



STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q07.11.18

**CALLING FOR QUOTATIONS FOR SERVICES
(R 30 000 TO R 200 000.00)**

APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY

| | | | |
|----------------------|-------------------|-------------|--------------|
| CLOSING DATE: | 14/11/2018 | TIME | 12H00 |
|----------------------|-------------------|-------------|--------------|

| | |
|---|------|
| NAME OF COMPANY | |
| TOTAL AMOUNT (MBD 3.1) | |
| CENTRAL SUPPLIER DATABASE NUMBER | MAAA |
| CONTACT PERSON | |
| TELEPHONE NUMBER | |
| FAX NUMBER | |

| ENQUIRIES REGARDING QUOTATION PROCEDURES | | TECHNICAL ENQUIRIES | |
|--|--------------|--------------------------------------|-------------------------------|
| DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT | | DIRECTORATE: INFRASTRUCTURE SERVICES | |
| KENNETH MAHLANGU | | DAVIDSON MACHAKA | |
| CHIEF DEMAND ACQUISITION MANAGER | | ENGINEERING TECHNICIAN | |
| TEL. NUMBER | 013 249 7702 | TEL. NUMBER | 013 249 7163 |
| QUOTATION ISSUED BY | | | |
| | | LEGAL & ADMINISTRATION DEPARTMENT | |
| | | ROSE KALIES | ADMINISTRATION OFFICER |
| | | TEL. NUMBER | 013 249 7281 |
| STEVE TSHWETE LOCAL MUNICIPALITY | | P.O. BOX 14, MIDDELBURG, 1050 | |

QUOTATION DETAILS

| | | | | | | |
|---------------------------|--|--|-------------------------|-----|--------------|-----|
| QUOTATION NUMBER | Q07.11.18Error! Reference source not found. | | | | | |
| TENDER TITLE | APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY | | | | | |
| CLOSING DATE | 14/11/2018 | | CLOSING TIME | | 12H00 | |
| SITE MEETING | DATE | N/A | TIME | N/A | COMPULSORY | N/A |
| SITE MEETING ADDRESS | N/A | | | | | |
| CIDB GRADING REQUIRED | N/A | | LEVEL AND CATEGORY | | N/A | |
| QUOTATION DOCUMENT FEE | FREE OF CHARGE | | PREFERENCE POINT SYSTEM | | 80/20 | |
| QUOTATION BOX SITUATED AT | Supply Chain Management Office, Cnr Walter Sisulu & Protea Street, Middelburg 1050 | | | | | |
| 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. | | | | |

PLEASE NOTE:

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. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
4. No late quotations after closing date and time will be accepted.
5. Quotations not clearly marked and unamend will not be accepted.
6. Quotations may only be submitted on the quotation documentation provided by the municipality.
7. No awards will be made to a person:
 - 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

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BIDDER

WITNESS

EMPLOYER

WITNESS

QUOTATION NOTICE & INVITATION

STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: Error! Reference source not found.

CLOSING DATE: 14/11/2018 AT 12H00



APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for appointment of a service provider for reviewal and update of the water safety plan for the water treatment plants in steve tshwete local municipality.

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 **14/11/2018**. 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 the DAVIDSON MACHAKA, ENGINEERING TECHNICIAN on 013 249 7163.

Fully completed quotation documents, clearly marked "**Quote No. Q07.11.18**Error! Reference source not found.: **APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box** at **Supply Chain Management Office, Cnr Walter Sisulu & Protea Street, Middelburg 1050 by no later than 12h00 on 14/11/2018**. 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 repective of BBBEE. **Bidders will be evaluated on functionality whereby a minimum score of 65 out of a possible 100 has to be obtained before financial proposals and BBBEE can be looked at.**

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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TWO pre-qualifying criteria for preferential procurement shall be applied. Bids will be pre-qualified on criteriae for preferential procurement. Only bidders that meet the following pre-qualifying criteria shall be considered:

- **Pre-qualifying criteria 1: Only Bidders with BBBEE Level 1 and Level 2 Certificate will be considered. Original certified copy of valid BBBEE certificate/sworn affidavit must be attached. A tender that fails to meet this pre-qualifying criteria stipulated is an unacceptable tender.**
- **Pre-qualifying criteria 2: Bidder shall be an EME or QSE. Original certified copy of valid sworn affidavit obtainable from the DTI website must be attached. A tender that fails to meet this pre-qualifying criteria stipulated is an unacceptable tender.**

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**
- **Copy of company registration certificate(CK) - Compulsory**
- **Valid Tax Clearance Certificate & SARS Pin reference pin issued- Compulsory**
- **Copy of current municipal account (not older than 3 months) OR copy of Lease Agreement – Compulsory**
- **CSD summary report – Compulsory**

B. KHENISA
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 |
| | |

- 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 be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- 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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MBD 3.1 BID PRICE

Bid Number: Error! Reference source not found.

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

| TASK | UNIT (A) | QUANTITY (B) | RATE (EXCL VAT) (C) | AMOUNT (B) X (C) | |
|------|---|--------------|---------------------|------------------|---|
| 1 | This item include labour, travelling, accommodation, meeting presentations and all overheads for: The review and update of the municipal water safety plan as per, ¹WHO Water Safey Planning Guidelines, ²WRC guidelines for Water Safety Planning and the Blue Drop Handbook: | | | | |
| 1.1 | Review available Municipal Water Safety Plan (9 Blue Drop registered water supply sytems) | Sum | 1 | R | R |
| 1.2 | Review available water works assessments reports and site verifications/inspections (9 Blue Drop registered water supply sytems) | Sum | 1 | R | R |
| 1.3 | Analyse available water quality data and report compilation (9 Blue Drop registered water supply sytems) | Sum | 1 | R | R |
| 1.4 | Hardzard identification, Risk Ratings and develop control measures (9 Blue Drop registered water supply sytems) | Sum | 1 | R | R |
| 1.5 | Review Incident Management Protocols | Sum | 1 | R | R |
| 1.6 | Water Safety Plan (WSP) Documentation: Compile Final WSP Document for the 9 Blue Drop registered water supply sytems | Sum | 1 | R | R |
| 1.7 | Update, print and laminate process flow diagrams (A0 size) for 4 Water Treatment Works and 3 Borehole water | Sum | 1 | R | R |

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BIDDER

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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 | Error! Reference source not found. Q07.11.18 |
| Tender Title | APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY |

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 | |

| | | | | | |
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|-----------------|--|
| Name of witness | |
|-----------------|--|

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 must be submitted together with the bid. Failure to submit the original and valid tax clearance certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where consortia / joint ventures / sub-contractors are involved, each party’s must submit a separate Tax Clearance Certificate.
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.

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BIDDER

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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 | | |

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| 3.12.3 | Relationship | | |
| 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 |

| | | | | | |
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BIDDER

WITNESS

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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.

1.3 Points for this bid shall be awarded for:

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

1.4 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 |

1.5 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.

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

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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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

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

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:

| | | | | | |
|------------------------------------|--|--|--|--|--|
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| 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:

| | | | | | |
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8.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

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.

| |
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| WITNESSES 1. 2. |
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|--|
| SIGNATURE(S) OF BIDDERS(S) |
| DATE: ADDRESS |

| | | | | | |
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| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

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| | | 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
 - 3.4 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 | 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? (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). 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 | Yes | No |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | 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)? 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. | Yes | No |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a | Yes | No |

| | | | | | |
|------------------------------------|--|--|--|--|--|
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| Item | Question | Yes | No |
|-------|--|-----|----|
| | court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | | |
| 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: | | |

| | | | | | |
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BIDDER

WITNESS

EMPLOYER

WITNESS

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 |

| | | | | | |
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| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

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:
 - 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.

| | | | | | |
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| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

TENDER: Error! Reference source not found. : **APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY**

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:

| |
|-------------------------------|
| |
| 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

| | | | | | |
|------------------------------------|--------|---------|----------|---------|--|
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| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

c. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

h
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.

| | |
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| | |
| NAME OF REPRESENTATIVE | AUTHORIZED SIGNATURE (UNDERSIGNED) |
| | |
| DATE | CAPACITY |

| | | | | | |
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| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

| | |
|--|----------------------------|
| This is to certify that, I | |
| Representing | |
| in the company of | |
| attended the clarification meeting on | N/A at N/A Address: N/A |
| <p>I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.</p> | |

| | | |
|-------------------------------|------------------|-------------|
| | | |
| NAME OF REPRESENTATIVE | SIGNATURE | DATE |

| | | |
|---|------------------|-------------|
| | | |
| NAME OF MUNICIPAL REPRESENTATIVE | SIGNATURE | DATE |

| | | | | | |
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| | BIDDER | WITNESS | EMPLOYER | WITNESS | |

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise

Section 2: VAT registration number, if any

Section 3: Particulars of sole proprietors and partners in partnerships

| No | Name* | Identity Number* | Personal Income Tax Number* |
|-----|-------|------------------|-----------------------------|
| 3.1 | | | |
| 3.2 | | | |
| 3.3 | | | |

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 4: Particulars of companies and close corporations

| | | |
|-----|-----------------------------|--|
| 4.1 | Company Registration number | |
| 4.2 | Close corporation number | |
| 4.3 | Tax reference number | |

Section 5: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

| | | | |
|---|--------------------------|--|--------------------------|
| A member of any municipal council | <input type="checkbox"/> | An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public finance Management Act, 1999 (Act 1 of 1999) | <input type="checkbox"/> |
| A member of any provincial legislation | <input type="checkbox"/> | A member of an accounting authority of any national or provincial public entity | <input type="checkbox"/> |
| A member of the National Assembly or the National Council of Province | <input type="checkbox"/> | An employee of Parliament or a provincial legislature | <input type="checkbox"/> |
| A member of the board of directors of any municipal entity | <input type="checkbox"/> | An official of any municipality or municipal entity | <input type="checkbox"/> |

| | | | | | |
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| Name of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) | |
|--|---|---|-----------------------|
| | | Current | Within last 12 months |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Section 6: Records of spouses, children and parents in the service of the state

Indicate by making the relevant boxes with a cross, if any spouses, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

| | | | |
|--|--------------------------|--|--------------------------|
| A member of any municipal council | <input type="checkbox"/> | An employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management act, 1999 (act 1 of 1999) | <input type="checkbox"/> |
| A member of any provincial legislature | <input type="checkbox"/> | A member of an accounting authority of any national or provincial public entity | <input type="checkbox"/> |
| A member of the National Assembly or the National Council of Province. | <input type="checkbox"/> | An employee of Parliament or a provincial legislature | <input type="checkbox"/> |
| A member of the board of directors of any municipal entity | <input type="checkbox"/> | An official of any municipality or municipal entity | <input type="checkbox"/> |

| Name of spouse, child or parent | Name of institution, public office, board or organ of state and position held | Status of service (tick appropriate column) | |
|---------------------------------|---|---|-----------------------|
| | | Current | Within last 12 months |
| | | | |
| | | | |
| | | | |
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The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004.
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of frauds or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Note: insert separate page if necessary

| | |
|-------------------------------|---|
| | |
| NAME OF REPRESENTATIVE | AUTHORIZED SIGNATURE (UNDERSIGNED) |
| | |
| CAPACITY | DATE |

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BIDDER

WITNESS

EMPLOYER

WITNESS

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 | | | |

| | | | | | |
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BIDDER

WITNESS

EMPLOYER

WITNESS

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 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ CSD registration number</td> <td>MAAA</td> </tr> </table> | ▪ CSD registration number | MAAA | | |
| ▪ CSD registration number | MAAA | | | | |
| 2.2 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">▪ Unique CSD number</td> <td></td> </tr> </table> | ▪ Unique CSD number | | | |
| ▪ 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 | | | | | |
| SIGNATURE | | | | | |

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BIDDER

WITNESS

EMPLOYER

WITNESS

EVALUATION SCHEDULE 1: PROPOSED ORGANIZATION, STAFFING & KEY STAFF EXPERIENCE

The tenderer should indicate the company high level organizational structure and composition of their team responsible for this project. The key staff members involved with their main disciplines and or roles of responsibilities (job descriptions) must be attached to this page as well as the proposed technical and support staff allocated to work on the project to successfully implement this tender.

Experience of the key staff (assigned personnel) in relation to the scope of work will be evaluated from three different points of view:

- a) General experience (total duration of professional activity), level of education and training and positions held of each key staff member / expert member.
- b) The education, training and experience of the key staff members / experts, in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- c) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared. The organization, staffing and key staff should be based on the implementation of one area as per project scope. Tenderers should provide organization structure for complete scope of work which includes garden waste removal and street cleaning.

The scoring of the proposed organization and staffing will be as follows:

| Qualifications of Project Team | | |
|--------------------------------|--|----------|
| Resource | Item | Points |
| Project Leader | No Qualifications | 0 |
| | National Diploma in Water Care/Chemistry/Chemical Engineering or equivalent natural sciences qualification | 3 |
| | BTech/BSc in Water Care/Chemistry/Chemical Engineering/Water & Sanitation or equivalent natural sciences qualification | 5 |
| | Max points | 5 |
| Technician | No Qualifications | 0 |
| | National Diploma in Water Care/Chemistry/Chemical Engineering or equivalent natural sciences qualification | 3 |
| | BTech/BSc in Water Care/Chemistry/Chemical Engineering/Water & Sanitation or equivalent natural sciences qualification | 5 |
| | Max points | 5 |
| Technical Assistant | No Qualifications | 0 |
| | National Diploma in Water Care/Chemistry/Chemical Engineering or equivalent natural sciences qualification | 3 |
| | BTech/BSc in Water Care/Chemistry/Chemical Engineering/Water & Sanitation or equivalent natural sciences qualification | 5 |
| | Max points | 5 |

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| | |
|--|-----------|
| Total points for Qualifications | 15 |
|--|-----------|

| | | |
|--|--|--|
| Professional Registration of Project Team | | |
|--|--|--|

| Resource | Item | Points |
|--|--|-----------|
| Project Leader | No Professional Registration | 0 |
| | Professional Natural Scientist/Professional Engineer/Professional Engineering Technologist | 5 |
| | Max points | 5 |
| Technician | No Professional Registration | 0 |
| | Candidate Natural Scientist/Candidate Engineer/Engineering Technician | 3 |
| | Professional Natural Scientist/Professional Engineer/Professional Engineering Technologist | 5 |
| | Max points | 5 |
| Total points for Qualifications | | 10 |

| | | |
|-------------------|--|--|
| Experience | | |
|-------------------|--|--|

| Resource | Item | Points |
|------------------------------------|---|-----------|
| Project Leader Technician | No information or relevant experience | 0 |
| | 2 – 3 projects listed with contactable reference | 2 |
| | 4 – 5 projects listed with contactable reference | 5 |
| | More than 5 projects listed with contactable references | 10 |
| | Max points | 10 |
| Technician | No information or relevant experience | 0 |
| | 2 – 3 projects listed with contactable reference | 2 |
| | 4 – 5 projects listed with contactable reference | 5 |
| | More than 5 projects listed with contactable references | 10 |
| | Max points | 10 |
| Total points for experience | | 20 |

| | | | | | |
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BIDDER

WITNESS

EMPLOYER

WITNESS

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

| | |
|------------------|---|
| | |
| SIGNED AT | AUTHORIZED SIGNATURE (UNDERSIGNED) |
| | |
| DATE | NAME AND CAPACITY |

| | | | | | |
|------------------------------------|--|--|--|--|--|
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BIDDER

WITNESS

EMPLOYER

WITNESS

EVALUATION SCHEDULE 2 : TENDERER'S EXPERIENCE

The experience of the tenderer in similar projects or nature or similar areas and conditions in relation to the scope of work will be evaluated here.

Briefly describe company or individual experience in regard to the above scope of work and attach this to this schedule.

NB: Proof of previous work history must be attached for e.g. appointment or reference letter etc.

A summary of the relevant work experience in line with the scope of work should be indicated in the table below: (Any additional information regarding previous work experience can be attached to this schedule).

| Employer, contact person and telephone number, where available | Description of work (service) | Value of work (i.e. the service provided) inclusive of VAT (Rand) | Date completed |
|--|-------------------------------|---|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

The scoring of the tenderer's experience will be as follows:

| Score | Description |
|--------------------------|--|
| Non-responsive (score 0) | Tenderer has no experience or no information has been provided |
| Poor (score 5) | Tenderer has previous work experience but not relevant to scope of work. |
| Satisfactory (score 20) | Tenderer has atleast 2 projects in development or reviewal and updating of the water safety plans. |
| Good (score 30) | Tenderer has atleast 3 projects in development or reviewal and updating of the water safety plans. |
| Very good (score 40) | Tenderer has atleast more than 3 projects in development or reviewal and updating of the water safety plans. |

I the undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

| | |
|------------------|---|
| SIGNED AT | AUTHORIZED SIGNATURE (UNDERSIGNED) |
| DATE | NAME AND CAPACITY |

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CAPACITY TO EXECUTE & IMPLEMENT THE TENDER (PHYSICAL RESOURCES) EVALUATION

The tenderer needs to indicate the lists of equipment that they presently own or lease or will acquire or hire to successfully implement this contract if the tender. The physical resources should include a list of the main requirements as wells the back-up equipment.

Proof of ownership or lease, or quotation to acquire physical resources for main and back-up equipment must be attached to the document. Failure to attach may result in no point's allocation. All physical resources indicated in the below schedule or attached must be roadworthy.

A minimum of 4 TON truck will be required to render the service. The truck must be certified to transport harzadous chemical substances. The tenderer must ensure access to a back-up lorry with similar features in case of breakdown or when one goes for service.

The vehicles specified below must solely be committed to the operation of the project, with the exclusion of weekends, provided the schedule will be completed by Friday. Replacing equipment/ vehicles will only be allowed with the prior authorization of the municipality to ensure the capacity and reliability is the same as committed in the tender on which the award was based. (A new 5 day schedule will be implemented).

Evaluation points will be awarded in accordance with physical resources capacity, age and ownership status.

List of main physical resources and equipment to be used on project:

| Quantity | Description, size, capacity, manufacturing, etc. | Year / Age of equipment | Registration Number | Owned/ Hired/ Acquired/ Company | Roadworthy/ Condition |
|----------|--|-------------------------|---------------------|---------------------------------|-------------------------------|
| Example: | | | | | |
| 1 | 4 ton truck, Isuzu | 2005, 5 years | Xxx123mp | Owned | Yes, good with service record |
| | | | | | |
| | | | | | |
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NB: Proof of ownership or lease, or quotation to acquire physical resources for main physical resources, (vehicle & equipment) must be attached to the document.

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NB: Only bidders who score a minimum of 60 points will be further evaluated on price and BBEE.

| | |
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| Non-responsive (score 0) | No information has been provided |
| Poor (max score 05) | There is inadequate information submitted regarding availability of equipment. The contractor will not be in a position to meet the requirements of the contract with the available equipment / supplied equipment does not meet the minimum requirements prescribed above. Vehicles and equipment age are more than 10 years. Tenderer have no access or limited access to backup equipment. Most of the physical resources are hired with no ownership. |
| Satisfactory (max score 15) | The equipment provided meets the required criteria and is adequate to meet the requirements of the contract age of vehicles and equipment is less than 10 years. Tenderer indicate access to backup equipment to be leased, hired. Contractor proof sufficient access to equipment to be leased or hired. |
| Good (max score 20) | Besides meeting the “satisfactory” rating, the tenderer is in the position to provide more equipment than is required by the contract. Age of vehicles and equipment is between 5 to 7 years. The tender have owned equipment which can be used as backups. The contractor has a good mix of equipment to be either leased or owned. |
| Very good (max score 30) | Besides meeting the “good” rating, the tenderer is in a position to provide additional and advanced equipment which will enhance the execution of the contract. Age of vehicle and equipment is less than 5 years. The tenderer has advanced owned physical resources (vehicles and backup equipment.) more than one. All resources are owned. |

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

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EVALUATION SCHEDULE 3: IMPLEMENTATION PLAN & METHODOLOGY TO IMPLEMENT PROJECT

The tenderer should supply a programme and describe briefly the process and methodology which will be followed to implement the project with key timeframes. The main disciplines and roles of responsibilities must be highlighted and indicate the technical support that will be required on the project etc. The information must be attached to the tender document.

The scoring of the approach paper will be as follows:

| | | |
|---|--|----------------------|
| METHODOLOGY APPROACH AND IMPLEMENTATION PLAN | | |
| Demonstrate approach and methodology of project implementation applied on similar project. | | |
| Methodology Comprehensive and detailed in line with Water Safety Plan principles = 5 points | | Max 5 points |
| Implementation Plan Work breakdown structure= 5 points Quality Management Plan/Policy = 5 points | | Max 10 points |

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MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

- I hereby undertake to render the services as 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 **Error! Reference source not found.** 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);
 - Filled in task directive/proposal;
 - 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;
 - Service Level Agreement
 - 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.

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

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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: | DAVIDSON MACHAKA, ENGINEERING TECHNICIAN |
| The address for receipt of communications is: | Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050 |
| Telephone: | 013 249 7163 |
| Facsimile: | N/A |
| Email: | davidsonm@stlm.gov.za |
| The project is: | APPOINTMENT OF A SERVICE PROVIDER FOR REVIEWAL AND UPDATE OF THE WATER SAFETY PLAN FOR THE WATER TREATMENT PLANTS IN STEVE TSHWETE LOCAL MUNICIPALITY |
| | |

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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

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C3 SCOPE OF WORKS / SPECIFICATIONS

1. Background

The Minister of the Department of Water and Sanitation has under section 9(1) of the Water Services Act (No.108 of 1997) made the regulation for the Compulsory National Standards for the Quality of Potable Water. Under the regulation, all Water Service Authorities must ensure that Water Treatment Works are properly managed to ensure the production of safe drinking water for the protection of public health.

Therefore, Steve Tshwete Local Municipality, as a Water services Authority has a legal obligation to ensure that potable water supplied to all consumer within its area of jurisdiction is safe for human consumption and compliant to drinking water quality standards.

2. Objectives

The objectives of this assignment is to appoint a competent service provider to review existing water safety plan, conduct site verifications and update the water safety plan in line with the World Health Organisation, Water Research Commission and Blue Drop Handbook guidelines.

3. Scope of Works

The scope of work include all nine (9) Blue Drop registered water supply systems (WSS), namely:

- Middelburg/Mhluzi WSS supplied by Vaalbank WTP (54 MI/d) and Krugerdam WTP (7 MI/d);
- Hendrina/Kwazamokuhle WSS supplied by the Optimum Coal Reclaimed Mine Water Purification Plant;
- Rietkuil WSS supplied by Eskom Arnort Power Station;
- Komati WSS supplied by Eskom Komati Power Station;
- Pullenshope WSS supplied by Eskom Hendrina Power Station;
- Presidentrus WSS supplied by the Presidentrus WTP (0.3MI/d)
- Borehole WSS:
 - Sikhululiwe Village,
 - Somaphepha Village and
 - Doornkop Village

The review and updating of the municipal water safety plan document include:

- Planning and comprehensive risk assessment and management that encompasses all steps in the water supply chain from catchment/abstraction to tap.

The final reviewed Water Safety Plan (WSP) document must:

- a. Provide assessment of, and determine whether the water supply system as a whole can deliver water of a quality that meets the set standards according to SANS 241, this includes the assessment of the process design.
- b. Risk assessment- Identifying hazard and control measures in a water treatment system that will collectively control identified risks and ensure that the SANS 241 standards are met. For each control measures identified, an appropriate means of operational monitoring should be defined.
- c. Risk Management- management plans describing actions to be taken during normal operation or incident conditions and documenting the system assessment, monitoring and communication plans.

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- d. Implementation, Facilitation and Ownership-Plan must include specified roles & responsibilities; deadlines for required management actions prioritized as High Risk.
- e. Implementation of Risk Assessment findings- the plan must outline how Operational Monitoring should verify the efficiency of control measures & how compliance monitoring should occur in terms of set limits.
- f. The plan must have an Incident Management Protocol (IMP) to specify alert levels, response times, required actions, roles & responsibilities and communication vehicles, pump station failures and also water quality failure incident and water interruption incident register. The IMP should address the following:
 - Commitment from all responsible and accountable people
 - Effective and timeous reporting
 - Competent people to respond (resample, take remedial action etc)
 - Communication Protocol to be implemented
 - Follow up and closing of incidents
- g. Validation of control measures employed to control hazards;

4. Project Duration

The succesful service provider will be expected to complet the project within 3 months from the date of receipt of an official order.

5. Information to be provided with the bid

In addition to the information/documents required as indicated on the tender advert. The following information is required for the purpose of evaluating the bid for functionality:

- Curriculum Vitae of Project Team, indicating experience in similar/relevant projects.
- Qualifications of project team
- Professional registration certificates of project team.
- Company experience in similar projects.
- Project approach & methodology

NB: all documents to be certified copies.

Letters of reference and evidence that the tenderer supported at least five (5) municipalities in WSP process.

6. Information that will be provided by the Municipality

An order would be sent soon after evaluation.

7. Payments

Payment will be in accordance with the tendered pricing schedule and all prices should be inclusive of VAT. Payment will be made within 30 working days from receipt of invoice and a tax compliant csd report by the Municipality.

8. Eligible Criteria

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

Tenderer has submitted the mandatory information.

- 8.1. Tenderer has conducted required tests in the case of an alternative product.
- 8.2. The tenderer has in his or her possession an original valid tax clearance certificate issued by the South African Revenue Services.
- 8.3. The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 8.4. 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
- 8.5. 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.)
- 8.6 The tenderer needs to complete the compulsory questionair, Failure to comply to this criteria will lead to disqualification.

9. Sub-Contracting

No sub-contracting will be accepted on this tender.

10. Service Level Agreement

A Service Level Agreement will not be entered into with the successful bidder.

11. 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.

12. Evaluation

Tenders will be evaluated on functionality first. Only tenders who receives the minimum eligible points (**65 points**) will be further evaluated on price and preference points.

13. Validiy Period

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

14. Estimate Timeframes

| No. | Activity | Estimate Date |
|-----|--|-------------------|
| 1. | Advertisement and invitation | 7 days |
| 2. | Closing Date for submission of quotations | 14/11/2018 |
| 3. | Evaluation process. | 21 days |
| 4. | Issuing of Order | 1 day |

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C.4. Supporting documents for quotation:

Service providers are requested to file all relevant supporting documents according to this list.

| <u>Annexure</u> | <u>Description</u> | <u>Applicable Yes / No</u> |
|------------------------|---|---------------------------------------|
| A | Tax Clearance Certificate & SARS reference pin | Yes |
| B | Original certified copy of BBBEE Certificate | Yes |
| C | Central Supplier Database report | Yes |
| D | Copy of Municipal Water & Lights Account or Lease agreement | Yes |
| E | Accreditation certificate for : | No |
| F | Company registration certificate (CK 1) | Yes |
| G | Sub Contractor's information and documents (If applicable) | No |

GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are not included in this document and may be downloaded from the following website – www.treasury.gov.za/legislation.

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