



Open Form

# STEVE TSHWETE LOCAL MUNICIPALITY

QUOTATION NO. Q18.06.19

## CALLING FOR QUOTATIONS FOR SERVICES

**SUPPLY, INSTALLATION AND REPLACEMENT OF OLD/UNSAFE METER KIOSKS AT MIDDELBURG (CBD)**

<b>CLOSING DATE:</b>	<b>05 July 2019</b>	<b>TIME</b>	<b>12H00</b>
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NAME OF COMPANY	
TOTAL AMOUNT (MBD 3.1)	
CENTRAL SUPPLIER DATABASE NUMBER	MAAA
CONTACT PERSON	
TELEPHONE NUMBER	
FAX NUMBER	

<b>ENQUIRIES REGARDING QUOTATION PROCEDURES</b>		<b>TECHNICAL ENQUIRIES</b>	
<b>DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT</b>		<b>DIRECTORATE: ELECTRICAL ENGINEERING SERVICES</b>	
<b>NKOSANA MLANGENI</b>		<b>BERNARD LESHABA</b>	
<b>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</b>		<b>ENGINEERING TECHNICAL ASSISTANT</b>	
<b>TEL. NUMBER</b>	<b>013 249 7744</b>	<b>TEL. NUMBER</b>	<b>013 149 7328</b>
<b>QUOTATION ISSUED BY</b>			
<b>KENNETH MAHLANGU</b>		<b>DIRECTORATE FINANCIAL SERVICES SUPPLY CHAIN MANAGEMENT UNIT</b>	
<b>DEMAND AND ACQUISITION MANAGER</b>		<b>TEL. NUMBER</b>	<b>013 249 7702</b>
<b>STEVE TSHWETE LOCAL MUNICIPALITY</b>		<b>P.O. BOX 14, MIDDELBURG, 1050</b>	

**QUOTATION DETAILS**

<b>QUOTATION NUMBER</b>	<b>Q18.06.19</b>					
<b>TENDER TITLE</b>	Error! Reference source not found.					
<b>CLOSING DATE</b>	<b>05 July 2019</b>		<b>CLOSING TIME</b>		<b>12H00</b>	
<b>SITE MEETING</b>	<b>DATE</b>	<b>02 JULY 2019</b>	<b>TIME</b>	<b>10h00</b>	<b>COMPULSORY</b>	<b>YES</b>
<b>SITE MEETING ADDRESS</b>	<b>Electrical Workshop, C/O Walter Sisulu and Protea Avenue, MIDDELBURG, (Mpumalanga)</b>					
<b>CIDB GRADING REQUIRED</b>	<b>YES</b>		<b>LEVEL AND CATEGORY</b>	<b>1EP-PE or hgher</b>		
<b>QUOTATION DOCUMENT FEE</b>	<b>FREE OF CHARGE</b>		<b>PREFERENCE POINT SYSTEM</b>	<b>80/20</b>		
<b>QUOTATION BOX SITUATED AT</b>	<b>Demand and Acquisitioning Management,SCM Office,Corner of Walter Sisulu and Protea Street, Middelburg</b>					
<b>OPERATING HOURS</b>	<b>The bid box is open during office hours, Monday to Thursdays from 08h00 to 16h00 and Fridays from 08h00 to 13h00.</b>					
<b>OFFER TO BE VALID FOR</b>	<b>90</b>	<b>DAYS FROM THE CLOSING DATE OF QUOTATION.</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. Mailed, telegraphic, telex, or faxed quotations will not be accepted.
4. No late quotations after closing date and time will be accepted.
5. Quotations not clearly marked and unamend will not be accepted.
6. Quotations may only be submitted on the quotation documentation provided by the municipality.
7. No awards will be made to a person:
  - i. Who is in the service of the state,
  - ii. If that person is not a natural person , of which any director, manager, principal shareholder or stakeholder is a person in the service of the state
  - iii. Who is an advisor or consultant contracted with the municipality or municipal entity

Q18.06.19					
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BIDDER

WITNESS

EMPLOYER

WITNESS

## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/MUNICIPAL ENTITY)**

BID NUMBER:	CLOSING DATE:	05 JULY 2019	CLOSING TIME:	12:00
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DESCRIPTION

Error! Reference source not found.

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

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

**Demand and Acquisition Management, SCM Office, Corner of Walter Sisulu and Protea Street, Middelburg**

**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]

Yes

No

B-BBEE STATUS  
LEVEL SWORN  
AFFIDAVIT

Yes

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]**

*ARE YOU THE ACCREDITED  
REPRESENTATIVE IN SOUTH AFRICA  
FOR THE GOODS /SERVICES /WORKS  
OFFERED?*

Yes

No

[IF YES ENCLOSE PROOF]

*ARE YOU A FOREIGN  
BASED SUPPLIER FOR  
THE GOODS /SERVICES  
/WORKS OFFERED?*

Yes

No

[IF YES, ANSWER PART B:3 ]

*TOTAL NUMBER OF ITEMS OFFERED*

*TOTAL BID PRICE*

R

*SIGNATURE OF BIDDER*

*DATE*

*CAPACITY UNDER WHICH THIS BID IS  
SIGNED*

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

**TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DEPARTMENT

SCM UNIT

CONTACT PERSON

Bernard Leshaba

CONTACT PERSON

Kenneth Mahlangu

TELEPHONE NUMBER

013 249 7

TELEPHONE NUMBER

013 249 7702

FACSIMILE NUMBER

N/A

FACSIMILE NUMBER

N/A

E-MAIL ADDRESS

bernardl@stlm.gov.za

E-MAIL ADDRESS

kennethm@stlm.gov.za

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

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

### 2. TAX COMPLIANCE REQUIREMENTS

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

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

Q18.06.19				
	BIDDER	WITNESS	EMPLOYER	WITNESS

## QUOTATION NOTICE & INVITATION

### STEVE TSHWETE LOCAL MUNICIPALITY



QUOTATION NO.: Q18.06.19

**CLOSING DATE: 05 July 2019 AT 12H00**

Error! Reference source not found.

In terms of Section 110 of the Municipal Finance Management Act, 2003 (No. 56 of 2003), quotations are hereby invited for **supply, installation and replacement of old/unsafe meter kiosks at Middelburg (CBD)**

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 05 July 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 Mr MB Leshaba on 013 249 7328

Fully completed quotation documents, clearly marked "**Quote No. Q18.06.19: Error! Reference source not found.**" with "**NAME of SUPPLIER**" must be placed in a sealed envelope and placed in the **quotation box at Error! Reference source not found. by no later than 12h00 on 05 July 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. Bidders will be evaluated on functionality whereby a minimum score of 65 out of a possible 100 has to be obtained before financial proposals and BBBEE can be looked at.

#### No awards will be made to a person:

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

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

NB: Only locally produced or manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered in line with Regulation 8(2) of the Municipal Supply Chain Management Regulations and National Treasury Circular 69.

"The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South-African Reserve Bank (SARB) at 12:00 on the date of advertisementof the bid; and Only the South-African Bureau of Standards (SABS) approved technical specification number SATS 12863:2011 must be used to calculate local content.

#### The following documents have to be attached:

- **Original certified copy of valid BBBEE certificate( non compulsory, failure to submit no points will be awarded)**
- **copy of valid Tax Clearance certificate & SARS reference pin issued(Compulsory)**
- **Copy of current municipal account or lease of agriment ( not older than 3 months)(Compulsory)**
- **Copy of company registration certificate ( CK) (Compulsory)**
- **Copy of CSD document**
- **Original copy of the CIDB 1EP or high**
- **Local content is applicable as per MBD 6.2 as well as Annexure C – Compulsory**

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

Q18.06.19					
	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.

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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

**BILL OF QUANTITIES**

<b>SECTION 1 : ELECTRICAL METER KIOSK</b>								
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY'S</b>	<b>Material Rate</b>	<b>Labour Rate</b>	<b>Material Total</b>	<b>Labour Total</b>	<b>TOTAL</b>
<b>1.</b>	<b>Meter box</b>							
1.1	Installation of meter electrical meter kiosk 3CR 12 (1.5 Thickness )	ea	8					
1.2	Remove the old electrical meter kiosk	ea	8					
1.3	LV Cable joint (from 4mm to 240mm)	ea	20					
1.4	Commissioning and Issuing of COC	ea	8					
1.5	Earth spike	ea	8					
1.6	Termination per cables (from 4mm to 240mm)	ea	20					
1.7	(Nickel-plated brass) Steel Cable gland no: 4 or 5 (IP 68) with earthing tags component	sum	100 %					
1.8	Labeling of the cable and new electrical meter kiosk	sum	100 %					
1.9	Cable ties	sum	100 %					
1.10	150A Circuit breaker (pole 3p ,50/60 Hz, Ui 690 V,Uimp 6kV, Cat .A, 380/415VAC, Icu/Ics 30/15KA )	ea	8					
1.11	225A Circuit breaker (pole 3p ,50/60 Hz, Ui 690 V,Uimp 6kV, Cat .A, 380/415VAC, Icu/Ics 30/15KA )	ea	8					
1.12	Re-installation of circuit breakers	ea	10					
<b>SUB-TOTAL SECTION 2 (TO BE CARRIED FORWARD TO THE SUMMARY OF TOTALS)</b>								

<b>SECTION 2: CIVIL WORK</b>								
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY'S</b>	<b>Material Rate</b>	<b>Labour Rate</b>	<b>Material Total</b>	<b>Labour Total</b>	<b>TOTAL</b>
<b>2.</b>	<b>EXCAVATION AND PAVING</b>							
2.1	Excavating holes to install stubby 2 m x2 m 500 mm deep	m³	8					
2.2	Removing and replacement of existing Paving per square meter	m²	40					
2.3	Compact for re-install paving, bevel pavers per	m²	40					
<b>SECTION 3 (TO BE CARRIED FORWARD TO THE SUMMARY OF TOTALS)</b>								

Q18.06.19							
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BIDDER

WITNESS

EMPLOYER

WITNESS

**SUMMARY OF TOTALS**

ITEM	DESCRIPTION	AMOUNT
<b>SECTION 1:</b>	<b>ELECTRICAL METER KIOSK</b>	
<b>SECTION 2:</b>	<b>CIVIL WORK</b>	
<b>SECTION 3</b>	<b>CONTINGENCIES (10% of section 1 and 2)</b>	
	<b>SUB TOTAL</b>	
	<b>VAT @ 15%</b>	
	<b>CONTRACT AMOUNT TO BE CARRIED OVER TO FORM OF OFFER C1.1.1</b>	

**NB; Fixed price**

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

Q18.06.19					
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BIDDER

WITNESS

EMPLOYER

WITNESS



## FORM OF OFFER

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

Bid / Tender Number	Q18.06.19
Tender Title	Error! Reference source not found.

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			

Q18.06.19					
	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			

## MBD 2

### TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

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

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

**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		

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

## 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 **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	



## 2. DEFINITIONS

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

## 3. POINTS AWARDED FOR PRICE

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

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

**80/20**                      **or**                      **90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

Q18.06.19				
	BIDDER	WITNESS	EMPLOYER	WITNESS

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

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

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

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

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

*(Tick applicable box)*

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

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

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		

Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

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

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**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:.....

Q18.06.19					
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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 .....

.....

.....

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS

## MBD 6.2

### DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

#### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Meters	70%
cables	90%
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

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

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):  
 .....

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
 do hereby declare, in my capacity as .....  
 of .....(name of bidder entity),  
 the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
- (c) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and  
 The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

Q18.06.19				
	BIDDER	WITNESS	EMPLOYER	WITNESS

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	



**Local Content Declaration - Summary Schedule**

(C1)  
(C2)  
(C3)  
(C4)  
(C5)  
(C6)  
(C7)

**Tender No.**  
**Tender description:**  
**Designated product(s)**  
**Tender Authority:**  
**Tendering Entity name:**  
**Tender Exchange Rate:**  
**Specified local content %**

Pula  EU  GBP

# Annex C

**Note: VAT to be excluded from all calculations**

**Calculation of local content**

Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

**Tender summary**

Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

**Signature of tenderer from Annex B**

Date: \_\_\_\_\_

Q18.06.19					
BIDDER	WITNESS	EMPLOYER	WITNESS		

# Annex D

## Imported Content Declaration – Supporting Schedule to Annex C

(D1) Tender No.	
(D2) Tender Description	
(D3) Designated Products	
(D4) Tender Authority	
(D5) Tendering Entity Name	
(D6) Tender Exchange Rate	

Note: VAT to be excluded from all calculations

Pula		EU		GBP	
------	--	----	--	-----	--

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
<i>This total must correspond with Annex C - C 21</i>										(D19) Total exempt imported value	

B. Imported directly by the Tenderer				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

Q18.06.19				
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BIDDER

WITNESS

EMPLOYER

WITNESS

(D32) Total imported value by tenderer

**C. Imported by a 3rd party and supplied to the Tenderer**

**Calculation of imported content**

**Summary**

Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Forign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
<b>(D45) Total imported value by 3rd party</b>											

**B. Imported directly by the Tenderer**

**Calculation of foreign currency payments**

**Summary of payments**

Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
<b>(D52) Total of foreign currency payments declared by tenderer and/or 3rd party</b>					

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

**This total must correspond with Annex C - C 23**

Signature of tenderer from Annex B

\_\_\_\_\_

Date: \_\_\_\_\_

Q18.06.19				
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BIDDER

WITNESS

EMPLOYER

WITNESS

# Annex E

SATS 1286.2011

## Local Content Declaration - Supporting Schedule to Annex C

Note: VAT to be excluded from all calculations

Tender description:  
 Designated products:  
 Tender Authority:  
 Tendering Entity name:


### Local Products (Goods, Services and Works)

Description of items purchased	Local suppliers	Value
(E6)	(E7)	(E8)
<b>(E9) Total local products (Goods, Services and Works)</b>		

### Manpower costs

(E10) (Tenderer's manpower cost)

**Factory overheads**

(E11)(Rental, depreciation & amortisation, utility costs, consumables etc.)

**Administration overheads and mark-up**

(E12)(Marketing, insurance, financing, interest etc.)

**(E13) Total local content**

**This total must correspond with Annex  
C - C24**

Signature of tenderer from Annex B

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Date:

---

*The guidance document can be found at: [www.dti.gov.za/industrial\\_development/docs/ip/guideline.pdf](http://www.dti.gov.za/industrial_development/docs/ip/guideline.pdf)*

Q18.06.19					
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BIDDER

WITNESS

EMPLOYER

WITNESS

## MBD 8

### DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<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:		

Q18.06.19					
	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>

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS



## 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.

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**TENDER: Q18.06.19** : 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>

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.

Q18.06.19					
	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>

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

## 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>	<span style="color: red;">Error! Reference source not found. at 10h00</span> Address: Electrical Workshop, C/O Walter Sisulu and Protea Avenue, MIDDELBURG,
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>

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"/>

Q18.06.19					
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Name of sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

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

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

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

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Q18.06.19					
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The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that 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>

Q18.06.19					
	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

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

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

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

QUESTIONS		YES	NO
1.	Is your company registered on the Central Supplier Database?		
2.	If yes, provide the following details:		
2.1	▪ CSD registration number	MAAA	
2.2	▪ Unique CSD number		
3.	Enquiries related to par. 2.1 and 2.2 can be made to Ms. Thembi Jiyane at (013) 2497309 / 2497164.		
4.	If no, please register on Central Supplier Database ,website, <a href="http://www.csd.gov.za">www.csd.gov.za</a> , 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

### Evaluation Criteria

The following evaluation criteria will be used as such it is required that the contractor/service provider should provide sufficient information in this regard.

Description of quality criteria	Maximum number of tender evaluation points
Tenderer's experience	40
Experience for key staff	40
Construction resources	20
<b>Maximum total evaluation points for quality (M<sub>s</sub>)</b>	<b>100</b>

**NB: Evaluation criteria are only used once all requirements have been met.**

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

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

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

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

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

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

**THE SCORING OF THE TENDERER'S EXPERIENCE WILL BE AS FOLLOWS:**

Scoring	Evidence must be attached
Non-responsive (score 0)	No information has been provided, or the information provided is not relevant to the project objectives
Poor 10 points)	1 project completed on Installation of Electrical equipment i.e. electrical meter kiosk, Miniature substation or transformer
Satisfactory (20 points)	2 project completed on Installation of Electrical equipment i.e. electrical meter kiosk, Miniature substation or transformer
Good (30 points)	3 project completed on Installation of Electrical equipment i.e. electrical meter kiosk, Miniature substation or transformer
Very good (40 points)	4 project completed on Installation of Electrical equipment i.e. electrical meter kiosk, Miniature substation or transformer

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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.

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

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS

## PROPOSED ORGANIZATION, STAFFING & KEY STAFF EXPERIENCE

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

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

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

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

### Staffing:

The tenderer should propose the structure and composition of their construction team.

The roles and responsibilities of each **key staff member** should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and responsibilities are to be shared including their cariculum vitae (cv)

Knowledge of issues pertinent to the project	
Non-responsive (score 0)	No information has been provided
(max score 7.5)	Trade test certificate
(max score 05)	Valid Certificate ORHVS certificate for responsible person
(max score 7.5)	Experience on Electrification, electrical meter kiosk, Miniature substation or transformer
(max score 05)	A valid ECB or department of labour registration as Installation electrician (in the name of company
(max score 2.5)	Valid Certificate of First aid level 1
(max score 2.5)	Valid Certificate of Fire fighting level level 1

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.

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

The tenderer must attach his / her organization and staffing proposals to this page.

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

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

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

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

A minimum of a 1-tonne bakkie will be required to render the service. The bakkie must be modified that tools are safely secured during transportation. The tenderer must ensure access to a back-up bakkie with similar features in case of breakdown or when one goes for service.

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

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

List of main physical resources and equipment to be used on project:	
max score 02 points	Pick and Shove
max score 03 points	Portable tools
max score 05 points	Bakkie-or Truck
max score 02 points	Compactor
max score 02 points	Hydraulic crimper
max score 06 points	Truck mounted crane
<b>20</b>	<b>Total</b>

- (a) Construction equipment that will be hired for this Contract (**Leased of agreement must be attached**)

The information required for each category should be put in tabular form with the indicated headings.

Quantity	Description, size, capacity, manufacturing, etc.	Year / Age of equipment	Registration Number	Owned/ Hired/ Acquired/ Company	Roadworthy/ Condition
Example:					
1	4 ton truck,	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

**NB: Proof of ownership or lease, or quotation to acquire physical resources for main physical resources, (vehicle & equipment) must be attached to the document.**

Q18.06.19					
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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>

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS

**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 **Q18.06.19** 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.	

Q18.06.19					
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.	
2.	



## 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:	MR MB LESHABA (TECHNICAL ASSISTANT)
The address for receipt of communications is:	Steve Tshwete Local Municipality Civic Centre P.O. Box 14 Middelburg 1050
Telephone:	013 249 7328
Facsimile:	013 249 7065
Email:	bernardl@stlm.gov.za
The project is:	<b>Error! Reference source not found.</b>

<b>The service provider is</b>	
Name	
Address	
Telephone:	

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

## C3 SCOPE OF WORKS / SPECIFICATIONS

### INTRODUCTION AND BACKGROUND

Service providers are required to supply, installation and replacement of old/unsafe electrical meter kiosks at Middelburg (CBD)

#### 1. PURPOSE AND RECIPIENTS

1.1. The project consists of the Supply, installation and replacement of old/ unsafe electrical Meter Kiosks at Middelburg (CBD). This entails the removal of meter kiosk, installation of meter kiosk, rewiring of meter kiosk, cable jointing, and termination and issuing of C.O.C. All construction work must be completed as specified in this document.

1.2 The contractor will only work on site with workers that understand, accepted and have signed for the following procedures:

- First Aid;
- Safety Induction Course;
- Pre Task Planning, Risk Assessment, Workers register;
- Refusal to work;
- Safe working Procedure.
- Work permit

The contractor must have a LDV that is licensed.

1.3 The contractor must have a mobile toilets licensed on side for the workers.

1.4 The contractor is responsible to supply the worker with an overall, safety hat, gloves and safety boots or other personal protective equipment that may be required.

1.5 All required road signs for working next to road surfaces must be provided by the contractor.

No contractor or his workers are allowed to work in close proximity or on the following equipment of Council:

- Crane truck
- Cable jack
- Cable car
- Cherry picker
- Hydraulic equipment.
- Live apparatus or equipment

1.6 .Trenches Requirements

1.7 The services of the contractor will be required for the digging of trenches, assistance with laying of cables into the trenches, closing of trenches, compacting and cleaning up of sites:

1.8 Trench width 300 to 400mm and depth 600 to 1 200mm

#### 2 TERMS OF REFERENCE

##### SCOPE OF WORK

The project consists of the Supply, installation and replacement of old/ unsafe electrical Meter Kiosks at Middelburg (CBD). This entails the removal of meter kiosk, installation of meter kiosk, rewiring of meter kiosk, cable jointing, and termination and issuing of C.O.C. All construction work must be completed as specified in this document.

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS

## **SPECIFICATIONS**

Contractor must comply with the following specifications:

1. The contractor must provide his/her own transport.
2. The contractor must have his or her own tools.
3. Submit programme/business plan for the project within two days upon appointed;
4. The contractor must have the qualified Artisan in the electrical field with wireman's licence (three phase) or must employ someone on full time basis of the project with same qualification, supporting proof of such qualification must be attached to contract
5. A first aid box must be in the vehicle when work is being carried out.
9. All work must be done in accordance with the Occupational Health and Safety Act;
10. The contractor is required to submit the safety file before the commencement of the project
11. Should the contractor not comply with the general conditions of the contract, the Director Electrical Engineering will give a written warning. All work will be stopped until the contractor has given a written response on how he will rectify the situation to the acceptance of the Director Electrical Engineering. If there is a reoccurrence, the order will be cancelled.
12. The Company must be registered on the central supplier database with relevant commodities (failure to comply will be disqualified)
13. Measuring instruments used to do testing must be calibrated not longer than eleven months from date of commencement and prove of calibration certificate must accompany this document.
14. All equipment being removed from the network must be returned to the Municipal stores
15. The entire armouring of cable must be used for earthing purposes and under no circumstances shall the armouring be cut short
16. The contractor is required to provide sufficient lighting around the area of work until completion of work, especially at night.
17. The contractor must ensure continuity of earthing conductor/armouring from one end to the other
18. Contractor is expected to fill employee attendance register daily and that must be accompanied by risk assessment and pre-task planning.
19. It is required that the contractor must have a first aid kit in full time bases on site and toilet on site
20. Work must only be done on equipment that is totally isolated from electrical network. No live work is allowed except for testing purposes.
21. Risk assessment and Pre-task planning must be done with each task
22. Contractor must ensure that on replacement, all component/equipment is commissioned back to normal and must verify that before leaving the site i.e all street light circuits, breakers feeding the consumers, meters and LV panel.
23. A contractor must re-install the circuit breakers that are still in good condition to newly installed kiosks.

### **24. EXISTING SERVICES**

The Contractor shall make all the required arrangements with the Municipality, roads, railway, T.P.A. Telkom S.A. LTD and other authorities to ensure that all their regulations and requirements are observed.

The successful Contractor will be provided with drawings and all other available information of all existing

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

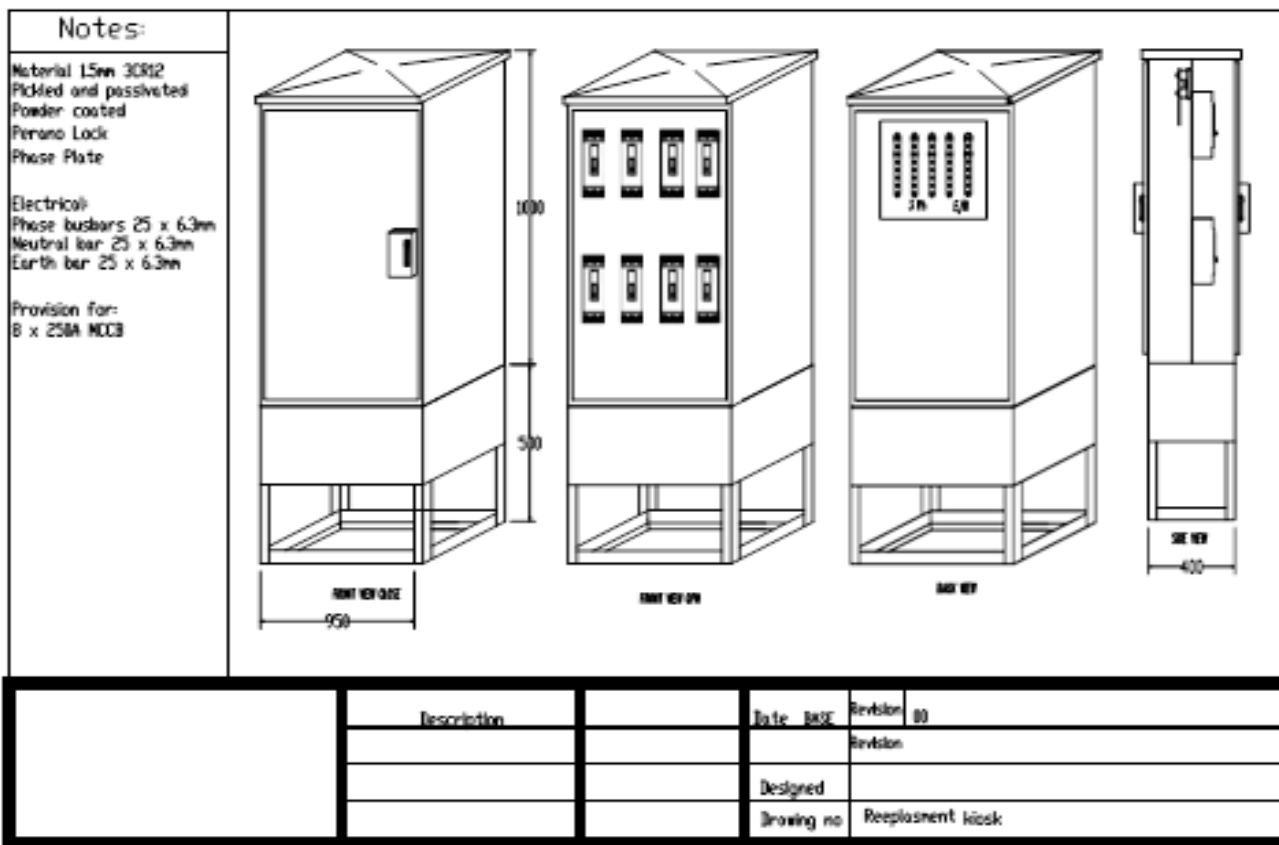
services (i.e. water, sewer, storm water, electrical, telephone line sleeves, etc. from the Engineer before he commences with any work on site. He shall further take utmost care and precautions not to damage any existing services. The Council shall rectify all damages to existing services, for the account of the Contractor. Only in the case where proof can be submitted, that damages that occurred was not due to his or his staff's negligence, a claim in this regard will be considered.

**Specification of the electrical meter kiosk**

Electrical Busbar size must be 31 x 6.5mm for phases, 31 x 6.5mm for neutral and 31 x 6.5mm for earth. Provision of the welding cables from Busbar to the 150A and 225A circuit breakers must be 70mm.

Each electrical meter kiosk must be supply with 2 x 150A circuit breakers and 1 x 225A circuit breaker .

Material 1.5mm 3CR12, avocado green colour, lockable mechanism, and phase plate



**WORK PROGRAM**

1. Contractor must remove all identified old electrical meter kiosks, install new one, issue Certificate of compliance
2. The contractor will be responsible for the distribution of the notices to the affected consumers
3. Work may only be conducted on receipt of a work instruction.
4. Evaluation on work conducted to be carried out by a council official.
5. The person who issued the works instruction must be informed telephonically if work is stopped due to weather conditions, vehicle breakdown or materials not available.
6. Council may appoint more than one contractor.
7. All equipment, materials and labour is the responsibility of the contractor.
8. Contractor is required to comply with Council code of conduct and failure of such could lead to cancellation of order/contract.
9. On some electrical meter kiosks, rewiring is needed- discretion for rewiring should be made by the Council 's project leader

Q18.06.19					
	BIDDER	WITNESS	EMPLOYER	WITNESS	

10. For all work performed, pre-task planning and risk assessment must be performed prior to commencement of work

**SAFETY**

1. No work will be carried out on live conductors except for testing purposes.
2. Only competent people must be used to do the work.

**PAYMENT**

3. Tax invoices must be submitted once work is completed to ensure final payment. Work instructions must be attached to invoice.

**2.2 Access to site**

Access routes to the site shall at all times be kept serviceable, or alternatives shall be provided. These include road entrances that may have to be kept closed overnight.

**PS3 DETAILS OF THE WORKS**

**3.1 Brief description of works**

Service provider is required to supply and installation and replace meter kiosks, excavate, removing of meter kiosk, re-connection and issuing of C.O.C do soil compaction, label of new installed cables including their circuit breakers and commission. The duration of the project is two months and work will be taking place in Middelburg CBD

**3.2 Nature of stratum on site**

Nature of soil is not rocky and not sandy as well, the service provider is required to familiarised themselves of the nature of soil as the conditions laid here cannot be guaranteed

**4. LOCATION OF WORKS**

Middelburg CBD, Middelburg Town, industrial area.

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

Drawing of cables

**KEY PERFORMANCE INDICATORS**

The Contractors role and responsibility

1. The contractor will only work on site with workers that understand, accepted and have signed for the following procedures:
  - First Aid;
  - Safety Induction Course;
  - Pre Task Planning, Risk Assessment, Workers register;
  - Refusal to work;
  - Safe Working Procedure.
  - Work Permit
2. The contractor must have a LDV that is licensed.

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS

3. The contractor must have a mobile toilets licensed on side for the workers.
4. The contractor is responsible to supply the worker with an overall, safety hat, gloves and safety boots or other personal protective equipment that may be required.
5. All required road signs for working next to road surfaces must be provided by the contractor.
6. No contractor or his workers are allowed to work in close proximity or on the following equipment of Council:
  - Crane truck
  - Cable jack
  - Cable car
  - Cherry picker
  - Hydraulic equipment.
  - Trenches Requirements
  - Live apparatus
  - The services of the contractor will be required for the digging of trenches, assistance with laying of cables into the trenches, closing of trenches, compacting and cleaning up of sites:
  - Trench width 300 to 400mm and depth 600 to 1 200mm

#### 4.9 EPWD job creation reports)

### 5 ELIGIBILITY CRITERIA

- Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:
- Tenderer receives the minimum required points for functionality.
- Tenderer has the managerial capacity, reliability and experience regarding the nature of the tender.
- The tenderer has in his or her possession an original valid tax clearance certificate issued by the South African Revenue Services.
- The tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- 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;
- The tenderer has not:
  - Abused the Employer's Supply Chain Management System; or
  - Failed to perform on any previous contract and has been given written notice to this effect.
- It is considered that the performance of the services will not be compromised through any conflict of interest.)

### 6 MANDATORY INFORMATION TO BE SUBMITTED

- First Aid;
- Pre Task Planning, Risk Assessment, Workers register;
- Work Procedure
- Works order

### 7 JOINT VENTURES AND CONSORTIUMS

**N/A**

### 8 PERIOD OF TENDER

Q18.06.19					
		BIDDER	WITNESS	EMPLOYER	WITNESS

The period of the tender will be Three months as and when required

**9 SERVICE LEVEL AGREEMENT**

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

**10 ACCEPTANCE OF OFFER**

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

**11 EVALUATION**

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.

**12 VALIDITY PERIOD**

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

**13 ESTIMATE TIMEFRAME**

No.	Activity	Estimate Date
1.	Advertisement and invitation	26 JUNE 2019
2.	Closing Date for submission of quotations	05 JULY 2019
3.	Evaluation process.	12 JULY 2019
4.	Signing of final award	17 JULY 2019



#### **C.4. Supporting documents for quotation:**

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

<b><u>Annexure</u></b>	<b><u>Description</u></b>	<b><u>Applicable Yes / No</u></b>
A	Tax Clearance Certificate & SARS reference pin	Yes
B	Original certified copy of BBBEE Certificate	Yes
C	Central Supplier Database report	Yes
D	Copy of Municipal Water & Lights Account or Lease agreement	Yes
E	Original certified copy of CIDB Grading certificate	Yes
F	Accreditation certificate for :	No
G	Company registration certificate ( CK 1)	Yes
H	Functionality report: Tenderer's experience	Yes
I	Functionality report: Proposed organization, staffing and key staff experience evaluation	Yes
J	Functionality report: Capacity to execute & implement the tender (physical resources) evaluation	Yes
K	Functionality report: Tenderer's implementation plan for the project	No
L	JV Agreement ( If applicable)	No
M	Sub Contractor's information and documents ( If applicable)	No

#### **GENERAL CONDITIONS OF CONTRACT**

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

Q18.06.19					
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