



**STEVE TSHWETE LOCAL MUNICIPALITY**

**QUOTATION NO. Q15.05.19**

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

**RE-ADVERT: OPERATION & MAINTENANCE OF SIKHULULIWE WASTE TRANSFER STATIONS**

<b>CLOSING DATE:</b>	<b>24/05/2019</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		DIRECTORATE: ENVIRONMENTAL AND SOLID WASTE MANAGEMENT	
KENNETH MAHLANGU		P. MAVIMBELA	
CHIEF DEMAND AND ACQUISITIONING		SPECIAL WORKSMAN: SOLID WASTE MANAGEMENT	
<b>TEL. NUMBER</b>	<b>013 249 7702</b>	<b>TEL. NUMBER</b>	<b>013 249 7719</b>
<b>QUOTATION ISSUED BY</b>			
<b>PAKU MOTSOARI</b>		<b>SUPPLY CHAIN MANAGEMENT</b>	
<b>SCM (BUYER)</b>		<b>TEL. NUMBER</b>	<b>013 249 7309</b>
STEVE TSHWETE LOCAL MUNICIPALITY		P.O. BOX 14, MIDDELBURG, 1050	

**QUOTATION DETAILS**

QUOTATION NUMBER	<b>Q15.05.19</b>				
TENDER TITLE	<b>OPERATION &amp; MAINTENANCE OF SIKHULULIWE WASTE TRANSFER STATIONS.</b>				
CLOSING DATE	<b>24/05/2019</b>	CLOSING TIME		<b>12H00</b>	
SITE MEETING	DATE	None	TIME	<b>00:00</b>	<b>NO</b>
SITE MEETING ADDRESS	<b>SIKHULULIWE WASTE TRANSFER STATION</b>				
CIDB GRADING REQUIRED	<b>N/A</b>	LEVEL AND CATEGORY		<b>N/A</b>	
QUOTATION DOCUMENT FEE	FREE OF CHARGE	PREFERENCE POINT SYSTEM		<b>80/20</b>	
QUOTATION BOX SITUATED AT	<b>DEMAND AND ACQUISITIONING MANAGEMENT, SCM OFFICES, CORNER WALTER SISULU AND PROTEA STREET, MIDDELBURG</b>				
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	<b>90 DAYS FROM THE CLOSING DATE OF QUOTATION.</b>		LOCAL CONTENT	<b>NO</b>	

**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. This quotation is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of contract (GCC) and, if applicable, any other special conditions of contract.
4. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
5. No late quotations after closing date and time will be accepted.
6. Quotations not clearly marked and unamend will not be accepted.
7. Quotations may only be submitted on the quotation documentation provided by the municipality. **No awards will be made to a person:**
  - 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

## PART A INVITATION TO BID



<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b>			
BID NUMBER:	CLOSING DATE:	CLOSING TIME:	
DESCRIPTION			
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>			

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)


SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

<p><i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</i></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>[IF YES, ANSWER PART B:3 ]</p>
<i>TOTAL NUMBER OF ITEMS OFFERED</i>	<i>TOTAL BID PRICE</i> R
<i>SIGNATURE OF BIDDER</i>	<i>DATE</i>
<i>CAPACITY UNDER WHICH THIS BID IS SIGNED</i>	

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:	TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT	CONTACT PERSON
CONTACT PERSON	TELEPHONE NUMBER
TELEPHONE NUMBER	FACSIMILE NUMBER
FACSIMILE NUMBER	E-MAIL ADDRESS
E-MAIL ADDRESS	

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BIDDER	WITNESS	EMPLOYER	WITNESS	



**QUOTATION NOTICE & INVITATION  
STEVE TSHWETE LOCAL MUNICIPALITY  
QUOTATION NO.: Q15.05.19  
CLOSING DATE: 24/05/2019 AT 12H00**

**OPERATION & MAINTENANCE OF SIKHULULIWE WASTE TRANSFER STATIONS.**

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **SIKHULULIWE WASTE TRANSFER STATIONS**

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 **24/05/2019** . 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: **P. MAVIMBELA, Special Workman: Environmental and Solid Waste Management on Error! Reference source not found..**

Fully completed quotation documents, clearly marked "Quote No. **Q15.05.19 SIKHULULIWE WASTE TRANSFER STATIONS** with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the quotation box at **DEMAND AND ACQUISITIONING MANAGEMENT, SCM OFFICES, CORNER WALTER SISULU AND PROTEA STREET, MIDDELBURG** by no later than **12h00 on 2019/05/24** The envelope must be endorsed with number, title and closing date as indicated above.

Tenders will be evaluated on functionality first, whereby the minimum of **60 points** should be obtained in order to be evaluated on price and BBBEE. 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.

**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

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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: **Q15.05.19**

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

ITEM	TASK	QUANTITY	RATE	AMOUNT
01	TIME BASED COSTS: (EXAMPLE) – FIXED	1	R100 000	
	TIME BASED COSTS - RATES	4000	R25	
01	Operation & maintenance of Sikhululwe waste transfer station	01	R	R
<b>ANY OTHER COST</b>				
02	Safety file		R	R
03	Hipetitis vaccine		R	R
05	TRAININGS( Heath and safety, fire fighting and first aid) all employees must be trained.		R	R
	Sub-total			R
	VAT at 15%			R
	<b>TOTAL COST</b>			R
	<b>TOTAL AMOUNT CARRIED FORWARD TO FORM OF OFFER (C1.1.1)</b>			R

- **QUANTITIES INDICATED ABOVE ARE FOR EVALUATION PURPOSES ONLY**
- **NB: ESCALATION OF PRICES SHOULD BE PER ANNUM AFTER 12 MONTHS OF THE CONTRACT, CALCULATED ON THE CPI IN RESPECT OF THE MONTH IN WHICH ESCALATION IS APPLIED (THE ANNIVERSARY MONTH).**

- **ALLOCATION OF WORK WILL BE LIMITED TO THE AVAILABLE BUDGET**

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

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## FORM OF OFFER

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

Quotation Number	<b>Q15.05.19</b>
Quotation Title	<b>OPERATION &amp; MAINTENANCE OF SIKHULULIWE WASTE TRANSFER STATIONS.</b>

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

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

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

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

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

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

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

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## FORM OF ACCEPTANCE

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

The terms of the contract, are contained in:

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

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

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

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

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

<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 1**

**1. TAX COMPLIANCE REQUIREMENTS**

1. Bidders must ensure compliance with their tax obligations.
2. Bidders are required to submit their unique personal identification number(PIN) issued by SARS to enable Organ of state to view the taxpayer's profile and tax status.
3. Application for the tax compliance status (TCS) certificate or PIN may 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](http://www.sars.gov.za)
4. Foreign suppliers have must complete the pre-award questionnaire in part 2.
5. Bidders may also submit a printed TCS certificate together with the bid.
6. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
7. Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.

**2. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- |   |          |
|---|----------|
| 1. Is the entity a resident of the Republic of South Africa?  | YES / NO |
| 2. Does the entity have a branch in the RSA?                  | YES / NO |
| 3. Does the entity have a permanent establishment in the RSA? | YES / NO |
| 4. Does the entity have any source of income in RSA?          | YES / NO |
| 5. Is the entity liable in the RSA for any form of Taxation?  | YES / NO |

**( IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM SARS AND IF NOT REGISTER AS PER 1.3. ABOVE)**

**NB: Failure to provide any of the above particulars may render the bid invalid.**

.....  
**Signature of BIDDER**

.....  
**Date**

.....  
**Capacity under which this bid is signed**

**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		

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		



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>

**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:

	<b>POINTS</b>
<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	









**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.

WITNESSES

1. ....

2. ....

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

DATE: .....

ADDRESS .....

.....

.....

Q15.05.19					
	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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><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></p>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?</p> <p><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></p>	Yes	No
4.2.1	If so, furnish particulars:		

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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>

**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.**

Q15.05.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**TENDER: Q15.05.19 : OPERATION & MAINTENANCE OF SIKHULULIWE WASTE TRANSFER STATIONS** 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
  - c. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

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BIDDER

WITNESS

EMPLOYER

WITNESS

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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>	<b>Error! Reference source not found. at Error! Reference source not found.</b> Address: <b>Error! Reference source not found.</b>
<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

# 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>

Q15.05.19					
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## CLEARANCE CERTIFICATE FOR WATER & LIGHTS

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

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

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

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

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

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BIDDER

WITNESS

EMPLOYER

WITNESS

## 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> </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 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				

## EVALUATION SCHEDULE : TENDERER'S EXPERIENCE

The experience of the tenderer as opposed to the key staff members / experts in similar projects or nature or similar areas and conditions in relation to the scope of work will be evaluated here.

Contractor should very briefly describe his or her experience in this regard and attach this to this schedule.

**NB: ATTACH PROOF OF COMPANY'S CURRENT OR COMPLETED PROJECTS. e.g purchase orders, projects completion certificates, tender award letters.**

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:

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

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**

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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.

**THE FULL DESCRIPTION OF THE ROLES AND RESPONSIBILITIES SHOULD BE ATTACHED AND SUBMIT CV FOR EACH POST TITLE**

**NO POINTS WILL BE ALLOCATED WITHOUT REQUIRED ATTACHMENTS**

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

DESCRIPTION	POINTS
DIRECTOR X 1	10
SAFETY OFFICER X 1	4
WORKERS / CONTROLLERS X 4	8
ADMINISTRATOR	10

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

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.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

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

**NB:**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.

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
2	3m trailer	2000, 10 years	Xxx123mp	Leased from JFL equipment for period of tender.	Yes, Fair
Company must indicate the number of working equipments owned.					
		<b>Quantity</b>			
1	WHEEL BARROWS				N/A
2	BROOMS				N/A
2	SHOVALS				N/A
2	RAKES				N/A

DESCRIPTION	POINTS
WHEEL BARROWS X 1	10
BROOMS X 2	8
SHOVALS X 2	8
RAKES X 2	7

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

<b>Non-responsive (score 0)</b>	No information has been provided
<b>Poor (max score 05)</b>	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.
<b>Satisfactory (max score 15)</b>	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.
<b>Good (max score 20)</b>	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.
<b>Very good (max score 30)</b>	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.

<b>SIGNED AT</b>	<b>AUTHORIZED SIGNATURE (UNDERSIGNED)</b>
<b>DATE</b>	<b>NAME AND CAPACITY</b>

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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 **Q15.05.19** 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.

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

Q15.05.19					
BIDDER	WITNESS	EMPLOYER	WITNESS		

**MBD 7.2**

**CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE EMPLOYER / MUNICIPALITY)**

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.

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION & 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.	

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## 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:	<b>P. MAVIMBELA, SPECIAL WORKSMAN: SOLID WASTE MANAGEMENT</b>
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
Telephone:	<b>013 249 7719</b>
Facsimile:	
Email:	philisiwem@stlm.gov.za
The project is:	<b>OPERATION &amp; MAINTENANCE OF SIKHULULIWE WASTE TRANSFER STATIONS.</b>

#### 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

#### TERMS OF REFERENCE

##### 1. BACKGROUND INFORMATION

The proposal details the requirements for the Maintenance and Operation of the Waste Transfer stations at two areas situated in the jurisdiction of Steve Tshwete Local Municipality (STLM). The **SIKHULULIWE** Waste transfer stations comprises of household waste only, no garden facility. These waste transfer station must be operated and maintained according to permit conditions and norms & standards for waste storage.

##### 2. SCOPE OF WORKS OF THE SERVICES REQUIRED

###### 2.1 General description

This Contract provides for the supply of all labour, plant, tools, equipment and management necessary to operate the Facility in an effective and environmentally sound manner.

###### 2.2 Description of Facilities and Access

1.The **Sikhululiwe** Waste Transfer Station is located on Portion 9 of the farm Springboklaagte No 416JS, just west of the Sikhululiwe village. The coordinates of the entrance are S25°45'47.84" E29°46'12.68'.

#### FACILITY OF WORKS

##### a) Office and other Structures

There are some existing Facilities at the site, the Contractors can make use of these Facilities but will be responsible for maintaining the Facilities and equipment including keys for the Facilities and equipment. At the end of the Contract period the Facilities must be returned in the same state as the start of the Contract. The Contractor will subject to the Director Environmental and Solid Waste Management prior approval and approval plan by the Municipality, provide buildings and structures such as offices, ablutions, plant, shelters, etc at the Facility to the satisfaction of the Solid Waste Management.

##### b) Contractor's Enclosure

This area which is fenced is intended to be used primarily as security areas for overnight parking for the Contractor's vehicles and plant equipment. The servicing and maintenance of the Contractor's vehicles and plant equipment shall be carried out within this area and in a controlled manner.

##### c) Access Control Gates

There are security gates across both lanes of the access road, for the purpose of controlling the entry and exit of vehicles. A gate control officer (provided by the contractor) will conduct access control.

##### d) Personnel

The Contractor must allow for a minimum of two (2) people during operational hours to manage activities of the site, ( Detailed job description of four(4) personnel will be provided to the successful bidder) . Should the Contractor require further security measures to protect equipment and property, he may take such measures at his own costs and subject to the Director: Environmental and Solid Waste Management's approval.

##### e) Water Supply

There may be water meters connected to the water network at the Facility, and it can be utilised at a rate determined by the Steve Tshwete Local Municipality. The Contractor will formally have to apply and pay for the use of the connection of electricity at the Steve Tshwete Local Municipality at the Contractor's expense.

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**f. Use of Facility after Hours**

Except by prior arrangement and with the Director Environmental and Solid Waste Management’s approval the Facility may not be opened outside the agreed operating hours and the Facility’s gate shall be kept locked.

**g. Contractor’s Work Establishment**

The Contractor will have to state in the Data Schedules at the time of tendering the number of designations and qualifications for all staff to be employed, and the number and descriptions of the various types of plant and equipment to be utilized at the Facility for the purpose of executing the Contract. The Contractor will be permitted to vary this establishment during the course of the contract only after a written application has been made to and written permission received from the Director Environmental and Solid Waste Management.

The Contractor shall ensure that the Director Environmental and Solid Waste Management is in possession of an up to date register of all staff, labour, plant and equipment at the Facility. Any deviation from the provision of this clause, especially the removal of plant and equipment without prior approval will attract penalties.

Safety file must be prepared and approved by Municipal Safety Officer prior to the commencement of Contract. Fire extinguishers must be kept on site.

The staff complement shall have the following minimum composition, subject to escalation over weekends, public, holidays and peak periods:

Staff Description	Duty Time
Gate controller	Full time
Skip bin controller	Full time

Preference must, wherever possible, be given to women during employee selection. Employees must undergo first aid training and firefighting courses through recognised training institutions. They must also be trained in safety rules and regulations (Occupational health and Safety) be provided protective equipment and they must be immunised for Hepatitis B.

**h. Control of Gate**

For the full duration of the contract, the Contractor shall provide a competent and reliable gatekeeper, for the purpose of controlling and ensuring the correct assessment of incoming loads. All vehicles entering the Facility will be stopped at the entrance. The gate controller will record the driver’s details; the vehicles tare weight, registration number and waste type. The driver will be directed to the bin controller to be shown as where to dispose of his waste. On arrival at the designated area the bin controller will direct the vehicles to the correct container and inspect the waste during offloading to ensure consistency of the waste stream and also check for hazardous wastes.

When off loading is completed, the driver will proceed to the exit where the security guard will check that the vehicle is empty before the vehicle is allowed to exit.

All visitors will be expected to fill in a visitors log book.

**i. Preference of Users**

The Contractor must at all times show equal respect and consideration to all Facility users and under no circumstances may he treat any user preferentially. This clause has particular reference to the use of the Facility by vehicles belonging to a company or enterprise in which the Contractor may have direct or indirect interest. The public must always be treated friendly to promote the council’s image.

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iii. Fences and Gates

The Contractor shall keep all fencing and gates and perimeter wall in good order and shall repair any damage to them.

iv. Skip Bins

The Contractor shall be responsible for the care and maintenance of the skip bins on the site as per the manufacturer's instructions and as per the instructions of the Director Environmental and Solid Waste Management. Maintenance shall include the periodic repairing within 48 hours as agreed and if necessary, the making good of any damage as directed by the Responsible Person. On termination of the Contract, the skip bins shall be left in a thorough clean and sound condition, to the satisfaction of the Director Environmental and Solid Waste Management.

v. Gardens and Landscaping

The Contractor shall also be responsible of caring for the trees by watering them, pruning as per requirement as well as the clearing of unwanted plants or trees that may grow within the Facility. The Contractor is expected to cut the grass within the Facility and 2 metres outside the fence once every two months or as instructed by the Director Environmental and Solid Waste Management

vi. Services

The Contractor shall be responsible for the maintenance of all services such as water mains including hydrants, houses, sewers, storm water pipelines and electrical cables and fittings (i.e. those services within the site boundaries if any). Maintenance shall include the periodic repairing of and, if necessary, the making good of any damage. On termination of the Contract, the waste Compactor unit shall be left in a thoroughly clean condition, to the satisfaction of the Authorised Responsible Person.

vii. Containers on Site

The containers to be emptied by the Council's refuse removal trucks consist primarily of 6 cubic metre open containers containing non-hazardous domestic solid waste at the transfer station.

The Contractor shall be fully responsible for the care and safekeeping of the Council's containers and making sure that the containers are placed in position for disposal of waste and that the conveyer belts are placed accordingly to ease disposal of waste.

The Contractor shall further report to the employers representative in writing, all cases of loss of or damage to containers whilst in his care and such reports are to be submitted to the employer's representative within **FOURTY EIGHT (48) HOURS** of the occurrence of such loss or damage.

viii. Steve Tshwete Local Municipality's Equipment

The Contractor will be responsible for the security of all Steve Tshwete Local Municipality's equipment stored at the Facility.

ix. Concrete Structure and Paved Area

The Contractor is expected to maintain the concrete structure and the paved area in good conditions at all times. Any damages to the structure and the paved area should be reported at all times. A Contractor has a period of twenty four (24) hours to report and repair the identified damages.

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Should the Contractor not comply after the third penalty imposes for the same requirement not met, he will make himself liable to the termination of the Contract.

### **Scheduled Payment Items**

The tendered sum shall be fully inclusive of all costs directly linked to the operation and maintenance of the garden refuse site and the waste transfer station. This Contract includes maintenance, administration, security, handling of containers on site. This sum also includes the erection of the necessary signs if need be.

### **10 EPWP CHAPTER** **CONTRACT DOCUMENTS OF PUBLIC BODIES IMPLEMENTING EPWP**

The candidates awarded this contract/job will comply with Expanded Public Works Programme policy in that he or she will make use of labour intensive method in carrying out daily duties of the project. He/she will employ local South African people, produce ID copies of all workers to be employed at the start of projects and comply with Department of Labour's government EPWP policies, namely, ministerial determination (gazette no 949, 22 October 2010 as attached) and Code of good practice (gazette, no 129, 18 February 2011as attached) read together with Basic Conditions of Employment Act.

The contract under this condition may not employ less than 04 people and may not pay less than R100 .00 per day, and will be requested to submit EPWP report including ID numbers of beneficiaries, sex, education level, disability status, number of days worked and wages paid and then submit the records to the Department or municipality concerned on monthly basis as accompanied by invoices.

The following must also be submitted:

1. Certified copies of ID's
2. UIF number
3. Photo of a participant
4. Coida number
5. Signed copies of contract between the employer and beneficiaries

Should the allocated tender/project be for more than 3 months, the contractor is then obliged to register all beneficiaries on occupational health and safety act no 8 of 1998 (OHSA) UIF and also compensation of injuries and diseases act no 8 of 1998 (COIDA) with the department of labour. Contractor/SMME/municipality is also obliged to sign contract stating the type contract entered into, duration of the contract, areas to be serviced, wages to be paid, meal intervals with all employees under his/her management and submit copies to the municipality or department to comply with ministerial determination for ease of settling any labour disputes (example of contract attached). Failure to comply with above requirements in terms of EPWP will lead to delayed or non-payment of the supplier or service provider.

### **11. INFORMATION THAT WILL BE PROVIDED BY THE MUNICIPALITY**

Contract specification  
Site permit

### **12 KEY PERFORMANCE INDICATORS**

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

- i) Monthly reports
- ii) EPWP job creation reports
- iii) Monthly submission of data captured on site

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f. **REQUIRED DELIVERABLES**

Waste transfer station that is complying with the permit conditions and monthly reports.

g. **INFORMATION TO BE OBTAINED BY SERVICE PROVIDER**

None

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

Site permit and specifications

i. **PRICING GUIDELINES**

ii.

The price must clearly indicate the monthly price and the total price including VAT.

16. **JOINT VENTURES AND CONSORTIUMS**

No joint ventures or consortia's or any sub-contracting will be accepted on this project.

17. **EVALUATION**

Tenders will be evaluated on functionality first, whereby the minimum of 60 points should be obtained in order to be evaluated on price and BBBEE. Only tenders who receive the minimum eligible points will be further evaluated on price and preference points.

18. **VALIDITY PERIOD**

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

19. **ESTIMATE TIMEFRAMES**

No.	Activity	Estimate Date
1.	Advertisement and invitation	2019/05/15
2.	Closing Date for submission of quotations	2019/05/24
3.	Evaluation process.	80/20
4.	Signing of final award	

**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)