMITTED FOR APPROVAL, BEFORE CONTINUING WITH THE PRINTING OF THE BOOKS - IF THE ORDER HAS BEEN AWARDED TO YOUR COMPANY.

GENERAL

Appointed service provider must contact the electrical engineering services for book verification in order to insure that correct books are ordered

4. LOCATION OF WORKS

Electrical Engineering Services

5. PAYMENTS

All prices should be inclusive of VAT. Delivery note and a valid tax invoice must be submitted. Payment will be made within 30 days from receipt of invoice by the finance department.

6. ELIGIBILITY CRITERIA

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

- 10.1 The tenderer has provided a copy / printed tax compliance status pin issued by the South African Revenue Services.
- 10.2 The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 10.3 The tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
- 10.4 The tenderer has not:
 - Abused the Employer's Supply Chain Management System; or
 - Failed to perform on any previous contract and has been given written notice to this effect.
 - It is considered that the performance of the services will not be compromised through any conflict of interest.)

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7. PERIOD OF TENDER

Delivery period is within 2 weeks.

8. ACCEPTANCE OF OFFER

The municipality reserves the right not to award the tender or any part of the tender subject to the availability of budgetary funds.

9. EVALUATION

Each tender will be evaluated individually on price. The highest score bidder will be recommended.

10. VALIDITY PERIOD

The quotation shall be valid for 90 days from date of opening the quote.

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/divisions/ocpo/sc/GeneralConditions/>

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