



## STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q13.01.19

CALLING FOR QUOTATIONS FOR GOODS

( R 30 000 TO R 200 000.00 )

**SUPPLY, DELIVERY AND INSTALLATION OF TOWER UPS, 8-CH ISOLATED  
ANALOG INPUT & WIND SENSOR**

<b>CLOSING DATE:</b>	<b>24/01/2019</b>	<b>TIME</b>	<b>12H00</b>
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<b>NAME OF COMPANY</b>	
<b>TOTAL AMOUNT (MBD 3.1)</b>	
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>	MAAA
<b>TAX COMPLIANCE STATUS PIN</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

<b>ENQUIRIES REGARDING QUOTATION PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT		<b>DIRECTORATE: COMMUNITY SERVICES</b>	
<b>KENNETH MAHLANGU</b>		<b>ERIC RATSHIBVUMO</b>	
<b>CHIEF DEMAND AND ACQUISITION MANAGER</b>		<b>ENVIORNMENTAL COORDINATOR: ENVIORNMENT AND SOLID WASTE MANAGEMENT</b>	
<b>TEL. NUMBER</b>	<b>013 249 7702</b>	<b>TEL. NUMBER</b>	<b>013 249 7057/7024</b>
<b>QUOTATION ISSUED BY</b>			
<b>KENNETH MAHLANGU</b>		<b>LEGAL &amp; ADMINISTRATION DEPARTMENT</b>	
<b>CHIEF DEMAND AND ACQUISITION MANAGER</b>		<b>TEL. NUMBER</b>	<b>013 249 7702</b>
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	



# QUOTATION NOTICE & INVITATION

STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO.: Q13.01.19

**CLOSING DATE: 24/01/2019 AT 12H00**



## SUPPLY, DELIVERY AND INSTALLATION OF TOWER UPS, 8-CH ISOLATED ANALOG INPUT & WIND SENSOR

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for supply, delivery and installation of tower 1100 series,8-ch isolated analog input & wind sensor.

Quotation documents and specifications are available on the municipal website( [www.stlm.gov.za](http://www.stlm.gov.za))

The closing time for receipt of quotations is **12:00hrs** on **24/01/2019**. 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 Eric Ratshibvumo, Environmental Coordinator on **Error! Reference source not found.**

Fully completed quotation documents, clearly marked "Quote No.**Q13.01.19** : **Supply, delivery and installation of tower 1100 series,8-ch isolated analog input & wind sensor.**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the quotation box at **C/O WALTER SISULU AND PROTEA, MIDDELBURG (MAGASYN)** by no later than 12h00 on **24/01/2019**. 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.

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.

**Pre-qualifying criteria for preferential procurement shall be applied. Bids will be pre-qualified on two (2) criteria for preferential procurement. Only bidders that meet the following pre-qualifying criteria shall be considered:**

- **Criteria 1: Exempted Micro Enterprises (EME) or Qualifying Small Enterprises (QSE). A sworn affidavit for EME/QSEs (accessible from <http://www.dti.gov.za>) must be attached. A tender that fails to meet this pre-qualifying criteria stipulated is an unacceptable tender.**
- **Criteria 2: Only Bidders with a BBBEE Level 1 or Level 2 Certificate will be considered.**

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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 (compulsory) only SANAS accredited or Affidavits will be accepted.**
- **Copy of company registration certificate(CK) - Compulsory**
- **Copy/ print Tax Compliance status pin issued by SARS- Compulsory**
- **Copy of current municipal account (not older than 3 months) – copy of Lease Agreement – Compulsory**
- **CSD summary report – Compulsory**

B.KHENISA  
MUNICIPAL MANAGER  
STEVE TSHWETE LOCAL MUNICIPALITY  
Municipal Civic Building  
Wanderers Avenue  
MIDDELBURG, 1050

Q13.01.19					
		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: **Q13.01.19**

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

ITEM	TASK / ITEM	(A) QUANTITY	(B) UNIT RATE PER SUPPLY, DELIVER & INSTALLATION	AMOUNT
1.1	Supply and delivery of 10KVA/7kw UPS tower series	1	R	R
1.2	Supply and delivery of, 8-ch isolated analog input	2	R	R
1.3	Supply and delivery of wind sensor	1	R	R
1.4	Installation of tower UPS	1	R	R
1.5	Installation of tower 8-ch isolated analog input	1	R	R
1.6	Installation of tower wind sensor	1	R	R
2.	<b>OTHER COSTS: (TO BE INDICATED BY TENDERER):</b>			
2.1.				
2.2.				
<b>SUB- TOTAL COST (section1 – 2)</b>				
VAT at 15%				
<b>TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER (C1.1.1)</b>				

- 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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BIDDER		WITNESS		EMPLOYER	
WITNESS					



## 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.

<b>Signature Block: Employer</b>			
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			

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**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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 <sup>2</sup> )		
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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BIDDER

WITNESS

EMPLOYER

WITNESS

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		
3.13	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>"<sup>1</sup>In the service of the state" means to be –</p> <ul style="list-style-type: none"> <li>(a) a member of – <ul style="list-style-type: none"> <li>(i) any municipal council;</li> <li>(ii) any provincial legislature; or</li> <li>(iii) the national Assembly or the national Council of provinces;</li> </ul> </li> <li>(b) a member of the board of directors of any municipal entity;</li> <li>(c) an official of any municipality or municipal entity;</li> <li>(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);</li> <li>(e) a member of the accounting authority of any national or provincial public entity; or</li> <li>(f) an employee of Parliament or a provincial legislature.</li> </ul> <p>"<sup>2</sup> 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

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.	
<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

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BIDDER

WITNESS

EMPLOYER

WITNESS

Q13.01.19					
		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
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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.

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	BIDDER	WITNESS	EMPLOYER	WITNESS











**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).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> and can be accessed by clicking on its link at the bottom of the home page</b>	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)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> by clicking on its link at the bottom of the home page.</b>	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.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>

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**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This municipal bidding document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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: Q13.01.19** : Error! Reference source not found.

in response to the invitation for the bid made by:

--

<b>NAME OF MUNICIPALITY / MUNICIPAL ENTITY</b>
--

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

I certify, on behalf of:

--

<b>NAME OF REPRESENTATIVE</b>
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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.

Q13.01.19					
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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 consortium<sup>3</sup> 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.

**<sup>3</sup> 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.

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>CAPACITY</b>



## CLARIFICATION MEETING ATTENDANCE CERTIFICATE

<b>This is to certify that, I</b>	
<b>representing</b>	
<b>in the company of</b>	
<b>attended the clarification meeting on</b>	

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.

<b>NAME OF REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

<b>NAME OF MUNICIPAL REPRESENTATIVE</b>	<b>SIGNATURE</b>	<b>DATE</b>

Q13.01.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

# COMPULSORY ENTERPRISE QUESTIONNAIRE

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"/>



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

<b>NAME OF REPRESENTATIVE</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>CAPACITY</b>	<b>DATE</b>

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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.	<b>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</b>		
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			

## NOTICE OF SUPPLY CHAIN MANAGEMENT

### APPLICATION FOR REGISTRATION ON CENTRAL SUPPLIER DATABASE

**Section 14(1)(a) of the municipal supply chain management policy states that the municipality may only transact with vendors registered on the National Treasury Central Supplier Database.”**

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> <tr> <td>▪ Unique CSD number</td> <td></td> </tr> </table>	▪ CSD registration number	MAAA	▪ Unique CSD number			
▪ CSD registration number	MAAA						
▪ Unique CSD number							
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms 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



**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 \_\_\_\_\_ 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, subject to the National Treasury’s Central Supplier Database reflecting your tax status as compliant.

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.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>
<b>WITNESSES: (SIGNATURE)</b>	<b>OFFICIAL STAMP</b>
1.	
2.	

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	BIDDER	WITNESS	EMPLOYER	WITNESS	



## C1.2 CONTRACT DATA

### PART 1 - DATA PROVIDED BY THE EMPLOYER

The employer is the <b>Steve Tshwete Local Municipality</b> .	
<b>The authorized and designated representative of the employer is:</b>	
Name:	Eric Ratshibvumo, Environmental Coordinator
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
Telephone:	013 249 7057/7024
Facsimile:	
Email:	ericr@stlm.gov.za
The project is:	Supply, Delivery and Installation of tower 1100 series,8-ch isolated analog input & wind sensor

#### NOTE:

The location for the performance of the Project is **the municipal area of Steve Tshwete**.  
The service provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.  
The service provider is required to obtain the employer's prior approval in writing before taking any of the following actions:  
Appointing subcontractors for the performance of any part of the services,  
Appointing key persons or personnel not listed by name in the contract data.  
Copyright of documents prepared for the project shall be vested with the employer.

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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

## C3 SCOPE OF WORKS / SPECIFICATIONS

### 1. INTRODUCTION AND BACKGROUND

The municipality is one of the areas that were declared that their ambient air quality is exceeding or may exceed the ambient air quality standards which is causing or may cause a significant negative impact on air quality in the area. Therefore, there is a need to have specific air quality management action to rectify the situation.

The Municipality is looking for a service provider to supply, deliver and install tower 1100 series, 8-ch isolated analog input & wind sensor at Mhluzi air quality monitoring station.

The service provider shall guarantee the equipment and accessories purchased as well as the workmanship in respect of performance and defects for a period of at least 12 (twelve) months from date of completion of installation.

### 2. PURPOSE AND RECIPIENTS

To monitor air quality with the intention of addressing the current and future air quality situation in the Local Municipality.

### 3. TERMS OF REFERENCE

The successful tenderer will be expected to supply, deliver and install tower UPS, 8-ch isolated analog input & wind sensor at the monitoring station in Mhluzi.

The delivery and installation of the equipments should be within six months period.

3.1. Specification for the Tower UPS is as follows:

- (a) Nominal capacity: 10kVA/7kW
- (b) Input power factor: up to 0.99
- (c) Input voltage range: 230VAC  $\pm$  15% (Special units  $\pm$  30%)
- (d) Input frequency range: 50Hz  $\pm$  5%
- (e) Output voltage range: 230VAC  $\pm$  1%
- (f) Output frequency: 50Hz  $\pm$  0.05Hz (Free running)
- (g) Output waveform: Pure Sine Wave, THD <5% (No load to full load) – Typically 3%
- (h) Rated output power factor: 0.7 Lagging
- (i) Load power factor range: 0.5 Lagging to Unity within kW Rating of unit
- (j) Output harmonic Distortion: <3% THD
- (k) Transient Response:  $\pm$  5% under full load and recovery within 30ms

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	BIDDER	WITNESS	EMPLOYER	WITNESS	

- (l) Output current crest ratio: 3:1
- (m) Synchronization: slew rate: 1Hz/s
- (n) Indicators: LCD display with UPS status, measurements, loading and fault codes
- (o) Efficiency (Input-Output): >95%
- (p) Transfer time: 0ms
- (q) Overload: 200% for 15sec and short circuit capability without damage
- (r) Alarms: 27 possible alarms before accurate diagnosis
- (s) Battery:
  - Battery type: Sealed maintenance free lead acid
  - Nominal DC Voltage: 432VDC
  - Quantity: 32pcs minimum
  - Battery recharge time: 6hrs to 90%
  - Maximum charge current: 3A (adjustable higher, load dependent)
- (t) Bypass:
  - Static: on overload of or UPS failure
  - Manual: User operated or maintenance
- (u) Communication
  - Dry contacts (standard): voltage free N/O orN/C contacts
- (v) Environment:
  - Operating temperature: 0-40°C
  - Operating humidity: 0-90% non-condensing
  - Altitude:-2000m without derating
  - Noise (1m distance): <50dB

3.2. Specification for the 8-ch isolated analog input is as follows:

- (a) Ethernet: 2-port 10/100 Base-TX (for Daisy Chain)
- (b) Power Input: 10 - 30 VDC (24 VDC standard)
- (c) Power Consumption: 3.5W @ 24 VDC
- (d) Channels: 8 (differential)
- (e) Input Impedance: > 10 MW (voltage) and 120 W (current)
- (f) Input Type: mV, V, mA
- (g) Input Range:  $\pm 150$  mV,  $\pm 500$  mV,  $\pm 1$  V,  $\pm 5$  V,  $\pm 10$  V, 0 ~ 20 mA, 4 ~ 20 mA,  $\pm 20$  mA
- (h) Span Drift:  $\pm 30$  ppm/°C
- (i) Zero Drift:  $\pm 6$   $\mu$ V/°C
- (j) Resolution: 16-bit
- (k) Accuracy:  $\pm 0.1\%$  of FSR (Voltage) at 25°C and  $\pm 0.2\%$  of FSR (Current) at 25°C
- (l) Sampling Rate: 10 sample/second (total)
- (m) CMR @ 50/60 Hz: 92 dB
- (n) NMR @ 50/60 Hz: 67 dB

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(o) Common Mode: 200 VDC

3.3. Specification for the Wind sensor is as follows:

- (a) Range:
  - Wind speed: 0-100 m/s (224 mph)
  - Azimuth: 360° mechanical, 355° electrical (5° open)
- (b) Accuracy:
  - Wind speed:  $\pm 0.3$  m/s (0.6 mph) or 1% of reading
  - Wind direction:  $\pm 3$  degrees
- (c) Threshold:
  - Propeller: 1.0 m/s (2.2 mph)
  - 1.1 m/s (2.4 mph) 05106
  - Vane: 1.1 m/s (2.4 mph) 05103
- (d) Dynamic Response:
  - Propeller distance constant (63% recovery) 2.7 m (8.9 ft)
  - Vane delay distance (50% recovery) 1.3 m (4.3 ft)
  - Damping ratio: 0.3
  - Damped natural wavelength: 7.4 m (24.3 ft)
  - Undamped natural wavelength: 7.2 m (23.6 ft)
- (e) Signal Output:
  - Wind speed: magnetically induced AC voltage, 3 pulses per revolution. 1800 rpm (90 Hz) = 8.8 m/s (19.7 mph)
  - Azimuth: analog DC voltage from conductive plastic potentiometer – resistance 10K  $\Omega$ , linearity 0.25%, life expectancy – 50 million revolutions
- (f) Power Requirement:
  - Potentiometer excitation: 15 VDC maximum
- (g) Dimensions:
  - Overall height: 37 cm (14.6 in)
  - Overall length: 55 cm (21.7 in)
  - Propeller: 18 cm (7 in) diameter
  - Mounting: 34 mm (1.34 in) diameter (standard 1 inch pipe)
- (h) Operating Temperature: -50 to 50° C
- (i) Power Requirement: 8-24 VDC (5 mA @ 12 VDC) OR 8-30 VDC (40 mA maximum.)
- (j) Output Signals: 0-5.00 VDC full scale OR 4-20 mA full scale

Tenderer must have all of the necessary tools and machinery and a reasonable stock of suitable spares available to perform the works. It is also expected of the Tenderer to ensure that the required works are performed by suitably qualified staff members or under the supervision of suitable qualified individuals. The aforementioned factors will be at the Council's discretion, be subject to verification prior to the awarding of the contract. The works must be performed at Council's premises.

All contractors working on the Councils premises will be subjected to the Councils Safety Policy and Procedures. The bidders must be willing to sign an indemnity clause for any liability that might occur.

**4. LOCATION OF WORKS**

The supply, delivery and installation will be at Mhluzi monitoring station, Middelburg

**5. INFORMATION THAT WILL BE PROVIDED BY THE MUNICIPALITY**

Details of the monitoring stations

**6. KEY PERFORMANCE INDICATORS**

The following Key Performance Indicators will be used to assess the performance of the service provider:

6.1 Supply, deliver and installation of tower 1100 series,8-ch isolated analog input & wind sensor.

**7. PAYMENTS**

(Indicate payment requirement for example;

Payment will be in accordance with the tendered pricing schedule and the Key Performance Indicators indicated in the Terms of Reference. All prices should be inclusive of VAT. A valid tax invoice must be submitted by the 25 of each month with all mandatory information and reporting as indicated in the scope of work.

Payment will be made within 30 days from receipt of invoice by the finance department.

**8. ELIGIBILITY CRITERIA**

(Indicate eligibility criteria of tender base on specifications requirements for example;

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

- 8.1 Tenderer receives the minimum required points for functionality.
- 8.2 Tenderer has the managerial capacity, reliability and experience regarding the nature of the tender.
- 8.3 The tenderer has provided a copy / printed tax compliance status pin issued by the South African Revenue Services.
- 8.4 The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 8.5 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
- 8.6 The tenderer has not:

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- 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.)

**9. MANDATORY INFORMATION TO BE SUBMITTED**

(Indicated any additional information required based on specifications, if applicable.)

**10. JOINT VENTURES AND CONSORTIUMS**

No joint ventures or consortia’s or any sub-contracting will be accepted on this tender or will be accepted. Indicate if acceptable. Following documents have to be attached:

- Signed Joint Venture Agreement
- Combined Joint Venture BBEE certificate / CIDB certificate
- Summary report of Central Supplier Database of JV

**11. PERIOD OF TENDER**

The period of the tender will be 12 months (one year) but should work rendered be unsatisfactory the contract will be summarily terminated and a new contractor will be appointed.

**12. SERVICE LEVEL AGREEMENT**

(A service level agreement will be entered into on appointment of the contract).

**13. ACCEPTANCE OF OFFER**

(Indicate any conditions to the acceptance of the offer, for example:

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

**14. EVALUATION**

(Indicate how the tenders will be evaluated for example:

Tenders will be evaluated on functionality first. Only tender s who receives the minimum eligible points will be further evaluated on price and preference points. Each area from one (1) will be evaluated individually on price. The highest score bidder will be recommended and be eliminated for the second (2) area. The highest score bidder for the second area will be recommended and be eliminated for the next area and so on until five contractors is appointed ).

**15. 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 – [www.treasury.gov.za/legislation](http://www.treasury.gov.za/legislation).

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	BIDDER	WITNESS	EMPLOYER	WITNESS	