



**QUOTATION NO.: SC 1520/2014**  
**SUPPLY AND INSTALLATION OF AN AIR CONDITIONING UNIT**  
**PROCUREMENT DOCUMENT**

|   |  |
|---|--|
| <b>NAME OF TENDERER:</b>  |  |
| <b>Total Bid Price<br/>(Inclusive of VAT)</b><br><i>(refer to page 47):</i> |  |
| <b>COMPLETION PERIOD IN<br/>WEEKS:</b>                                      |  |

**SEPTEMBER 2014**

**PREPARED AND ISSUED BY:**

Directorate: Finance:  
Supply Chain Management Unit  
Overstrand Municipality  
PO Box 20, Hermanus, 7200

**CONTACT FOR ENQUIRIES  
REGARDING SPECIFICATIONS:**

Don Kearney  
Senior Manager: Hermanus Administration  
**Tel. Number: 028 313 8112**

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

**QUOTATION DETAILS**

|                        |  |  |              |             |            |
|------------------------|--|--|--------------|-------------|------------|
| QUOTATION NUMBER:      | <b>SC1520/2014</b>   |  |              |             |            |
| QUOTATION TITLE:       | <b>SUPPLY AND INSTALLATION OF AN AIR CONDITIONING UNIT</b>         |  |              |             |            |
| CLOSING DATE:          | <b>2014/10/17</b>  | CLOSING TIME:  | <b>12H00</b> |             |            |
| SITE MEETING:          | DATE: <b>2014/10/03</b>  | TIME:  | <b>11H00</b> | COMPULSORY: | <b>YES</b> |
| SITE MEETING ADDRESS:  | <b>AUDITORIUM, OVERSTRAND MUNICIPALITY, MAGNOLIA AVE, HERMANUS</b> |  |              |             |            |
| CIDB GRADING REQUIRED: | <b>N/A</b>   | LEVEL AND CATEGORY:  | <b>N/A</b>   |             |            |
| BID BOX NO:            | <b>5</b>   | SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus.<br>The bid box is generally open 24 hours a day, 7 days a week. |              |             |            |
| OFFER TO BE VALID FOR: | <b>60</b>  | DAYS FROM THE CLOSING DATE OF BID.   |              |             |            |

**TENDERER DETAILS**

|                         |  |                 |  |
|-------------------------|--|-----------------|--|
| NAME OF TENDERER:       |  |                 |  |
| NAME OF CONTACT PERSON: |  |                 |  |
| PHYSICAL ADDRESS:       |  | POSTAL ADDRESS: |  |
|                         |  |                 |  |
|                         |  |                 |  |
| TELEPHONE #:            |  | FAX NO.         |  |
| E-MAIL ADDRESS:         |  |                 |  |

|  |  |
|--|--|
| QUOTATION AMOUNT (INCLUDING VAT) :       |  |
| DATE:                                    |  |
| SIGNATURE OF TENDERER:                   |  |
| CAPACITY UNDER WHICH THIS BID IS SIGNED: |  |

**PLEASE NOTE:**

- Tenders that are deposited in the incorrect box will not be considered.
- Tender box deposit slot is 28cm x 2.5cm.
- Mailed, telegraphic or faxed tenders will not be accepted.
- If the bid is late, it will not be accepted for consideration.
- Bids may only be submitted on the Bid Documentation provided by the Municipality.

**ENQUIRIES MAY BE DIRECTED TO:**

|                 |                                    |                     |
|-----------------|------------------------------------|---------------------|
|                 | ENQUIRIES REGARDING BID PROCEDURES | TECHNICAL ENQUIRIES |
| CONTACT PERSON: | <b>BLAKE D'OLIVEIRA</b>            | <b>DON KEARNEY</b>  |
| TEL. #          | <b>028 313 5016</b>                | <b>028 313 8112</b> |

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**CONTENTS**

|  | <b>PAGE<br/>NUMBER</b> |
|--|------------------------|
| PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN<br>MANAGEMENT POLICY .....   | 4                      |
| 1. CHECKLIST .....   | 5                      |
| 2. QUOTATION NOTICE & INVITATION TO SUBMIT A QUOTATION .....   | 6                      |
| 3. CLARIFICATION MEETING CERTIFICATE .....   | 7                      |
| 4. AUTHORITY TO SIGN A BID.....  | 8                      |
| 5. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT .....   | 10                     |
| 6. GENERAL CONDITIONS OF TENDER .....  | 19                     |
| 7. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS .....  | 21                     |
| 8. MBD 4 – DECLARATION OF INTEREST .....   | 22                     |
| 9. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE<br>PREFERENTIAL PROCUREMENT REGULATIONS 2011 – PURCHASES/SERVICES<br>(80/20)..... | 25                     |
| 10. MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT<br>PRACTICES.....   | 31                     |
| 11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION.....  | 33                     |
| 12. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES.....  | 35                     |
| 13. MBD 16 – KEY PERFORMANCE INDICATORS .....  | 36                     |
| 14. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT<br>85 OF 1993).....   | 37                     |
| 15. FORM OF INDEMNITY .....  | 39                     |
| PART B – SPECIFICATIONS AND PRICING SCHEDULE .....   | 40                     |
| 16. SPECIFICATIONS .....   | 41                     |
| 17. FORM OF OFFER AND ACCEPTANCE.....  | 47                     |
| 18. DECLARATION BY TENDERER .....  | 49                     |
| PART C – DATABASE REGISTRATION .....   | 50                     |



**PART A – ADMINISTRATIVE REQUIREMENTS IN  
TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY**

|                     |
|---------------------|
| <b>1. CHECKLIST</b> |
|---------------------|

**PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:**

|   | YES | NO |
|---|-----|----|
| <b>Clarification Meeting Certificate</b> – To be signed by Municipal Official at the time of the Clarification Meeting  |     |    |
| <b>Authority to Sign a Bid</b><br>Is the form duly completed and is a <b>certified copy</b> of the <b>resolution</b> attached?  |     |    |
| <b>Tax Clearance Certificate</b><br>Is an <b>ORIGINAL</b> and <b>VALID</b> Tax Clearance Certificate attached?  |     |    |
| <b>MBD 4</b> (Declaration of Interest)<br>Is the form duly completed and signed?<br>Is a <b>CERTIFIED</b> copy of each of the directors'/members' Identity Document attached?   |     |    |
| <b>MBD 6.1</b> (Preference Points claim form for purchases/services)<br>Is the form duly completed and signed?<br>Is a <b>CERTIFIED</b> copy of the <b>B-BBEE Certificate</b> or the <b>original B-BBEE Certificate</b> attached?   |     |    |
| <b>MBD 7.1</b> (Contract form – Rendering of Services)<br>Is the form duly completed and signed?  |     |    |
| <b>MBD 8</b> (Declaration of Past Supply Chain Practices)<br>Is the form duly completed and signed?   |     |    |
| <b>MBD 9</b> (Certificate of Independent Bid Determination)<br>Is the form duly completed and signed?   |     |    |
| <b>MBD 15</b> (Certificate of Payment of Municipal Accounts)<br>Is the form duly completed and signed?<br>Are the <b>Identity numbers, residential addresses</b> and <b>municipal account numbers</b> of <b>ALL</b> members, partners, directors, etc. provided on the form as requested? |     |    |
| <b>OHASA</b> (Occupational Health and Safety) (COIDA)<br>Is the form duly completed and signed?   |     |    |
| <b>Form of Indemnity</b><br>Is the form duly completed and signed?  |     |    |
| <b>Specifications</b><br>Is the form duly completed and signed?   |     |    |
| <b>Form of Offer</b><br>Is the form duly completed and signed?  |     |    |
| <b>DATA BASE REGISTRATION</b><br>Is the form duly completed and signed?<br>Are <b>ALL</b> the supporting documents attached?  |     |    |

|              |  |              |  |
|--------------|--|--------------|--|
| SIGNATURE    |  | NAME (PRINT) |  |
| CAPACITY     |  | DATE         |  |
| NAME OF FIRM |  |              |  |

**2. QUOTATION NOTICE & INVITATION TO SUBMIT A QUOTATION****QUOTATION NO. SC 1520/2014****SUPPLY AND INSTALLATION OF AN AIR CONDITIONING UNIT**

Quotations are hereby invited for the **Supply and Installation of an Air Conditioning Unit.**

Tender documents, in English, are obtainable from **Friday, 26 September 2014**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus; Tel. 028 313 8064 from Ms. Rita Neethling between 08h30 and 15h30. Alternatively the document may be downloaded from the website: [www.overstrand.gov.za](http://www.overstrand.gov.za).

Sealed quotations, with: "**Quotation No: SC 1520/2014: Supply and Installation of an Air Conditioning Unit.**" clearly endorsed on the envelope, must be deposited in **Tender Box No. 5** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the documentation issued by Overstrand Municipality.

**The closing date and time of the quotation is on 17 October 2014 at 12h00** and quotations will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

**A compulsory briefing session will take place at 11h00 on 03 October 2014**, at the Overstrand Auditorium, Magnolia Avenue, Hermanus.

**Quotations must be valid for 60 days after the closing date.** Quotations shall be evaluated in terms of the Preferential Procurement Regulations, 2011 and bidders may claim preference points in terms of their B-BBEE status level of contribution.

The Overstrand Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept any quotation, as it may deem expedient. Quotations are subject to the General Conditions of Contract and the Supply Chain Management Policy of the Overstrand Municipality.

Please refer enquiries to Mr. **D Kearney** at telephone number: **028 313 8112**.

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MUNICIPALITY

**3. CLARIFICATION MEETING CERTIFICATE**

I / We\*, the undersigned, certify that I / we\* have examined the Site for the Works and its surroundings for which I / we\* am / are\* submitting this Tender and have, as far as practicable possible, familiarized myself / ourselves\* with all information, risks, contingencies and other circumstances which may influence or affect my / our\* tender.

\* Delete whichever is inapplicable

|                |  |           |  |
|----------------|--|-----------|--|
| NAME & SURNAME |  |           |  |
| CAPACITY       |  |           |  |
| NAME OF FIRM   |  |           |  |
| ADDRESS        |  |           |  |
|                |  |           |  |
|                |  |           |  |
| TELEPHONE NO   |  | FAX NO:   |  |
| E-MAIL         |  | SIGNATURE |  |

|   |  |
|---|--|
| SIGNED FOR AND ON BEHALF OF<br><b>OVERSTRAND MUNICIPALITY</b> |  |
| NAME AND SURNAME  |  |
| DATE  |  |



**4. AUTHORITY TO SIGN A BID**

**1. COMPANIES AND CLOSE CORPORATIONS**

- a. If a Bidder is a **COMPANY**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company **must be submitted with this bid**, that is, before the closing time and date of the bid
  
- b. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a **resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

**PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY / MEMBERS OF THE CC**

|   |  |
|---|--|
| <b>Date Resolution was taken</b>                          |  |
| <b>Resolution signed by (name and surname)</b>            |  |
| <b>Capacity</b>   |  |
| <b>Name and surname of delegated Authorised Signatory</b> |  |
| <b>Capacity</b>   |  |
| <b>Specimen Signature</b>                                 |  |

|  |
|--|
| <b>Full name and surname of ALL Director(s) / Member (s)</b> |
|  |
|  |
|  |
|  |
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|  |
|  |
|  |

|  |            |  |           |  |
|--|------------|--|-----------|--|
| <b>Is a CERTIFIED COPY of the resolution attached?</b> | <b>YES</b> |  | <b>NO</b> |  |
|--|------------|--|-----------|--|

|  |  |                   |  |
|--|--|-------------------|--|
| <b>SIGNED ON BEHALF OF COMPANY / CC:</b> |  | <b>DATE:</b>      |  |
| <b>PRINT NAME:</b>                       |  |                   |  |
| <b>WITNESS 1:</b>                        |  | <b>WITNESS 2:</b> |  |



**2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

I, \_\_\_\_\_, the undersigned, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_

|             |  |            |  |
|-------------|--|------------|--|
| SIGNATURE:  |  | DATE:      |  |
| PRINT NAME: |  |            |  |
| WITNESS 1:  |  | WITNESS 2: |  |

**3. PARTNERSHIP**

We, the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

| Full name of partner | Signature |
|----------------------|-----------|
|                      |           |
|                      |           |
|                      |           |
|                      |           |
|                      |           |

|                                  |  |            |  |
|----------------------------------|--|------------|--|
| SIGNED ON BEHALF OF PARTNERSHIP: |  | DATE:      |  |
| PRINT NAME:                      |  |            |  |
| WITNESS 1:                       |  | WITNESS 2: |  |



**5. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT**

**1. DEFINITIONS**

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

|                 |  |
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- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

**4. Standards**

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information; inspection.**

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

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- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent rights**

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

**7. Performance security**

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - 7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

**8. Inspections, tests and analyses**

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

**9. Packing**

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, and in any subsequent instructions ordered by the purchaser.

**10. Delivery**

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

**11. Insurance**

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

**12. Transportation**

Should a price other than an all-inclusive delivered price be required, this shall be specified.

**13. Incidental**

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
  - 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
  - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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**14. Spare parts**

- 14.1. As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
  - 14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
  - 14.1.2. in the event of termination of production of the spare parts:
    - 14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - 14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3. Payments shall be made by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated.

**17. Prices**

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

**18. Variation orders**

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.

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**19. Assignment**

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. Penalties**

Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. Termination for default**

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
  - 23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
  - 23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

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- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchase actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
  - 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
  - 23.6.2. the date of commencement of the restriction
  - 23.6.3. the period of restriction; and
  - 23.6.4. the reasons for the restriction.

These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping and countervailing duties and rights**

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

**25. Force Majeure**

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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**26. Termination for insolvency**

The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

**28. Limitation of liability**

- 28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

**29. Governing language**

The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

**30. Applicable law**

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

**31. Notices**

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

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32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**33. Transfer of contracts**

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

**34. Amendment of contracts**

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**35. Prohibition of restrictive practices.**

35.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

*General Conditions of Contract (revised July 2010)*

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**6. GENERAL CONDITIONS OF TENDER**

1. Sealed tenders, with the **“Tender Number and Title”** clearly endorsed on the envelope, must be deposited in the **tender box indicated** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.
2. The tender must be lodged by the Tenderer in the tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Avenue, Hermanus
3. **PLEASE NOTE:**
  - 3.1. Tenders that are deposited in the incorrect box will not be considered.
  - 3.2. Tender box deposit slot is 28cm x 2.5cm.
  - 3.3. Mailed, telegraphic or faxed tenders will not be accepted.
  - 3.4. Documents may only be completed in black ink.
  - 3.5. The use of correction fluid/tape is not allowed.
  - 3.6. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
  - 3.7. Alterations or deletions not signed by the Tenderer may render the tender invalid.
  - 3.8. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
  - 3.9. All prices shall be quoted in South African currency and be **INCLUSIVE** of VAT.
3. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
4. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will not be considered.
5. A separate Tender box is provided for the reception of Tenders and no Tender will be considered which, subsequent to the closing hour for Tenders, may be found in another box.
6. Tenders shall be opened in public at the Hermanus Municipal Offices as soon as possible after the closing time for the receipt of tenders.
7. Alterations or deletions not signed by the Tenderer may render the tender invalid.
8. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY;**
  - 8.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
  - 8.2. The tenderer shall declare **all** the Municipal account numbers in the Overstrand Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
9. All prices shall be quoted in South African currency and be **INCLUSIVE** of **VAT**.
10. This bid will be evaluated and adjudicated according to the following criteria:
  - Relevant specifications
  - Value for money
  - Capability to execute the contract
  - PPPFA & associated regulations

\_\_\_\_\_ *[insert any other criteria]*

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**11. Invoices**

All invoices must be forwarded to the following address:

Overstrand Municipality  
PO Box 20  
Hermanus, 7200

**12. Value-Added Tax (VAT)**

- 12.1. Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, Act 89 of 1991. The content of the invoice must contain sufficient information for audit purposes.
- 12.2. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 12.3. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.
- 12.4. The VAT registration number of the Municipality is 4140106396.

**13. Standard Payment Terms**

- 13.1. All money owed by the municipality must be paid within 30 calendar days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.
- 13.2. Payment Cycles for the first 12 months of business with the Overstrand Municipality to Survivalist enterprises / Micro-enterprises
  - 13.2.1. Survivalist enterprises / Micro-enterprises are entitled to a weekly payment cycle by the municipality.
  - 13.2.2. In order to qualify for a weekly payment, a supplier must be classified as a Survivalist enterprises / Micro-enterprises on the Municipality's supplier database.
  - 13.2.3. A weekly payment to Survivalist enterprises / Micro-enterprises is not a right in terms of this policy. Survivalist enterprises / Micro-enterprises may request such payments which may be made at the discretion of the Municipality.

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**7. 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 Services (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, “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.
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 accepted.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. 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)
6. 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)

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**8. 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 and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

|             |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>3.1.</b> | <b>Full Name of bidder or his or her representative</b>                           |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3.2.</b> | <b>Identity Number</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3.3.</b> | <b>Position occupied in the Company (director, shareholder <sup>2</sup> etc.)</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3.4.</b> | <b>Company Registration Number</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3.5.</b> | <b>Tax Reference Number</b>   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3.6.</b> | <b>VAT Registration Number</b>  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| <b>3.7.</b>   | <b>Are you presently in the service of the state?</b>                        | <b>YES</b> |  | <b>NO</b> |  |
| <b>3.7.1.</b> | <b>If so, furnish particulars:</b>   |            |  |           |  |
|               |  |            |  |           |  |
| <b>3.8.</b>   | <b>Have you been in the service of the state for the past twelve months?</b> | <b>YES</b> |  | <b>NO</b> |  |
| <b>3.8.1.</b> | <b>If so, furnish particulars:</b>   |            |  |           |  |
|               |  |            |  |           |  |

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<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.



|         |   |     |  |    |  |
|---------|---|-----|--|----|--|
| 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?  | YES |  | NO |  |
| 3.9.1.  | If so, furnish particulars:   |     |  |    |  |
|         |   |     |  |    |  |
| 3.10.   | Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?                             | YES |  | NO |  |
| 3.10.1. | If so, furnish particulars:   |     |  |    |  |
|         |   |     |  |    |  |
| 3.11.   | Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?   | YES |  | NO |  |
| 3.11.1. | If so, furnish particulars:   |     |  |    |  |
|         |   |     |  |    |  |
| 3.12.   | Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?  | YES |  | NO |  |
| 3.12.1. | If so, furnish particulars:   |     |  |    |  |
|         |   |     |  |    |  |
| 3.13.   | Do you or any of the directors, trustees, managers, principal 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? | YES |  | NO |  |
| 3.13.1. | If so, furnish particulars:   |     |  |    |  |
|         |   |     |  |    |  |



| 3.14. Please provide the following information on ALL directors/shareholders/trustees/members below: |                 |                            |  |
|--|-----------------|----------------------------|--|
| Full Name and Surname  | Identity Number | Personal Income Tax Number | Provide State <sup>3</sup> Employee Number |
|  |                 |                            |  |
|  |                 |                            |  |
|  |                 |                            |  |
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|  |                 |                            |  |
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|  |                 |                            |  |

**NB:**

1. PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
2. PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

**4. DECLARATION**

I, the undersigned (name) \_\_\_\_\_, certify that the information furnished in paragraph 3 above is correct.  
 I accept that the state may act against me should this declaration prove to be false.

|                   |  |      |  |
|-------------------|--|------|--|
| SIGNATURE         |  | DATE |  |
| NAME OF SIGNATORY |  |      |  |
| POSITION          |  |      |  |
| NAME OF COMPANY   |  |      |  |

<sup>3</sup> MSCM Regulations: "in the service of the state" means to be –

- a. a member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- 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);
- e. a member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.



**9. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 – PURCHASES/SERVICES (80/20)**

**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, 2011.

**1. GENERAL CONDITIONS**

- 1.1. The following preference point systems are applicable to all bids:
  - (a) the 80/20 system for requirements with a Rand value of up to R1,000,000 (all applicable taxes included); and
  - (b) the 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R1,000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 1.3. Preference points for this bid shall be awarded for:
  - 1.3.1. Price; and
  - 1.3.2. B-BBEE Status Level of Contribution.
- 1.4. The maximum points for this bid are allocated as follows:

|  | <b>POINTS</b> |
|--|---------------|
| 1.4.1. Price   | 80            |
| 1.4.2. B-BBEE status level of contribution               | 20            |
| <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 fill in and/or to sign this form will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.7. The Municipality 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 Municipality.

**2. DEFINITIONS**

- 2.1. *“All Applicable Taxes”* includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. *“B-BBEE”* means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. *“B-BBEE status level of contributor”* means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4. *“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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- 2.5. *“Broad-Based Black Economic Empowerment Act”* means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6. *“Comparative Price”* means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. *“Consortium or Joint Venture”* means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8. *“Contract”* means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. *“EME”* means any enterprise with an annual total revenue of R5 million or less (except where Sector Charter Thresholds apply);
- 2.10. *“Firm Price”* means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11. *“Functionality”* means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12. *“Non-firm Prices”* means all prices other than “firm” prices;
- 2.13. *“Person”* includes a juristic person;
- 2.14. *“Rand Value”* means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15. *“Sub-contract”* means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16. *“Total Revenue”* bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17. *“Trust”* means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18. *“Trustee”* means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1. The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3. Points scored must be rounded off to the nearest 2 decimal places.
- 3.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



**4. POINTS AWARDED FOR PRICE**

**4.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

**Where:**

- P<sub>s</sub> = Points scored for comparative price of bid under consideration
- P<sub>t</sub> = Comparative price of bid under consideration
- P<sub>min</sub> = Comparative price of lowest acceptable bid

**5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

5.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 8                               | 16                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-compliant contributor          | 0                               | 0                               |

- 5.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate **or a CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.



**6. BID DECLARATION**

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

|  |  |
|--|--|
| <b>6.1.2. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1</b> |  |
| 6.1.2.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate              |  |
| 6.1.2.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)         |  |

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**7. SUB-CONTRACTING**

|   |     |  |    |   |
|---|-----|--|----|---|
| 7.1. Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i> | YES |  | NO |   |
| 7.1.2. If yes, indicate:  |     |  |    |   |
| 7.1.2.1. what percentage of the contract will be subcontracted?                       |     |  |    | % |
| 7.1.2.2. the name of the sub-contractor?  |     |  |    |   |
| 7.1.2.3. the B-BBEE status level of the sub-contractor?                               |     |  |    |   |
| 7.1.2.4. whether the sub-contractor is an EME? <i>(Tick applicable box)</i>           | YES |  | NO |   |

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

|  |   |  |  |
|--|---|--|--|
| <b>Name of Enterprise</b>  |   |  |  |
| <b>VAT registration number</b>                                   |   |  |  |
| <b>Company registration number</b>                               |   |  |  |
| <b>TYPE OF ENTERPRISE</b><br><i>(Tick applicable box)</i>        | Partnership / Joint Venture / Consortium        |  |  |
|  | One person business / sole proprietor           |  |  |
|  | Company   |  |  |
|  | Close Corporation                               |  |  |
| <b>Describe principal business activities</b>                    |   |  |  |
|  |   |  |  |
|  |   |  |  |
|  |   |  |  |
| <b>Company Classification</b><br><i>(Tick applicable box)</i>    | Manufacturer                                    |  |  |
|  | Supplier  |  |  |
|  | Professional service provider                   |  |  |
|  | Other service providers, e.g. transporter, etc. |  |  |
| <b>TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS</b> |   |  |  |



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 contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 9.1. The information furnished is true and correct;
  - 9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - 9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - 9.4. If the B-BBEE status level of contribution 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 –
    - 9.4.2. disqualify the person from the bidding process;
    - 9.4.3. recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
    - 9.4.4. 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;
    - 9.4.5. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
    - 9.4.6. forward the matter for criminal prosecution

|                         |  |            |  |
|-------------------------|--|------------|--|
| SIGNATURE OF BIDDER(S): |  |            |  |
| WITNESS 1:              |  | WITNESS 2: |  |
| DATE:                   |  |            |  |
| ADDRESS:                |  |            |  |
|                         |  |            |  |
|                         |  |            |  |

## FOR INFORMATION PURPOSES ONLY

**PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.**

### **1. EME B-BBEE STATUS LEVEL CERTIFICATES ISSUED BY AUDITORS AND ACCOUNTING OFFICERS AS CONTEMPLATED IN THE CLOSE CORPORATION ACT**

- 1.1. Certificates issued by an Auditor or Accounting Officer will be issued on his or her letterhead with the practice number and contact number clearly specified on the face of the Certificate.
- 1.2. When confirming the validity of such a certificate, the following should be detailed on the face of the certificate:
  - 1.2.1. The Auditor's / Accounting Officer's letterhead with **FULL contact details**;
  - 1.2.2. The Auditor's / Accounting Officer's **practice number**;
  - 1.2.3. The name and **physical location of the measured entity**;
  - 1.2.4. The registration number and, where applicable, the VAT number of the measured entity;
  - 1.2.5. **The date of issue and date of expiry**;
  - 1.2.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
  - 1.2.7. The **total black shareholding** and **total black female shareholding**.

### **2. BIDDERS OTHER THAN EMEs**

These bidders **MUST** submit their **ORIGINAL** and valid **B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.



**10. MBD 8 – DECLARATION OF BIDDER’S 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:
  - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. 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.

|       |  |            |           |
|-------|--|------------|-----------|
| 4.1   | Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?<br><i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>  | <b>Yes</b> | <b>No</b> |
| 4.1.1 | If so, furnish particulars:  |            |           |
| 4.2   | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?<br><i>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i> | <b>Yes</b> | <b>No</b> |
| 4.2.1 | If so, furnish particulars:  |            |           |
| 4.3   | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?   | <b>Yes</b> | <b>No</b> |
| 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? | <b>Yes</b> | <b>No</b> |
| 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?                         | <b>Yes</b> | <b>No</b> |
| 4.5.1 | If so, furnish particulars:  |            |           |

**5. CERTIFICATION**

I, the undersigned (full name), \_\_\_\_\_, 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.

|               |  |               |  |
|---------------|--|---------------|--|
| SIGNATURE:    |  | NAME (PRINT): |  |
| CAPACITY:     |  | DATE:         |  |
| NAME OF FIRM: |  |               |  |



**11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>4</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>5</sup> Collusive bidding is a *per 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:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION:**

In response to the invitation for the bid made by:

**OVERSTRAND MUNICIPALITY**

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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;

<sup>4</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>5</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.



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:
  - 5.1. has been requested to submit a bid in response to this bid invitation;
  - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>6</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.
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.

|              |  |              |  |
|--------------|--|--------------|--|
| SIGNATURE    |  | NAME (PRINT) |  |
| CAPACITY     |  | DATE         |  |
| NAME OF FIRM |  |              |  |

<sup>6</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.



**12. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES**

**DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (To be signed in the presence of a Commissioner of Oaths)**

I, \_\_\_\_\_, \_\_\_\_\_ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Overstrand Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of \_\_\_\_\_ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

| PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER | MUNICIPAL ACCOUNT NUMBER |
|---|--------------------------|
|   |                          |
|   |                          |

**FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:**

| Director / Shareholder / partner | Physical address of the Business | Municipal Account number(s) | Physical residential address of the Director / shareholder / partner | Municipal Account number(s) |
|----------------------------------|----------------------------------|-----------------------------|--|-----------------------------|
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |
|                                  |                                  |                             |  |                             |

**NB: Please attach certified copy(ies) of ID document(s)**  
**If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.**

| Signature | Position | Date |
|-----------|----------|------|

|  |   |
|--|---|
| <p style="text-align: center;"><b>COMMISSIONER OF OATHS</b></p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20__</p> <p>by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p><b>COMMISSIONER OF OATHS:-</b></p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> | <p><b>Apply official stamp of authority on this page:</b></p> |
|--|---|



**13. MBD 16 – KEY PERFORMANCE INDICATORS**

| 1. KEY PERFORMANCE INDICATORS (KPIs)   |  |              |  |
|--|--|--------------|--|
| a.   | Work(s) performed / goods delivered within timeframes specified          |              |  |
| b.   | Work(s) performed / goods delivered within financial framework specified |              |  |
| c.   | Acceptable quality of work(s) performed / goods delivered                |              |  |
| d.   | OTHER:   |              |  |
| 1.   |  |              |  |
| 2.   |  |              |  |
| 3.   |  |              |  |
| 4.   |  |              |  |
| 5.   |  |              |  |
| <p>I / We acknowledge that I / we am / are fully acquainted with the abovementioned Key Performance Indicators (KPIs) applicable to this tender / contract as stipulated by the Municipality and that I / we accept these Key Performance Indicators (KPIs) in all respects.</p> <p>I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender: that the price quoted cover all the work / item(s) specified in the tender document and that the price cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.</p> |  |              |  |
| SIGNATURE  |  | NAME (PRINT) |  |
| CAPACITY   |  | DATE         |  |
| NAME OF FIRM   |  |              |  |
| WITNESS 1  |  | WITNESS 2    |  |

**14. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993  
(ACT 85 OF 1993)**

**WRITTEN AGREEMENT**

**THIS IS IN TERMS OF  
SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 1993  
(ACT 85 OF 1993)**

BETWEEN:

**OVERSTRAND MUNICIPALITY**

AND

---

*(Mandatory)*

**INTRODUCTION**

The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises.

A “mandatory” is defined in the said Act as: - *“Including an agent, contractor or subcontractor for work, but without derogating from his status in his own right as an employer or user”*

In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

By ensuring that there is a written agreement in place, the Management of Overstrand Municipality is acting in a responsible manner, so as to ensure that this requirement is indeed being met.

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is performed will be conducted and if found not complying with the said agreement, a notice of non-compliance will be issued. All work will be stopped and reasons for non-compliance must be given and what corrective action will be taken to rectify the situation must be stipulated.



**WRITTEN AGREEMENT**

This is a written agreement between

**OVERSTRAND MUNICIPALITY**

And

\_\_\_\_\_ *(Name of the MANDATORY)*

in terms Section 37(2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended.

I, \_\_\_\_\_, representing the MANDATORY do hereby acknowledge that \_\_\_\_\_

*(mandatory)* is an employer in its own right with duties as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended and agree to ensure that all work that will be performed, any article or substance that will be produced, processed, used, handled, stored or transported and plant and machinery that will be used, will be done in accordance with the provisions of the said Act.

I furthermore agree to comply with the Health and Safety requirements and to liaise with the Municipality should I, for whatever reason, be unable to perform in terms of this Agreement.

| <b>COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)</b>   |   |
|--|---|
| <p><b>Overstrand Municipality</b> has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.</p> <p>In order to enter into this agreement, the following information is needed regarding the above-mentioned:</p> |   |
| 1. Contractor's registration number with the office of the Compensation Commissioner:  |   |
| 2. Proof that assessment has been paid:  | <b>A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.</b> |

| <b>SIGNED ON BEHALF OF MANDATORY</b> |  |        |  |
|--------------------------------------|--|--------|--|
| DATE:                                |  | PLACE: |  |
| PRINT NAME:                          |  |        |  |
| CAPACITY:                            |  |        |  |
| SIGNATURE:                           |  |        |  |

| <b>SIGNED ON BEHALF OF THE MUNICIPALITY</b> |  |        |  |
|---|--|--------|--|
| DATE:                                       |  | PLACE: |  |
| PRINT NAME:                                 |  |        |  |
| CAPACITY:                                   |  |        |  |
| SIGNATURE:                                  |  |        |  |

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**15. FORM OF INDEMNITY**

**INDEMNITY**

Given by (Name of Company) \_\_\_\_\_  
of (registered address of Company) \_\_\_\_\_  
a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) \_\_\_\_\_  
\_\_\_\_\_ in his capacity as (Designation) \_\_\_\_\_  
of the Contractor, is duly authorised hereto by a resolution dated \_\_\_\_\_ /20\_\_\_\_,  
to sign on behalf of the Contractor.

**WHEREAS** the Contractor has entered into a Contract dated \_\_\_\_\_ / 20\_\_\_\_ ,  
with the Municipality who require this indemnity from the Contractor.

**NOW THEREFORE THIS DEED WITNESSES** that the Contractor does hereby indemnify and hold harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

|                            |  |                 |  |
|----------------------------|--|-----------------|--|
| SIGNATURE                  |  | NAME<br>(PRINT) |  |
| CAPACITY                   |  | DATE            |  |
| NAME OF FIRM               |  |                 |  |
| SIGNATURE OF<br>WITNESS 1: |  | DATE            |  |



## **PART B – SPECIFICATIONS AND PRICING SCHEDULE**



**16. SPECIFICATIONS**

**1. Scope of works:**

- 1.1. Tenders are herewith invited to remove the existing air conditioning plant and replace with new roof top packaged unit at the auditorium, Magnolia Street, Hermanus
- 1.2. The following are to be tendered for:
  - 1.2.1. Do site measurements and prepare drawing
  - 1.2.2. Submit drawing and equipment schedule for approval.
  - 1.2.3. Remove existing air conditioning plant from site by the contractor and deliver to the Municipal Yard
  - 1.2.4. Supply and Install new roof top packaged unit
  - 1.2.5. Ducting alterations to suit new unit
  - 1.2.6. Electrical and controls
  - 1.2.7. Crane for hoisting
  - 1.2.8. Commissioning of the system
  - 1.2.9. 12 Month maintenance and guarantee

**2. General**

- 2.1. A Compulsory Site Meeting will be held on 3 October 2014 at 10:00am at the Auditorium, 1 Magnolia Street, Hermanus.
- 2.2. The contractor must provide all materials, labour, crainage and transport to complete the removal of existing units and the installation of the new units.
- 2.3. The completion period will be measured from date of the official order.
- 2.4. The contractor must remove existing units and install new units and leave the works neat and tidy on completion.
- 2.5. The quoted prices must include all preparation, material, labour and transport costs.
- 2.6. The quoted price must Include VAT and be valid for 60 days from closing date of the quotation.
- 2.7. Compliance with Occupational Health and Safety Act 1993
  - 2.7.1. Tenderers are to note the requirements of the Occupational Health and Safety Act No. 85 of 1993 and the Construction Regulations 2003 issued in terms of Section 43 of the Act. The tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith. The Occupational Health and Safety Act, 1993 (Act 85 of 1993) stipulates that the Chief Executive Officer is primarily responsible or liable for the health and safety of all his/her employees. This is embedded in Section 16(1) of the said Act. This responsibility or liability is also extended to include a mandatory that performs work on behalf of the employer on his/her premises.
  - 2.7.2. A “mandatory” is defined in the said Act as: - “Including an agent, contractor or sub-contractor for work, but without derogating from his status in his own right as an employer or user”

|              |  |                 |  |
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| SIGNATURE    |  | NAME<br>(PRINT) |  |
| CAPACITY     |  | DATE            |  |
| NAME OF FIRM |  |                 |  |



- 2.7.3. In terms of Section 37(2), read with Section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.
- 2.7.4. In order to ensure that this written agreement is honoured at all times, regular inspections of work that is performed will be conducted and if found not complying with the said agreement, a notice of non-compliance will be issued. All work will be stopped and reasons for non-compliance must be given and what corrective action will be taken to rectify the situation must be stipulated.
- 2.7.5. Tenderer would need to have a valid letter of good standing with regards to Occupational Health and Safety from the Compensation Commissioner in order for his tender to be valid and evaluated.

**3. Specifications**

- 3.1. Supply and install an air-cooled, self-contained rooftop unit complete with compressor(s), fan(s), filter(s), safety controls, refrigerant and lubrication.
- 3.2. The unit shall have capacity control to vary its capacity in response to varying load conditions.
- 3.3. The unit shall be a fully catalogued product and the documentation shall include sound power level spectrum, performance curves and selection tables for the expected range of operational conditions. The unit shall be able to continuously operate at 15% of the specified capacity with a condenser air inlet temperature of 15°C and shall be able to operate without tripping, with a condenser air inlet temperature of 5°C higher than the outside summer design dry bulb temperature as specified in the design criteria.
- 3.4. Performance curves and selection tables shall be based on a reproducible and certified test in an approved laboratory.
- 3.5. Certified detailed selection shown on these performance curves and tables shall be submitted.
- 3.6. The unit shall be fully protected and fail safe.
- 3.7. Minimum safety protection shall be provided for the following, and require manual reset after fault occurrence.
  - 3.7.1. High discharge pressure.
  - 3.7.2. Low suction pressure.
  - 3.7.3. Low oil pressure differential.
  - 3.7.4. Combined thermal overload and phase failure for three phase motors.
  - 3.7.5. Thermal overload for single phase motors.
- 3.8. Submit checklist for step-by-step simulation of overload and abnormal conditions, which will be checked as part of the testing, balancing and commissioning.
- 3.9. Submit details of all safety protection devices, including method of setting, marking and recording of the devices, to prevent damage to the apparatus under continuous overload and abnormal conditions.
- 3.10. The unit shall be so constructed and installed and sufficient spares be available to limit the:-

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| NAME OF FIRM |  |              |  |



- 3.10.1. Maximum routine service to 1 hour.
- 3.10.2. Maximum annual service to 4 hours.
- 3.10.3. Maximum breakdown to 1 day.
- 3.11. The unit shall be selected for a minimum service life of 10 years, operating for 3000 hours per annum under normal building operating conditions.
- 3.12. The unit shall comply with "Safety Code for Mechanical Refrigeration", ASA-B9.1.
- 3.13. The unit shall comply with the Occupational Health and Safety Act of 1993, as amended, and with local authorities' by-laws.
- 3.14. Special care shall be taken in transport, delivery, storage on site and installation to ensure that the unit is installed and maintained in "as new" condition at start-up of the installation.
- 3.15. The discharge and return air arrangement of the unit shall be as shown on the drawings. The sub-contractor shall make due allowance if alternative discharge/return arrangements are necessary. Indicated plant room space and height shall not be exceeded.
- 3.16. Sufficient space shall be provided for installation and service of the unit in accordance with manufacturer's instructions.
- 3.17. The unit shall be baked enamel or epoxy powder coated finish to an approved colour.
- 3.18. The casing shall not drum, vibrate or leak under any operating conditions.
- 3.19. The refrigerant piping system shall be adequately supported so that no strain is imposed on the components.
- 3.20. Noise level in the conditioned space through the operation of the unit at any operation point shall not exceed the specified internal, NC level with an 8 db room attenuation factor in each octave band. Due allowance shall be made for all attenuators required to meet the specified noise levels whether shown on the drawings or not. Operating of the unit shall not cause noise levels in the surrounding areas to be more than 7 db, in each frequency, above ambient noise levels at any boundary of the site.
- 3.21. The refrigerant shall be non-toxic, non-flammable and odourless.
- 3.22. A control and instrument panel shall be provided for each unit. The panel shall be internally mounted and factory wired. Gauges as shown on the drawings shall be incorporated in the panel.
- 3.23. All electrical wiring shall be brought to a numbered terminal strip within the panel.
- 3.24. The panel shall include the safety controls and cut-outs, as specified in Clause 3.7.
- 3.25. The removal and re-installation of the components shall not require special tools or skills. The unit shall have readily removable front hinged panels or access doors with all serviceable components accessible and removable for maintenance.
- 3.26. The unit shall be of robust construction, completely insulated and of double skin construction to prevent condensation of moisture.
- 3.27. Exposed condenser coils shall be complete with hail guards.
- 3.28. Condenser coils shall be corrosion protected with "Blue chem" treatment.
- 3.29. The compressor shall be hermetically factory sealed against moisture and dirt. The unit shall have at least two compressors and two independent refrigeration circuits. Coils shall have copper tubes and aluminium fins. Fin spacing shall be more than 2,5 mm.
- 3.30. Filters shall be fire resistant, dry media washable type.

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| SIGNATURE    |  | NAME (PRINT) |  |
| CAPACITY     |  | DATE         |  |
| NAME OF FIRM |  |              |  |





4.1.1.3.2. Winter: 0°C

4.1.1.3.3. Beyond these limits, the plant may be de-energised by the intervention of internal safety devices.

4.1.1.3.4. The internal design conditions nominated above may not be maintained under these ambient extremes.

**4.1.1.4. Equipment Loads**

4.1.1.4.1. Our calculations have allowed for an equipment load of 25 W/m<sup>2</sup>.

4.1.1.4.2. (Note: this is different to the GBCSA Green Star Notional Building Equipment Load of 11W/m<sup>2</sup>).

**4.1.1.5. Noise Levels**

4.1.1.5.1. Noise levels measured at a distance of not more than 3 meters away from any air outlet, return air grille or opening:

4.1.1.5.1.1. Office Spaces NC 35

4.1.1.5.1.2. Toilets NC 40

4.1.1.5.1.3. Auditorium NC 35

**5. Schedule of requirements vs. offer**

**LOCATION** : Auditorium

**NUMBER OFF** : One

**NOTE: PLEASE COMPLETE THE SCHEDULE BELOW (THE COLUMN UNDERNEATH "OFFER")**

|    | DESCRIPTION  | DESIGN<br>(minimum requirements)   | OFFER |
|----|--|--|-------|
| 1. | MAKE   | Daikin or similar product  |       |
| 2. | MODEL NO.  | UATYQ700BY1 OR SIMILAR   |       |
| 3. | DIMENSIONS (H x W x D mm)  | 1454 X 2209 X 2670   |       |
| 4. | WEIGHT (kg)  |  |       |
| 5. | CORROSION PROTECTION   | Heavy gauge, galvanised steel, with oven-baked weather-proof, polyester powder electrostatic paint. Blue chem treatment on condenser coil. |       |
| 6. | FILTER DATA  |  |       |
|    | a) Maximum velocity  | 1.5 - 2.5 m/s  |       |
|    | b) Initial pressure drop   | 25 Pa  |       |
|    | c) Maximum pressure drop   | 250 Pa   |       |
|    | d) Efficiency NBS Cottrell   | %  |       |
|    | e) Dust holding capacity at maximum pressure drop per m <sup>2</sup> effective face area | g  |       |

|              |  |                 |  |
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| SIGNATURE    |  | NAME<br>(PRINT) |  |
| CAPACITY     |  | DATE            |  |
| NAME OF FIRM |  |                 |  |

|           | DESCRIPTION   | DESIGN<br>(minimum requirement) | OFFER |
|-----------|---|---------------------------------|-------|
| <b>7.</b> | <b>COOLING CAPACITY DATA AT LOCAL ALTITUDE</b>                    |                                 |       |
|           | a) Entering air condition to evaporator                           | □C db/ □C wb                    |       |
|           | b) Leaving unit condition (Corrected for fan power)               | □C db/□C wb                     |       |
|           | c) Evaporator air volume  | ℓ/s                             |       |
|           | d) Condenser entering air temperature                             | 35□C                            |       |
|           | e) Total Nett* cooling capacity                                   | 70 kW                           |       |
|           | f) Sensible Nett* cooling capacity<br>*Nett fan losses subtracted | kW                              |       |
|           | g) Number of cooling steps  |                                 |       |
| <b>8</b>  | <b>EVAPORATOR FAN DATA</b>  |                                 |       |
|           | a) Air Volume   | ℓ/s                             |       |
|           | b) External static pressure (with dirty filters)                  | Pa                              |       |
| <b>9</b>  | <b>CONDENSER FAN DATA</b>   |                                 |       |
|           | a) Air Volume   | ℓ/s                             |       |
|           | b) External static pressure                                       | Pa                              |       |
| <b>10</b> | <b>DAMPER DATA</b>  |                                 |       |
|           | a) Minimum damper free area                                       | m <sup>2</sup>                  |       |
|           | b) Outside air damper   | m <sup>2</sup>                  |       |
|           | c) Return air damper  | m <sup>2</sup>                  |       |
|           | d) Relief air damper  | m <sup>2</sup>                  |       |

|              |  |                 |  |
|--------------|--|-----------------|--|
| SIGNATURE    |  | NAME<br>(PRINT) |  |
| CAPACITY     |  | DATE            |  |
| NAME OF FIRM |  |                 |  |



**17. FORM OF OFFER AND ACCEPTANCE**

**NOTE:**

1. This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). Both forms must be signed in the original so that the successful bidder and the purchaser will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
  - a) In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.

**1. OFFER (To be completed by TENDERER)**

a) The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

**SC 1520/2014: SUPPLY AND INSTALLATION OF AN AIR CONDITIONING UNIT**

b) The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.

c) By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the **Employer** 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.

| TOTAL OFFERED INCLUSIVE OF VAT: |   |
|---------------------------------|---|
| <b>IN FIGURES</b>               | R |
| <b>IN WORDS</b>                 |   |
|                                 |   |

|                                     |  |
|-------------------------------------|--|
| <b>COMPLETION PERIOD (IN WEEKS)</b> |  |
|-------------------------------------|--|

d) This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the **Contractor** in the conditions of contract identified in the Contract Data.

|                       |  |      |
|-----------------------|--|------|
| Signature(s)          |  |      |
| Name(s)               |  |      |
| Capacity              |  |      |
| Name of tenderer:     |  |      |
| Name of witness:      | <i>(Insert name and address of organisation)</i> |      |
| Signature of witness: |  | Date |

**2. ACCEPTANCE (To be completed by OVERSTRAND MUNICIPALITY)**

- a) 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 Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer 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.
- b) Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- c) It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

|                          |   |       |
|--------------------------|---|-------|
| Signature(s):            |   |       |
| Name(s):                 |   |       |
| Capacity:                |   |       |
| <b>For the Employer:</b> | <b>Overstrand Municipality, Magnolia Avenue, Hermanus</b> |       |
| Name of witness:         |   | Date: |
| Signature of witness:    |   |       |

|                                    |
|------------------------------------|
| <b>18. DECLARATION BY TENDERER</b> |
|------------------------------------|

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of \*my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I / We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfilment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

|              |  |              |  |
|--------------|--|--------------|--|
| SIGNATURE    |  | NAME (PRINT) |  |
| CAPACITY     |  | DATE         |  |
| NAME OF FIRM |  |              |  |
| WITNESS 1    |  | WITNESS 2    |  |



## PART C – DATABASE REGISTRATION

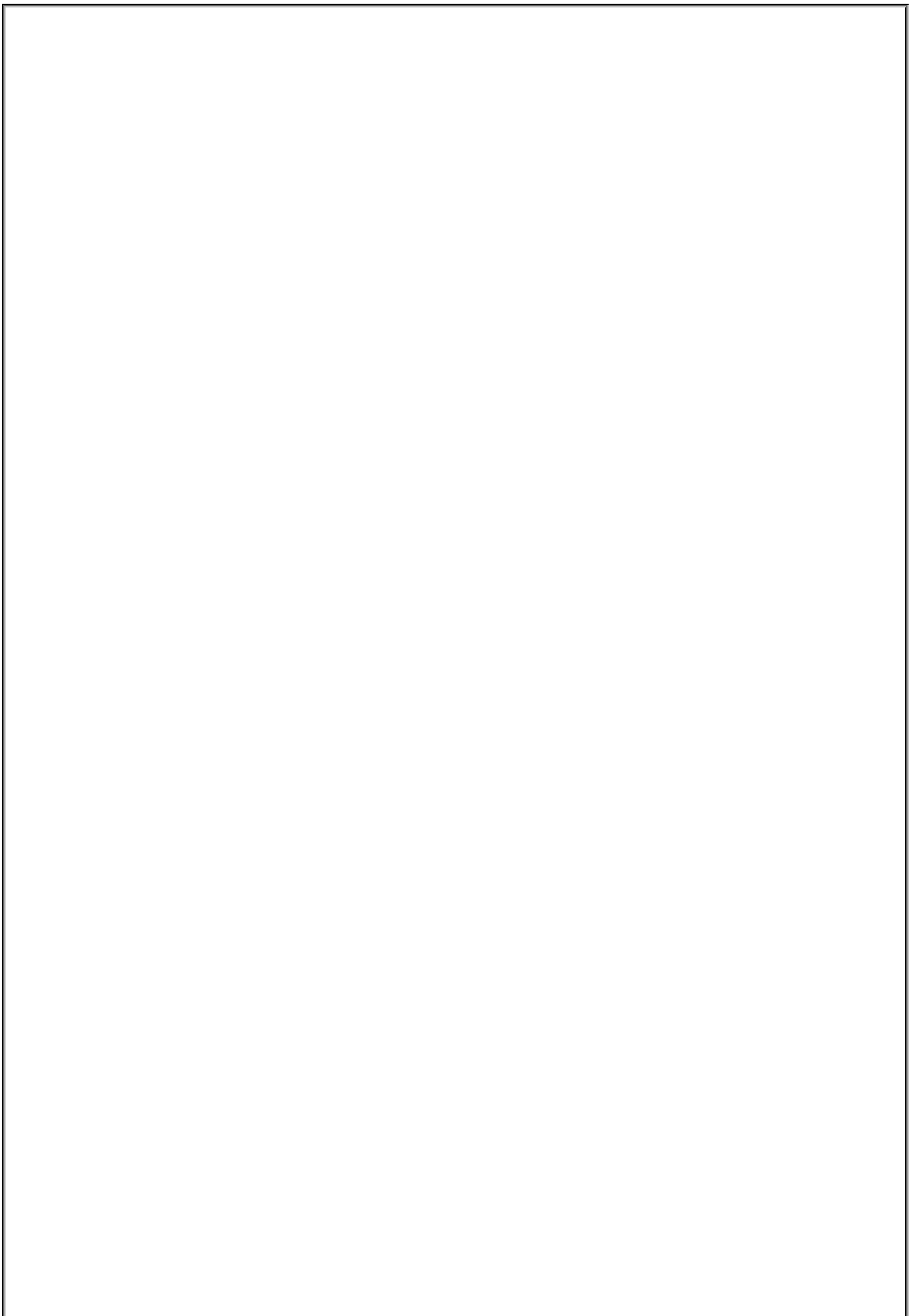
|   |   |                 |  |
|---|---|-----------------|--|
| <b>A</b>                                | <b>If you are a bidder, DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, COMPLETE THIS SECTION</b> |                 |  |
| <b>SCM DATABASE REGISTRATION NUMBER</b> |   | <b>SC</b>       |  |
| <b>NAME OF FIRM</b>                     |   |                 |  |
| <b>SIGNATURE</b>                        |   | <b>CAPACITY</b> |  |
| <b>NAME (PRINT)</b>                     |   |                 |  |

|          |  |  |  |
|----------|--|--|--|
| <b>B</b> | <b>If you are a bidder, NOT DULY REGISTERED as a Preferred Supplier on the Supply Chain Management Database of the Overstrand Municipality, it is compulsory to complete and attach the following forms:</b> |  |  |
| 1        | Database Registration Form   |  |  |
| 2        | Vraelys Vir Voorkeurverkrygingsbeleid / Questionnaire For Preferential Procurement Policy / Iphepha Lemibuzo Yenqubo Ekhethekileyo Yokufumana  |  |  |
| 3        | Declaration By Supplier  |  |  |
| 4        | National Small Business Act No. 102 Of 1996 Classification   |  |  |
| 5        | Documents Required   |  |  |
| 6        | Nature Of Operations, Products Or Services   |  |  |
| 7        | Credit Order Instruction   |  |  |



**FOR OFFICE USE ONLY**

| <b>FORMS REMOVED &amp; HANDED TO DATABASE OFFICIAL</b>  |  |                |  |    |  |
|---|--|----------------|--|----|--|
| <b>1</b>  | <b>Database Registration Form</b>  | Yes            |  | No |  |
| <b>2</b>  | <b>Questionnaire For Preferential Procurement Policy</b>                 | Yes            |  | No |  |
| 2.1   | B-BBEE Certificate / Letter from Auditor                                 |                |  |    |  |
| <b>3</b>  | <b>Declaration By Supplier</b>   | Yes            |  | No |  |
| <b>4</b>  | <b>National Small Business Act No. 102 Of 1996 Classification</b>        | Yes            |  | No |  |
| <b>5</b>  | <b>Nature Of Operations, Products Or Services</b>                        | Yes            |  | No |  |
| <b>6</b>  | <b>Credit Order Instruction</b>  | Yes            |  | No |  |
| <b>7</b>  | <b>Documents Required:</b>   |                |  |    |  |
| 7.1   | Copy of Company Registration Documentation                               | Yes            |  | No |  |
| 7.2   | Tax Clearance Certificate  | Yes            |  | No |  |
| 7.3   | PAYE   | Yes            |  | No |  |
| 7.4   | UIF Certificate / proof  | Yes            |  | No |  |
| 7.5   | WCA Certificate / Letter of Good Standing                                | Yes            |  | No |  |
| 7.6   | Copies of ID documents of Directors / Members / Shareholders / Partners. | Yes            |  | No |  |
| <b>8.</b>   | <b>LIST ANY OTHER FORMS REMOVED AND SUBMITTED TO DATABASE OFFICIAL:</b>  |                |  |    |  |
|   |  |                |  |    |  |
|   |  |                |  |    |  |
|   |  |                |  |    |  |
|   |  |                |  |    |  |
|   |  |                |  |    |  |
|   |  |                |  |    |  |
|   |  |                |  |    |  |
| <i>I confirm that I have removed the forms as indicated above from the tender document and forwarded it to the Supplier Database Official</i> |  |                |  |    |  |
|   | <b>Removed</b>   | <b>Checked</b> |  |    |  |
| <b>Print Name</b>   |  |                |  |    |  |
| <b>Signature</b>  |  |                |  |    |  |
| <b>Date</b>   |  |                |  |    |  |





## PREFERENTIAL PROCUREMENT REGULATIONS 2011

### 1. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

1.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| B-BBEE Status Level of Contributor | Number of points (90/10 system) | Number of points (80/20 system) |
|------------------------------------|---------------------------------|---------------------------------|
| 1                                  | 10                              | 20                              |
| 2                                  | 9                               | 18                              |
| 3                                  | 8                               | 16                              |
| 4                                  | 5                               | 12                              |
| 5                                  | 4                               | 8                               |
| 6                                  | 3                               | 6                               |
| 7                                  | 2                               | 4                               |
| 8                                  | 1                               | 2                               |
| Non-compliant contributor          | 0                               | 0                               |

- 1.2. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 1.3. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 1.4. A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 1.5. A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 1.6. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 1.7. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 1.8. A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

### 2. BID DECLARATION

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

| 2.1.1. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1 |  |
|---|--|
| 2.1.1.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate       |  |
| 2.1.1.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)  |  |

*(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).*

|          |   |                    |
|----------|---|--------------------|
| <b>3</b> | Persentasie aandeelhouing van persone geklassifiseer as <b>jeug</b> . (18 – 35 Jaar oud) / Percentage of shareholding of persons in the business classified as <b>youth</b> . (18 – 35 Years old) / Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba <b>lulutsha</b> (18 – 35 Yeminyaka) | %                  |
| <b>4</b> | Is u besigheid geleë binne die jurisdiksie van die munisipaliteit ?<br>Is your business established within the area of jurisdiction of the Municipality?  | In/Ngaphakathi     |
|          | Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?  | Uit/Out/Ngaphandle |

Hiermee sertifiseer ek/ons die ondergetekende en die getuiesse dat bogenoemde inligting korrek is. / I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. / Mna/Thina siqinisekisa ukuba ezi nkukacha zingasantla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

|   |   |
|---|---|
|   |   |
| <b>Handtekening / Signature / Osayinileyo</b> | <b>Getuie / As Witness / Njengengqina</b> |

## DECLARATION BY SUPPLIER

|              |   |     |    |  |
|--------------|---|-----|----|--|
| <b>1.</b>    | This document serves as a declaration to be used by the municipality 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. No Registration will be accepted from persons in the service of the state*.   |     |    |  |
| <b>2.(a)</b> | Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.  |     |    |  |
| <b>2.(b)</b> | The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have: <ul style="list-style-type: none"> <li>(i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;</li> <li>(ii) been convicted for fraud or corruption during the past five years;</li> <li>(iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;</li> <li>(iv) being a person whose tax matters are not cleared by the South African Revenue Services; or</li> <li>(v) 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).</li> </ul> |     |    |  |
| <b>3.</b>    | In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.  |     |    |  |
| <b>3.1</b>   | Print full Name:  |     |    |  |
| <b>3.2</b>   | Company/CC Registration or ID Number:   |     |    |  |
| <b>3.3</b>   | Are you presently <i>in the service of the state</i> ? *  | YES | NO |  |
| <b>3.3.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |
| <b>3.4</b>   | Have you been <i>in the service of the state</i> for the past twelve months?  | YES | NO |  |
| <b>3.4.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |
| <b>3.5</b>   | Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?   | YES | NO |  |
| <b>3.5.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |
| <b>3.6</b>   | Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?  | YES | NO |  |
| <b>3.6.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |
| <b>3.7</b>   | Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?  | YES | NO |  |
| <b>3.7.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |
| <b>3.8</b>   | Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?   | YES | NO |  |
| <b>3.8.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |
| <b>3.9</b>   | Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?   | YES | NO |  |
| <b>3.9.1</b> | <b>If so, furnish particulars.</b>  |     |    |  |

|        |  |     |  |    |  |
|--------|--|-----|--|----|--|
| 3.10   | Is the supplier 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)?   | YES |  | NO |  |
| 3.10.1 | If so, furnish particulars.  |     |  |    |  |
| 3.11   | Was the supplier 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 |  |
| 3.11.1 | If so, furnish particulars.  |     |  |    |  |
| 3.12   | Does the supplier 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 |  |
| 3.12.1 | If so, furnish particulars.  |     |  |    |  |
| 3.13   | Was any contract between the supplier 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 |  |
| 3.13.1 | If so, furnish particulars.  |     |  |    |  |

**CERTIFICATION**

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>Signature</b> | <b>Position</b> | <b>Date</b> |

- \* MSCM Regulations: "in the service of the state" means to be –
- (a) a member of –
    - (i) any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (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);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.

**COMMISSIONER OF OATHS**

Signed and sworn to before me at \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATHS:-**

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

**Apply official stamp of authority on this page:**

## National Small Business Act No. 102 of 1996 Classification

| 1. Indicate your Economic Sector - Give full description in 1.4 on page 1  | 2. Indicate the size of your Business if the National Small Business Act applies to your enterprise. |  |                                     |   |   |
|--|--|--|-------------------------------------|---|---|
| Sector or sub-sectors in accordance with the Standard Industrial Classification<br><br>Please indicate your Sector "X" | Size of class  | Total full-time equivalent of paid employees<br>Less than: | Total annual turnover<br>Less than: | Total gross asset value (fixed property excluded)<br>Less than: | Indicate the category of your business<br>"X" |
| <b>All Tiers of Government</b><br>00001 - 09999  | Not applicable   | Not applicable   | Not applicable                      | Not applicable  | Not applicable                                |
| <b>Agriculture</b><br><br>11001 - 14999  | Medium   | 100  | R 5 m                               | R 5 m   |   |
|  | Small  | 50   | R 3 m                               | R 3 m   |   |
|  | Very small   | 10   | R 0.50 m                            | R 0.50 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Mining and Quarrying</b><br><br>21001 - 29999   | Medium   | 200  | R 39 m                              | R 23 m  |   |
|  | Small  | 50   | R 10 m                              | R 6 m   |   |
|  | Very small   | 20   | R 4 m                               | R 2 m   |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Manufacturing</b><br><br>30001 - 39999  | Medium   | 200  | R 51 m                              | R 19 m  |   |
|  | Small  | 50   | R 13 m                              | R 5 m   |   |
|  | Very small   | 20   | R 5 m                               | R 2 m   |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Electricity, Gas and Water</b><br><br>41001 - 42999   | Medium   | 200  | R 51 m                              | R 19 m  |   |
|  | Small  | 50   | R 13 m                              | R 5 m   |   |
|  | Very small   | 20   | R 5.10 m                            | R 1.90 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Construction</b><br><br>50001 - 50999   | Medium   | 200  | R 26 m                              | R 5 m   |   |
|  | Small  | 50   | R 6 m                               | R 1 m   |   |
|  | Very small   | 20   | R 3 m                               | R 0.50 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Wholesale Trade, Commercial Agents and Allied Services</b><br><br>58001 - 61999                                     | Medium   | 200  | R 64 m                              | R 10 m  |   |
|  | Small  | 50   | R 32 m                              | R 5 m   |   |
|  | Very small   | 20   | R 6 m                               | R 0.60 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Retail and Motor Trade and Repair Services</b><br><br>62101 - 63500   | Medium   | 200  | R 39 m                              | R 6 m   |   |
|  | Small  | 50   | R 19 m                              | R 3 m   |   |
|  | Very small   | 20   | R 4 m                               | R 0.60 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Catering, Accommodation and other Trade</b><br><br>64101 - 64299  | Medium   | 200  | R 13 m                              | R 3 m   |   |
|  | Small  | 50   | R 6 m                               | R 1 m   |   |
|  | Very small   | 20   | R 1.50 m                            | R 0.90 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Transport, Storage and Communications</b><br><br>71001 - 75999  | Medium   | 200  | R 26 m                              | R 6 m   |   |
|  | Small  | 50   | R 13 m                              | R 3 m   |   |
|  | Very small   | 20   | R 3 m                               | R 0.60 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Finance and Business Services</b><br><br>81001 - 88999  | Medium   | 200  | R 26 m                              | R 5 m   |   |
|  | Small  | 50   | R 13 m                              | R 3 m   |   |
|  | Very small   | 20   | R 3 m                               | R 0.50 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |
| <b>Community, Social and Personal Services</b><br><br>91001 - 99999  | Medium   | 200  | R 13 m                              | R 6 m   |   |
|  | Small  | 50   | R 6 m                               | R 3 m   |   |
|  | Very small   | 20   | R 1 m                               | R 0.60 m  |   |
|  | Micro  | 5  | R 0.20 m                            | R 0.10 m  |   |

**NATURE OF OPERATIONS, PRODUCTS OR SERVICES**

Please list the products/services provided by your enterprise under the appropriate headings. Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box  and (i.e. nature of operations, products or services):

|                          |                          |                            |                          |
|--------------------------|--------------------------|----------------------------|--------------------------|
| <b>PRIMARY FUNCTION:</b> | <input type="checkbox"/> | <b>SECONDARY FUNCTION:</b> | <input type="checkbox"/> |
| <b>PRODUCTS</b>          | <input type="checkbox"/> | <b>PRODUCTS</b>            | <input type="checkbox"/> |
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| <b>SERVICES</b>          | <input type="checkbox"/> | <b>SERVICES</b>            | <input type="checkbox"/> |
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| <b>LABOUR</b>            | <input type="checkbox"/> | <b>LABOUR</b>              | <input type="checkbox"/> |
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| <b>EQUIPMENT</b>         | <input type="checkbox"/> | <b>EQUIPMENT</b>           | <input type="checkbox"/> |
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**KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI**

|   |  |   |
|---|--|---|
| Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasing te vereffen. Verskaf meegaande inligting en verkry asb. U bankiers se bevestiging. | It is the policy of the Overstrand Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation. | Yinkqubo kaMasipala wesithili saseOverstrand ukuhlawula abo kufuneka bebahlawule ngokufaka imali ebhankini. Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha. |
|---|--|---|

| BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO: |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Naam / Name / Igama  |  |  |  |  |  |  |  |  |  |  |  |  |
| Adres / Address / Idilesi  |  |  |  |  |  |  |  |  |  |  |  |  |

| BESONDERHEDE VAN MY/ONS BANKREKENING IS AS VOLG / DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS / IINKCUKACHA ZEBHANKI YAM ZIMI NGOLU HLOBO: |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| NAAM VAN BANK / NAME OF BANK / IGAMA LEBHANKI  |  |  |  |  |  |  |  |  |  |  |  |  |
| NAAM VAN TAK / NAME OF BRANCH / IGAMA LESEBE LEBHANKI  |  |  |  |  |  |  |  |  |  |  |  |  |
| REKENING NR / ACCOUNT NO / INOMBOLO YE_AKHAWUNTI   |  |  |  |  |  |  |  |  |  |  |  |  |
| TAKKODE / BRANCH CODE / IKHOWUDI YESEBE  |  |  |  |  |  |  |  |  |  |  |  |  |
| TIPE REKENING / TYPE OF ACCOUNT / UHLOBO LWE_AKHAWUNTI   |  |  |  |  |  |  |  |  |  |  |  |  |

|     |   |     |  |     |   |
|-----|---|-----|--|-----|---|
| 1 = | Tjekrekening<br>Cheque Account<br>I-akhawunti yetshekhi | 2 = | Transmissierekening<br>Transmission Account<br>I-akhawunti vokuqithisela | 3 = | Spaarrekening<br>Savings Account<br>I-akhawunti vemali eqciniweyo                         |
| 4 = | Verbandrekening<br>Bond Account<br>I-akhawunti yebhondi | 5 = | (Nie in gebruik)<br>(Not in use)<br>Avisetvenziswai                      | 6 = | Subskripsieaandeelrekening<br>Subscription Share Account<br>I-akhawunti vomrhumo wezabelo |

|   |   |  |
|---|---|--|
| Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.<br><br>Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling.<br><br>Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegtydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos. | I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.<br><br>I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.<br><br>I/we further undertake to inform the Overstrand Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days notice by prepaid registered post. | Mna/Thina sicela/sigunyazisa uMasipala Wesithili saseOverstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki yam/yethu.<br><br>Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso isiqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkukacha zentlawulo.<br><br>Ndi/Siya kumazisa umasipala xa iinkukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo. |
|---|---|--|

|  |  |                      |
|--|--|----------------------|
| GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLUGUNYAZISIWEYO          |  |                      |
| VOORLETTERS EN VAN / INITIALS AND SURNAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI |  |                      |
| TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI                              |  | DATUM / DATE / UMHLA |

| VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA  |   |
|---|---|
| Ek/ons sertifiseer hiermee dat die besonderhede van ons kliënt se bankrekening soos aangedui op die krediet bevel instruksie korrek is:<br><br>I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:<br><br>-Ndi/Siqinisekisa ukuba iinkukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphazitha imali ilungile<br><br><br><br>_____<br>GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / -Usayino olugunyazisiweyo | <b>AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / - ISITAMPU SOMHLA ESISESIKWENI:</b> |

## DOCUMENTS REQUIRED

| DOCUMENTS REQUIRED                    | SOLE PROPRIETOR                      | CC'S AND PRIVATE COMPANIES           | PARTNER-SHIPS                        | PUBLIC COMPANY                       | BUSINESS TRUST                        | NON PROFIT ORGANIZATIONS (NPO)          | WHERE TO GET DOCUMENTS                |
|---------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|---|---------------------------------------|
| COMPANY REGISTRATION CERTIFIED COPIES | N/A                                  | Certificate of incorporation CK1/CK2 | Partnership agreement                | Certificate of Incorporation CM3     | Trust agreement                       | Certificate of Incorporation Section 21 | Registrar of CC's & Companies         |
| PROOF OF OWNERSHIP CERTIFIED COPIES   | N/A                                  | Shareholding CK1/CK2                 | Partnership agreement                | Shareholding CM3                     | Trustees details: Letter of Authority | Auditor's letter no shareholding        | Registrar of CC'S & Companies         |
| PROOF OF BANKING                      | Bank statement/ cancelled cheque     | Bank statement/ cancelled cheque     | Bank statement/ cancelled cheque     | Bank statement/ cancelled cheque     | Bank statement/ cancelled cheque      | Bank statement/ cancelled cheque        | Branch of bank at which Account is.   |
| TAX CLEARANCE CERTIFICATE             | For the Owner or the business        | For the company / cc                 | For each individual shareholder      | For the company                      | For the trust                         | For the NPO                             | SARS                                  |
| P.A.Y.E                               | If staff are employed                | If staff are employed                | If staff are employed                | If staff are employed                | If staff are employed                 | If staff are employed                   | SARS                                  |
| VAT REGISTRATION                      | Yes                                  | Yes                                  | Yes                                  | Yes                                  | Yes                                   | Yes                                     | SARS                                  |
| U.I.F Certificate                     | YES                                  | YES, if staff remuneration           | YES, if staff remuneration           | YES, if staff remuneration           | YES, if staff remuneration            | YES, if staff remuneration              | Department of Labour                  |
| Workman's Compensation                | YES, if staff remuneration           | YES, if staff remuneration           | YES, if staff remuneration           | YES, if staff remuneration           | YES, if staff remuneration            | YES, if staff remuneration              | Department of Labour                  |
| Security Officer' s Board             | If applicable -for security industry | If applicable -for security industry | If applicable -for security industry | If applicable -for security industry | If applicable -for security industry  | If applicable -for security industry    | Security Service Regulatory Authority |
| Proof of Disability                   | If owner is disabled                 | If Shareholder is disable            | If Shareholder is disabled           | If Shareholder is disable            | If Shareholder is disable             | If Shareholder is disabled              |                                       |
| Proof of Identity CERTIFIED           | Owner                                | Directors / Members                  | Partners                             | Directors                            | Trustees                              | Directors                               |                                       |

**FOR OFFICE USE ONLY:**

|                                     |  |                      |  |
|-------------------------------------|--|----------------------|--|
| <b>BUSINESS NAME</b>                |  |                      |  |
| <b>DATE RECEIVED</b>                |  | <b>DATE CAPTURED</b> |  |
| <b>ACCEPTED</b>                     |  |                      |  |
| <b>DATABASE REGISTRATION NUMBER</b> |  |                      |  |