



TENDER NO.: SC 1908/2018

**CLEARING OF MUNICIPAL AND PRIVATE ERVEN FOR A CONTRACT PERIOD
ENDING 30 JUNE 2021**

PROCUREMENT DOCUMENT

| | |
|---|--|
| NAME OF BIDDER: | |
| Total Bid Price (Inclusive of VAT) | <i>REFER TO PRICING SCHEDULE ON PAGE 66</i> |

AUGUST 2018

PREPARED AND ISSUED BY:

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

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Joe Schoeman
**Assistant Chief: Fire Safety
and Health & Safety**

Tel. Number: **028 313 8979**

| | | | |
|---|--|--|--|
| KLEINMOND Private Bag X3 Kleinmond; 7195 Tel: 028 271 8400 Fax: 028 271 4678 | HERMANUS PO Box 20 Hermanus; 7200 Tel: 028 313 8000 Fax: 028 313 8048 | STANFORD PO Box 84 Stanford; 7210 Tel: 028 341 0640 Fax: 028 341 0445 | GANSBAAI PO Box 26 Gansbaai; 7220 Tel: 028 384 0111 Fax: 028 384 0241 |
|---|--|--|--|

| TENDER DETAILS | | | | | |
|------------------------|--|--|--------------|-------------|------------|
| TENDER NUMBER: | SC1908/2018 | | | | |
| TENDER TITLE: | CLEARING OF MUNICIPAL AND PRIVATE ERVEN FOR A CONTRACT PERIOD ENDING 30 JUNE 2021 | | | | |
| CLOSING DATE: | 2018/09/28 | CLOSING TIME: | 12H00 | | |
| SITE MEETING: | DATE: 2018/09/11 | TIME: | 11H00 | COMPULSORY: | YES |
| SITE MEETING ADDRESS: | AUDITORIUM, OVERSTRAND MUNICIPALITY, MAGNOLIA AVENUE, HERMANUS | | | | |
| CIDB GRADING REQUIRED: | NO | LEVEL AND CATEGORY: | N/A | | |
| BID BOX NO: | 6 | SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week. | | | |
| OFFER TO BE VALID FOR: | 60 | DAYS FROM THE CLOSING DATE OF BID. | | | |

| TENDERER DETAILS (Please indicate postal address for all correspondence relevant to this specific tender) | | | |
|---|--|-----------------|--|
| NAME OF TENDERER: | | | |
| NAME OF CONTACT PERSON: | | | |
| PHYSICAL ADDRESS: | | POSTAL ADDRESS: | |
| | | | |
| | | | |
| TELEPHONE NO: | | FAX NO. | |
| E-MAIL ADDRESS: | | CELL NO. | |

| | |
|---|--|
| DATE: | |
| SIGNATURE OF TENDERER: | |
| CAPACITY UNDER WHICH THIS BID IS SIGNED: | |

| PLEASE NOTE: |
|--|
| 1. Tenders that are deposited in the incorrect box will not be considered. |
| 2. Tender box deposit slot is 28cm x 2.5cm. |
| 3. Mailed, telegraphic or faxed tenders will not be accepted. |
| 4. If the bid is late, it will not be accepted for consideration. |
| 5. Bids may only be submitted on the Bid Documentation provided by the Municipality. |

| ENQUIRIES MAY BE DIRECTED TO: | CONTACT PERSON | TEL. NUMBER |
|---|-------------------|---------------------|
| 1. TECHNICAL ENQUIRIES | J Schoeman | 028 313 8979 |
| 2. ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS | L du Preez | 028 313 8147 |
| | A Moore | 028 313 8974 |

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

| |
|---------------------|
| 1. CHECKLIST |
|---------------------|

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

| | | | | |
|-----|--|-----|----|--|
| 1. | Certificate of Clarification Meeting Attendance - Is the form duly completed and signed by both tenderer and agent of the Overstrand Municipality? | Yes | No | |
| 2. | Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached? | Yes | No | |
| 3. | Tax Clearance Certificate - Is an ORIGINAL and VALID Tax Clearance Certificate attached? | Yes | No | |
| 4. | MBD 4 (Declaration of Interest) - Is the form duly completed and signed? | Yes | No | |
| 5. | MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached? | Yes | No | |
| 6. | MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed? | Yes | No | |
| 7. | MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed? | Yes | No | |
| 8. | MBD 15 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested? | Yes | No | |
| 9. | MBD16 (Key Performance Indicators) - Is the form duly completed and signed? | Yes | No | |
| 10. | OHASA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached? | Yes | No | |
| 11. | Indemnity - Is the form duly completed and signed? | Yes | No | |
| 12. | Specifications - Is the form duly completed and signed? | Yes | No | |
| 13. | Schedule of Work Experience of Bidder - Is the form duly completed and signed? | Yes | No | |
| 14. | Pricing Schedule - Is the form duly completed and signed? | Yes | No | |
| 15. | MBD 7.2 (Contract form – Services) - Is the form duly completed and signed? | Yes | No | |
| 16. | DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached? | Yes | No | |

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

2. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 1908/2018****CLEARING OF MUNICIPAL AND PRIVATE ERVEN
FOR A CONTRACT PERIOD ENDING 30 JUNE 2021**

Tenders are hereby invited for the **CLEARING OF MUNICIPAL AND PRIVATE ERVEN FOR A CONTRACT PERIOD ENDING 30 JUNE 2021**.

Tender documents, in English, are obtainable from **Friday, 24 August 2018**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus from Ms Rita Neethling; Tel. 028 313 8064, between 08h30 and 15h30 upon payment of a **tender participation fee of R187-00 per set**. Alternatively the document may be downloaded free of charge from the website: www.overstrand.gov.za

Sealed tenders, with “**Tender No. SC1908/2018: CLEARING OF MUNICIPAL AND PRIVATE ERVEN FOR A CONTRACT PERIOD ENDING 30 JUNE 2021**” clearly endorsed on the envelope, must be deposited in **Tender Box No. 6** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

A compulsory information session will be held at **11h00** on **11 September 2018** at **the Auditorium, Magnolia Avenue, Hermanus**.

The closing date and time of the tender is on **28 September 2018** at **12h00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

Please refer enquiries to **Mr. J Schoeman** at telephone number: **028 313 8979**.

MUNISIPALITEIT



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 bid 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* bid .

* Delete whichever is inapplicable

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

| | |
|---|--|
| SIGNED FOR AND ON BEHALF OF OVERSTRAND MUNICIPALITY | |
| NAME AND SURNAME | |
| DATE | |



4. AUTHORITY TO SIGN A BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

| | | | |
|---|-------------------------------|--|--|
| 1 | Company (Pty) Ltd. & Ltd. | | Please complete section 1 below |
| 2 | Close Corporation (CC) | | Please complete section 2 below |
| 3 | Sole Proprietor | | Please complete section 3 below |
| 4 | Partnership | | Please complete section 4 below |
| 5 | Consortium, Club, Trust, etc. | | Please complete section 5 below |
| 6 | Joint Venture | | Please complete section 6 below |

1. COMPANIES - (PTY) LTD. & LTD.

1.1. If a bidder is a **COMPANY ((Pty) Ltd. OR Ltd.)**, 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.

1.2. A valid resolution must be signed by:

- 1.2.1. Majority directors; or Managing Director
- 1.2.2. Chairman of the Board; or
- 1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY

| | | | |
|---|------------|-------------------|-----------|
| Date resolution was taken | | | |
| Resolution signed by (name and surname) | | | |
| Capacity | | | |
| Name and surname of delegated authorised signatory | | | |
| Capacity | | | |
| Specimen signature | | | |
| Full name and surname of ALL director(s) | | | |
| | | | |
| | | | |
| | | | |
| Is a copy of the resolution attached? | YES | | NO |
| SIGNED ON BEHALF OF COMPANY / CC: | | DATE: | |
| PRINT NAME: | | | |
| WITNESS 1: | | WITNESS 2: | |



2. CLOSE CORPORATION (CC)

2.1. 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.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or Managing Director

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION

| | | | |
|---|-----|------------|----|
| Date resolution was taken | | | |
| Resolution signed by (name and surname) | | | |
| Capacity | | | |
| Name and surname of delegated authorised signatory | | | |
| Capacity | | | |
| Specimen signature | | | |
| Full name and surname of ALL director(s) / member (s) | | | |
| | | | |
| | | | |
| | | | |
| Is a copy of the resolution attached? | YES | | NO |
| SIGNED ON BEHALF OF COMPANY / CC: | | DATE: | |
| PRINT NAME: | | | |
| WITNESS 1: | | WITNESS 2: | |

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this bid in my capacity as natural person.

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



4. 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. CONSORTIUM / CLUB / TRUST / ETC.

We, the undersigned consortium partners, hereby authorize _____
(Name of entity) to act as lead consortium partner and further authorize Mr / Ms _____
to sign this offer as well as any contract resulting from this bid and any other documents and
correspondence in connection with this bid and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and must be signed by each member:

| Full Name of consortium member | Role of consortium member | % Participation | Signature |
|--------------------------------|---------------------------|-----------------|-----------|
| | | | |
| | | | |
| | | | |

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



6. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms _____

authorized signatory of the Company / Close Corporation / Partnership (name) _____

acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

1. LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender)

| | | | |
|--------------|--|-------------|--|
| Name of firm | | | |
| Address | | | |
| | | Tel. No. | |
| Signature | | Designation | |

2. 2nd PARTNER

| | | | |
|--------------|--|-------------|--|
| Name of firm | | | |
| Address | | | |
| | | Tel. No. | |
| Signature | | Designation | |

3. 3rd PARTNER

| | | | |
|--------------|--|-------------|--|
| Name of firm | | | |
| Address: | | | |
| | | Tel. No. | |
| Signature | | Designation | |

4. 4th PARTNER

| | | | |
|--------------|--|-------------|--|
| Name of firm | | | |
| Address: | | | |
| | | Tel. No. | |
| Signature | | Designation | |

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

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

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.

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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.

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;

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- 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.
- 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.

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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.

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.

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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.
- 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. GENERAL

- 1.1. All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.
 - 1.1.1. Under no circumstances, whatsoever may the bid forms be retyped or redrafted.
- 1.2. Subject to the provisions of clause 1.3 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by erasing or using masking fluid / tape (Tipp-Ex or similar) on any submitted page or by pasting another page over it with glue.
- 1.3. Notwithstanding the provisions of clause 1.2 of this document, alterations and/or corrections may only be effected as follows:
 - 1.3.1. By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling, preferable in the margin next to the alteration/alterations or correction/corrections.
 - 1.3.2. All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 1.3.1 above, will be rejected.
- 1.4. Bids submitted must be complete in all respects.
 - 1.4.1. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

2. PRICING

- 2.1. Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorised signatory.
- 2.2. All prices shall be quoted in South African currency, and be **INCLUSIVE of Value Added Tax (VAT)**.
- 2.3. Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.4. All bid prices will be final and binding.

A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply
- 2.5. Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.
 - 2.5.1. 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. The VAT registration number of the Overstrand Municipality is 4140106396.

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3. FORWARD EXCHANGE RATE COVER

- 3.1. In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.
- 3.2. The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.
- 3.3. If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

4. SUBMITTING A BID:

- 4.1. Sealed bids, with the **“Bid Number and Title”** clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.
 - 4.1.1. Any bid received without the **“Bid Number and / or Title”** clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered
- 4.2. The bid boxes are at the entrance of the Main Cash Hall, Hermanus Municipal Offices, 2 Magnolia Avenue, Hermanus.
- 4.3. A specific bid box is provided for each bid to be deposited into and no bid will be considered which, subsequent to the closing date and time for that specific bid, is found in another box.
- 4.4. The bid box deposit slot is 28cm x 2.5cm.
- 4.5. Mailed, telegraphic, e-mailed or faxed bids **will not be accepted**.

5. BID OPENING

- 5.1. Bids shall be opened in public at the Hermanus Municipal Offices as soon as possible subsequent to the closing time for the receipt of bids.
- 5.2. Where practical, prices will be read out at the time of opening bids.
- 5.3. The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.
- 5.4. Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the other bids received, which bid(s) can be returned to the bidder at his request and cost.

6. EVALUATION AND ADJUDICATION CRITERIA:

- 6.1. Relevant specifications;
- 6.2. Value for money;
- 6.3. Capacity and capability of bidders to execute the contract;
- 6.4. PPPFA & associated regulations; and
- 6.5. Other Objective Criteria

7. REQUIREMENTS OF A VALID BID:

The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:

- 7.1.1. The tender has not been completed in non-erasable handwritten ink,
- 7.1.2. Non-submission of a valid Tax Clearance Certificate and / or PIN,
- 7.1.3. A partially completed and/or defective MBD 6.2 and relevant Annexures (if applicable),
- 7.1.4. Incomplete Pricing Schedule or Bill of Quantities,

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- 7.1.5. A Form of Offer not signed in non-erasable ink,
- 7.1.6. Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.
- 7.2. The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;
- 7.2.1. To obtain a copy of the most recent municipal account(s) from the recommended bidder;
- 7.2.2. To obtain the personal income tax number(s) from the recommended bidder;
- 7.2.3. To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;
- 7.2.4. To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;
- 7.2.5. To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.
- 7.2.5.1. If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.

8. TEST FOR RESPONSIVENESS:

- 8.1. A Bid will be considered non-responsive if:
- 8.1.1. the bid is not in compliance with the specifications;
- 8.1.2. the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
- 8.1.3. the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing.
- 8.2. The Municipality reserves the right to accept or reject:
- 8.2.1. any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;.
- 8.2.2. a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
- 8.2.3. the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 8.3. The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

9. INCORRECT INFORMATION

Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, is proven to have been incorrect, the municipality may, in addition to any other legal remedy it has or may have, recover from the contractor all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract.

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10. WITHDRAWAL OF BID DURING AND AFTER THE SCM PROCESS:

- 10.1. When a bidder withdraws his/her bid during the SCM bidding process, it must be in writing, prior to the award of the bid, of which Overstrand holds the right to accept or reject with or without a claim for any damages.
- 10.2. When a bidder withdraws or cancels the contract after award of the bid to the particular winner of the bid, the awarded bidder will be held responsible for any damages or administrative expenses incurred prior to the award of the bid.

11. INVOICES

- 11.1. All invoices must be forwarded to the following address:

Overstrand Municipality
 PO Box 20
 Hermanus, 7200

11.2. Legal requirements for invoices

- 11.2.1. Please ensure that your tax invoices complies with the requirements as stipulated by SARS (VAT Act No 89 of 1991), i.e.:

11.2.1.1. Ordinary invoice (not VAT Registered)

- a) The word '**INVOICE**' to be displayed in a prominent place
- b) Official invoice number and date of transaction
- c) Trade name, legal name, registration number (if any) and address of supplier
- d) The Official order number of Overstrand Municipality is compulsory – non-compliance will result in non-payment
- e) The Municipality's name and postal address (PO Box 20, Hermanus, 7200)
- f) Accurate description of goods and / or services supplied / provided.
- g) Unit of measurement of goods or services supplied
- h) Price

11.2.1.2. VAT/Tax invoice (VAT registered) An example of a valid Tax Invoice is attached as **Annexure C**.

- a) Word '**TAX INVOICE**' to be displayed in a prominent place
- b) Trade, legal name and registration number(if any) of supplier
- c) Address and VAT number of supplier
- d) The official invoice number and date of invoice
- e) The Official order number of Overstrand Municipality is compulsory – non-compliance will result in non-payment
- f) The Municipality's name and postal address (PO Box 20, Hermanus, 7200) and VAT registration number (4140106396)
- g) Accurate description of goods and / or services supplied / provided.
- h) Unit of measurement of goods or services supplied
- i) Price and VAT amount

12. PAYMENT TERMS

- 12.1. It is the policy of the Overstrand Municipality to pay all creditors by means of electronic bank transfers.
- 12.2. Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality. In exceptional circumstances, the Municipality may, at its discretion, deviate from the above.

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- 12.3. In order to qualify for a weekly payment, a supplier must be registered as a **Survivalist Enterprise / Micro Enterprise**¹ on the Municipality's supplier database. It must however be noted, that a weekly payment is not a right in terms of this Policy. Survivalist and Micro enterprises may request such payments which may then be made at the discretion of the Municipality. These weekly payments will be reviewed after a period of 12 months of doing business with the Municipality, as it may be assumed that the enterprise will, by that stage be self-sustainable. It is the obligation of the supplier to arrange earlier payments with the creditors department.

13. PRECEDENCE OF TERMS AND CONDITIONS

- 13.1. Precedence of terms and conditions in documentation during the bidding process and after award, resulting in an formal agreement:
- 13.1.1. The following legislative and legal precedence will apply to documentation during the bidding process subsequent to the award of a bid to a bidder:
- 13.1.1.1. Municipal Financial Management Act 56 of 2003
 - 13.1.1.2. Municipal Supply Chain Management Regulations
 - 13.1.1.3. Supply Chain Management policy
 - 13.1.1.4. Specifications of the bid document
 - 13.1.1.5. Special Conditions of Contract
 - 13.1.1.6. General Conditions of Contract
 - 13.1.1.7. Service Level Agreements/ Service Delivery Agreements
 - 13.1.1.8. Memorandum of Understanding/ Memorandum of Agreements

¹ SURVIVALIST ENTERPRISES / MICRO ENTERPRISES ARE DEFINED AS FOLLOWS:

Survivalist enterprises are generally defined as businesses set up by people unable to find a paid job or get into an economic sector of their choice. Income generated from these activities usually falls far short of even a minimum income standard, with very little capital invested, virtually no skills training in the particular field and only limited opportunities for growth into a viable business. This category is characterised by poverty and the attempt to survive.

Micro enterprises are very small businesses, often involving only the owner, some family members and at the most one or two paid employees. They usually lack 'formality' in terms of business licenses, value-added tax (VAT) registration, formal business premises, operating permits and accounting procedures. Most of them have a limited capital base and only rudimentary technical or business skills among their operators. However, many micro enterprises advance into viable small businesses. Earning levels of micro enterprises differ widely, depending on the particular sector, the growth phase of the business and access to relevant support.

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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 or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. 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-Fileers through the website www.sars.gov.za
3. 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.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Tax Compliance Status (TCS) Pin as of 18 April 2016
 - a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder’s tax status online via SARS E-filing.
 - b. The taxpayer must issue the municipality with the following:

| | | |
|--|-----------------------------------|--|
| Bidders who are not in possession of an original Tax Clearance Certificate must provide at least 2 of the 3 numbers listed below in order to verify the Tax Clearance Certificate via SARS e-filing | | |
| 1 | Tax Reference Number: | |
| 2 | Tax Compliance Status Pin: | |
| 3 | Tax Clearance Certificate Number: | |

- c. If a bidder is registered on the Overstrand Municipality Supplier’s Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it **MUST** be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.
6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

| | |
|-----------------|--|
| INITIALS | |
|-----------------|--|



8. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
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/adjudging 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:

| | | | | | |
|-------------|--|-----|--|----|--|
| 3.1. | Full name of bidder or his or her representative | | | | |
| 3.2. | Identity number | | | | |
| 3.3. | Position occupied in the company (director, shareholder³ etc.) | | | | |
| 3.4. | Company registration number | | | | |
| 3.5. | Tax reference number | | | | |
| 3.6. | VAT registration number | | | | |
| 3.7. | Are you presently in the service of the state? | YES | | NO | |
| 3.7.1. | If so, furnish particulars: | | | | |
| 3.8. | Have you been in the service of the state for the past twelve months? | YES | | NO | |
| 3.8.1. | If so, furnish particulars: | | | | |

² 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.

³ "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 ⁴ employee number <i>(Only to be completed if in the service of the State)</i> |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

NB:

- PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)**
- 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 | | | |

⁴ **MSCM Regulations: "in the service of the state" means to be –**

1. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. 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);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.



9. MBD 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 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:

| | POINTS |
|--|------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTION | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |

- 1.5. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“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;
- 2.3. **“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;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- 2.5. **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);



- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor ”** means:
 - 2.8.1. Original B-BBEE Status level certificate issued by an authorized body or person or a certified copy thereof;
 - 2.8.2. An original sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. **“QSE”** means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act,
- 2.10. **“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;
- 2.11. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing.

3. POINTS AWARDED FOR PRICE

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

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

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

Where:-

- P_s* = Points scored for comparative price of bid under consideration
- P_t* = Comparative price of bid under consideration
- P_{min}* = Comparative price of lowest acceptable bid.

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

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

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



5. BID DECLARATION

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

| | | |
|--------|---|--|
| 5.1.1. | B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1 | |
| 5.1.2. | B-BBEE Status Level of Contributor | |
| 5.1.3 | Points claimed in respect of Level of Contribution (maximum of 10 or 20 points) | |

5.2. (Points claimed in respect of paragraph 5.1 and 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.)

6. SUB-CONTRACTING

| | | | | | |
|------|---|------------|------------|----|--|
| 6.1. | Will any portion of the contract be sub-contracted? (Tick applicable box) | Yes | | No | |
| | If yes, indicate: | | | | |
| i. | what percentage of the contract will be subcontracted | % | | | |
| ii. | the name of the sub-contractor | | | | |
| | | | | | |
| iii. | the B-BBEE status level of the sub-contractor | | | | |
| iv. | whether the sub-contractor is an EME or QSE (Tick applicable box) | Yes | | No | |
| v. | Specify, by ticking the appropriate box, if sub-contracting with an enterprise in terms of Preferential Procurement Regulations, 2017: | | | | |
| | Designated Group: An EME or QSE which is at least 51% owned by: | EME | QSE | | |
| | | √ | √ | | |
| a. | Black people | | | | |
| b. | Black people who are youth | | | | |
| c. | Black people who are women | | | | |
| d. | Black people with disabilities | | | | |
| e. | Black people living in rural or underdeveloped areas or townships | | | | |
| f. | Cooperative owned by black people | | | | |
| g. | Black people who are military veterans | | | | |
| | OR | | | | |
| h. | Any EME | | | | |
| i. | Any QSE | | | | |

7. DECLARATION WITH REGARD TO COMPANY/FIRM

| | | |
|------|---|---|
| 7.1. | Name of company/firm | |
| 7.2. | VAT registration number | |
| 7.3. | Company registration number | |
| 7.4. | TYPE OF COMPANY/FIRM (Tick applicable box) | Partnership / Joint Venture / Consortium |
| | | One person business / sole proprietor |
| | | Close Corporation (CC) |
| | | Company ((Pty) Ltd. / Ltd.) |
| | | Company (Ltd.) |
| 7.5. | Describe principal business activities | |
| | | |
| | | |
| | | |
| 7.6. | Company Classification (Tick applicable box) | Manufacturer |
| | | Supplier |
| | | Professional service provider |
| | | Other service providers, e.g. transporter, etc. |
| 7.7. | Municipal information | |
| i. | Municipality where business is situated | |
| ii. | Registered municipal account number | |
| iii. | Stand number | |
| 7.8. | Total number of years the company/firm has been in business | |

7.9. 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-BBEE status level of contributor indicated in paragraphs 1.4 and 5.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 7.9.1. The information furnished is true and correct;
- 7.9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 7.9.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –



- a) disqualify the person from the bidding process;
- b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- e) forward the matter for criminal prosecution.

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

REQUIREMENTS REGARDING VALIDATION OF B-BBEE POINTS
VERY IMPORTANT:

1. **ONLY THE DOCUMENTS LISTED BELOW WILL BE ACCEPTED**
2. **Failure to submit the said documents will result in the bidder forfeiting the B-BBEE points claimed.**

1. EMEs:

1.1. A **VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (form available in the tender document);

or

1.2. A **VALID** affidavit / certificate issued by Companies Intellectual Property Commission (CIPC);

or

1.3. A **VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by the South African National Accreditation System (**SANAS**).

2. QSEs:

2.1. A **VALID ORIGINAL** sworn affidavit, confirming annual turnover and level of black ownership (form available on request); **Only applicable to QSEs with 51% or more Black ownership**

or

2.2. A **VALID ORIGINAL** B-BBEE status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their B-BBEE rating issued by a verification agency accredited by **SANAS**.

3. BIDDERS OTHER THAN EMEs AND QSEs

3.1. The bidder **MUST** submit either a **VALID ORIGINAL B-BBEE** status level verification certificate **OR A CERTIFIED COPY** thereof, substantiating their **B-BBEE** rating issued by a verification agency accredited by **SANAS**.

MUNISIPALITEIT



MUNICIPALITY

11. SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

INCOME NOT EXCEEDING R10, 000,000 (TEN MILLION RAND)

| | | | | | |
|---------------------------------------|---|---|---|---------------------|-----------------------------|
| I, the undersigned, | | | | | |
| Full name | | | | | |
| Surname | | | | | |
| Identity number | | | | | |
| Hereby declare under oath as follows: | | | | | |
| 1. | The contents of this statement are to the best of my knowledge a true reflection of the facts. | | | | |
| 2. | I am a (please indicate with an "X") | | | | |
| | Member | | Director | | Owner |
| | of the following enterprise and am duly authorised to act on its behalf: | | | | |
| | Enterprise Legal Name | | | | |
| | Trading Name | | | | |
| | Registration Number | | | | |
| | Enterprise Address | | | | |
| | Definition of "Black People" | | <p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <p style="margin-left: 20px;">i. Before 27 April 1994; or</p> <p style="margin-left: 20px;">ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date</p> | | |
| 3. | I hereby declare under oath that: | | | | |
| | The enterprise is | | % black owned | % black woman owned | |
| 4. | Based on the (please indicate with an "X") | | financial statements | management accounts | |
| | and other information available on the | | financial year , | | |
| | the income did not exceed R10,000,000.00 (ten million Rand); | | | | |
| 5. | Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box. | | | | |
| | Level One | 100% black owned (135% B-BBEE procurement recognition) | | | |
| | Level Two | More than 51% black owned (125% B-BBEE procurement recognition) | | | |
| | Level Four | Less than 51% black owned (100% B-BBEE procurement recognition) | | | |
| 6. | The entity is an empowering supplier in terms of the dti Codes of Good Practice. | | | | |
| 7. | I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter. | | | | |
| 8. | The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner. | | | | |
| Deponent signature: | | | | | Commissioner of Oaths stamp |
| Date: | | | | | |
| Commissioner of Oaths signature | | | | | |
| Date | | | | | |



12. 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:
 - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

| | | | |
|-------|--|------------|-----------|
| 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? <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> | Yes | No |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury’s website, www.treasury.gov.za, 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> | Yes | No |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |
| 4.3.1 | If so, furnish particulars: | | |



| | | | |
|-------|--|------------|-----------|
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes | No |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes | No |
| 4.5.1 | If so, furnish particulars: | | |

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: | | | |



13. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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).⁵ 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;
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 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.



- 5.2. 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 consortium⁶ 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 | | | |

⁶ 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.



14. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF THE SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (To be signed in the presence of a Commissioner of Oaths)

I, _____, _____ (full name and ID no.), hereby acknowledge that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder 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 bidder 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(s) / shareholder(s) / partner(s) / member(s), etc.:

| Director / partner / member | Physical residential address of the director / partner / member | Municipal account number(s) |
|-----------------------------|---|-----------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

PLEASE NOTE:

- Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.**
- If the entity or any of its directors/shareholders/partners/members, etc. rents/leases premises a copy of the rental/lease agreement is to be submitted with this bid.**

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

| | |
|---|--|
| <p align="center">COMMISSIONER OF OATHS</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>COMMISSIONER OF OATHS:-</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> | <p align="center">Apply official stamp of authority on this page:</p> |
|---|--|



15. MBD 16 – KEY PERFORMANCE INDICATORS

| | | | |
|--|--|--------------|--|
| 1. KEY PERFORMANCE INDICATORS (KPIs) | | | |
| 1.1. | Work(s) performed / goods delivered within timeframes specified | | |
| 1.2. | Work(s) performed / goods delivered within financial framework specified | | |
| 1.3. | Acceptable quality of work(s) performed / goods delivered | | |
| <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 | |



16. SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO 85 OF 1993

INTRODUCTION

In terms of section 16(1) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) the Chief Executive Officer is responsible as far as is reasonably practicable to ensure that the duties of his employer as contemplated in the Act are properly discharged. This responsibility is also, in terms of section 37(2) of the Act, extended to include a mandatary that performs work on behalf of the employer on his/her premises.

A “mandatary” 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 mandatary. Section 37(2) stipulates that there should be a written agreement in place between the employer and the mandatary regarding the arrangements and procedures between them to ensure compliance by the mandatary 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 in the process of being executed will be conducted and if found not to be in compliance with the said agreement, a notice of non-compliance will be issued. All work will be stopped, reasons for non-compliance must be given including the corrective action that will be taken to rectify the situation must be stipulated.

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

Overstrand Municipality 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.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

| | |
|--|--|
| Contractor’s registration number with the office of the Compensation Commissioner: | |
|--|--|

NOTE:
A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing to be handed in, in this regard.

| | | | |
|-------------|--|--------------|--|
| PRINT NAME: | | | |
| CAPACITY: | | Name of firm | |
| SIGNATURE: | | DATE: | |



WRITTEN AGREEMENT

This is a written agreement between

OVERSTRAND MUNICIPALITY

And

_____ *(Name of the MANDATARY)*

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

I, _____, representing the MANDATARY do hereby acknowledge that _____ (*mandatary*) 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.

| SIGNED ON BEHALF OF MANDATORY | | | |
|-------------------------------|--|--------|--|
| DATE: | | PLACE: | |
| PRINT NAME: | | | |
| CAPACITY: | | | |
| SIGNATURE: | | | |

| SIGNED ON BEHALF OF THE MUNICIPALITY | | | |
|--------------------------------------|--|--------|--|
| DATE: | | PLACE: | |
| PRINT NAME: | | | |
| CAPACITY: | | | |
| SIGNATURE: | | | |



17. INDEMNITY

Given by (name of company) _____
 of (registered address of company) _____
 a company with limited liability registration number _____
 registered in terms of Laws of the Republic of South Africa (hereinafter the contractor), represented by
 (name of representative) _____
 in his capacity as (designation) _____
 of the contractor, and duly authorised by a resolution dated _____/20_____.

WHEREAS the contractor entered into a contract with the municipality dated _____/20_____.

AND WHEREAS the Municipality requires an indemnity from the contractor.

NOW THEREFORE the contractor hereby indemnifies and holds harmless the Municipality in respect of all loss and/or damage that may be incurred or sustained by the contractor 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 instituted 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 including all legal fees and costs that may be incurred by the Municipality in examining, resisting or settling any such claims.

| | |
|--------------------------|--|
| SIGNATURE OF CONTRACTOR: | |
| DATE: | |
| SIGNATURE OF WITNESS 1: | |
| DATE: | |
| SIGNATURE OF WITNESS 2: | |
| DATE: | |



PART B – SPECIFICATIONS AND PRICING SCHEDULE

18. SPECIFICATIONS

1. INTRODUCTION

Tenders are hereby invited for the Clearing of municipal and private erven in the Overstrand Municipal Area that are in contravention of Section 34 of the Overstrand Municipality Community Fire Safety By-Law PN 6454/2007.

2. BACKGROUND

The Overstrand is historically prone to devastating wildfires resulting from the abundance of highly combustible alien and indigenous vegetation in the area. The continued increase of population and associated urban development places a Constitutional responsibility on the Overstrand Municipality and land owners to maintain a safe environment by reducing fire hazards in all residential areas and the urban interface.

3. SCOPE

- 3.1. The contractor/s will be required to clear municipal and private erven on an **'as and when needed'** basis determined during the continuous fire hazard and risk surveys conducted by the Fire & Rescue Service for a period ending 30 June 2021.
- 3.2. **Methods to be used for the clearing of erven will be strictly labour intensive (manual) as prescribed by the policy for the Clearing and Maintenance of Vegetation Creating Fire Hazards as amended and approved by council:**
- 3.3. Only Manual Clearing is permitted which entails the use of hand held equipment such as brush cutters, weed eaters, chain saws, hand saws, loppers, pruning shears and axes and miscellaneous hand held tools associated with the task.

4. GENERAL

4.1. Validity Period:

The tender will be valid for a period of 60 days from closing of submission date.

4.2. Pricing

- 4.2.1. The tender price per square meter for the clearing of vegetation and must include the following:
 - 4.2.1.1 Cutting down and removal of all combustible garden and other combustible refuse.
 - 4.2.1.2 Removal of all **combustible refuse** created by the clearing and otherwise is part of the clearing process and must be included in the costs.
 - 4.2.1.3 Travel costs.
 - 4.2.1.4 Dumping costs.
 - 4.2.1.5 Chipping Costs if conducted by the bidder

4.3 Price Escalation :

- 4.3.1 Prices will be fixed for the duration of the contract.
- 4.3.2 An escalation of 6 % will be applicable from 01 July 2019 and 01 July 2020.

4.4 Compulsory Clarification meeting :

- 4.4.1 A COMPULSORY briefing session will be held at the Overstrand Municipality's Auditorium, 1 Magnolia Avenue, on 11 September 2018 at 11h00. No late comers will be allowed to attend the meeting.
- 4.4.2 Bidders are required to acquaint themselves with the terrain and vegetation types (to which they will be bound, before submitting tenders).

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

4.5 Areas:

4.5.1 Bidders may tender for one or more than one of the following areas.

4.5.2 The tender will be awarded per area as listed below:

4.5.2.1 **Greater Hermanus Area:** Voelklip, Hermanus, Sandbaai, Vermont, Onrus, Hawston and Fisherhaven. - Approximately $\pm 120\,000$ square meter per annum. (Refer to area map attached – Annexure B)

4.5.2.2 **Stanford** – Approximately $\pm 20\,000$ square meter per annum (Refer to area map attached – Annexure C)

4.5.2.3 **Gansbaai Area:** De Kelders, Gansbaai Central, Franskraal, Kleinbaai, Pearly Beach -

(a) Approximately $\pm 55\,000$ square meter per annum

(b) (Refer to area map – Annexure D & E)

4.5.2.4 **Hangklip/Kleinmond Area:** Kleinmond Central, Heuningkloof, Palmiet, Betty's Bay, Pringle Bay, Rooi Els.

(a) Approximately $\pm 70\,000$ square meter per annum.

(b) (Refer to area map – Annexure F)

4.5.3 Please note: This is an “as and when” needed project and the quantities (square meters) used above is estimates only.

4.5.4 Bidders must be aware of the fact that the **Municipality cannot guarantee** the amount of municipal and private erven to be cleared for the duration of the contract.

4.6 COIDA:

The Contractor must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice.

4.7 Public Liability Insurance:

Contractors are responsible for the necessary insurance for their workers as well as for their own public liability insurance. **The successful bidder must provide proof of public liability insurance for a minimum of R500 000 before the commencement of the contract.**

4.8 Evaluation and Adjudication Criteria:

4.8.1 The award of the tender is subject to a bidder meeting the requirements of the equipment list provided as in the Minimum Requirements.

4.8.2 The competency of bidders will be evaluated on a proven track record based on current or previous contracts with other local authorities as well as a proven track record of employment with competent vegetation clearing contractor/s, organisations and/or communities not necessarily with the Overstrand Municipality.

4.8.3 At least two (2) contactable references of previous contracts must be submitted with the tender document.

4.8.4 Two bidders per area will be identified for award, to ensure that if the first bidder fails to perform according to the tender conditions, the second bidder will be used. The first bidder will be held responsible for the cost difference. OM will not be obligated to place orders with the second bidder, when performance of the first bidder is of an acceptable standard.

4.8.5 OM reserves the right to claim any damages caused by the bidder for the withdrawal of a bid after the award has taken place. This claim, due to withdrawal, will include administration and advertisement expenses.

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

4.9 Other objective criteria

4.9.1 The employer may apply other objective criteria in terms of section 2(1) (f) of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) in order to award the tender to a tenderer that did not score the highest points.

4.9.2 Risk Analysis

4.9.3 Notwithstanding compliance with regard to any other requirements of the tender, the employer will perform a risk analysis in respect of the following:

4.9.3.1 Reasonableness of unit rates and prices

4.9.3.2 the bidders ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary skills, equipment, managerial capability, experience to perform the contract, etc.

4.9.4 The Municipality reserves the right to verify all references of previous contracts and the list of equipment prior to commencement of contract.

5 TECHNICAL REQUIREMENTS

The bidder must agree to the Requirements as listed below:

5.1 Minimum Requirements prior to award (for evaluation purposes)

| ** Item description | | Please indicate with an "X" whether the offer complies with the requirements. | | | Reference (Supporting documents attached) |
|---------------------|--|---|----|---------|--|
| | | Yes | No | Comment | |
| 5.1.1 | Transport Vehicle: LDV Bakkie or roadworthy vehicle with trailer. Proof of ownership of consent use of vehicle <ul style="list-style-type: none"> • Name of registered owner • Permission of use if bidder is not registered owner Make & Model Last Roadworthy | | | | |
| 5.1.2 | 2 x Previous Contactable references/ 2 Previous Employment References | | | | |

5.2 Functional requirements post award (for the duration of the contract period)

| * Item description | | Please indicate with an "X" whether the offer complies with the requirements. | | | Reference (Supporting documents attached) |
|--------------------|---|---|----|---------|--|
| | | Yes | No | Comment | |
| 5.2.1 | Bidders must provide all information regarding equipment in their possession which is prescribed as a requirement for the clearing. Bush Cutter (Optional) Hand Held Brush Cutter (Optional) Chain Saw Weed eater Lawn Mower Hand Saw Axe Panga | | | | |
| 5.2.2 | Cutting down, reduction and removal of all overgrown combustible vegetation and other accumulated fire hazards from erven in all areas | | | | |

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

| * Item description | | Please indicate with an "X" whether the offer complies with the requirements. | | | Reference (Supporting) |
|--------------------|---|---|--|--|------------------------|
| | shall be in accordance with the guidelines provided in the policy regarding the Clearing and Maintenance of Vegetation Creating Fire Hazards (refer – Annexure G attached) | | | | |
| 5.2.3 | The standard of clearing of erven must be in compliance with the requirements of the Schedule of Categories – Chapter 10 of the Policy for Overstrand Clearing and Maintenance of Vegetation Creating Fire Hazards | | | | |
| 5.2.4 | Cut down vegetation may be mechanically chipped into pieces and distributed over the applicable cleared area. The maximum chip size is 100 X 100mm. | | | | |
| 5.2.5 | Contractors are required to have a minimum of 1 x 4.5kg Dry Chemical Powder fire extinguisher available on all clearing sites. | | | | |
| 5.2.6 | No garden refuse or other material created by the clearing may be burnt or left for a period longer than 3 days on the erf, municipal road verges or any other area within the urban edges. | | | | |
| 5.2.7 | The clearing of erven must be done with the minimum disturbance to the environment and neighbouring residents | | | | |
| 5.2.8 | The contractor must complete the allocated clearing tasks strictly within 21 days of receipt of instruction | | | | |
| 5.2.9 | The habitat of existing fauna on erven should experience the least disruption and be maintained to the best ability of the contractor during the clearing process. | | | | |
| 5.2.10 | The topsoil may not be disrupted and must not be left in a state that will promote erosion | | | | |
| 5.2.11 | The successful bidder/s with head offices outside the jurisdiction of the Overstrand Municipality will be required to have a fulltime manager who will be able to maintain competent supervision of work teams within the Overstrand area | | | | |
| 5.2.12 | The bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice. | | | | |
| 5.2.13 | Awarding of the tender is subject to proof of current vehicle registration as the owner or letter of consent use or hire contract if not the owner of a vehicle | | | | |
| 5.2.14 | The awarding of the tender is subject to a bidder meeting the requirements of the equipment | | | | |
| 5.2.15 | The successful bidder must provide proof of public liability insurance for a minimum of R500 000 before the commencement of the contract. | | | | |

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

6 PAYMENT OF INVOICES:

- 6.1 Payment will only be approved after a final inspection has been done by a designated municipal official to ensure that the work has been completed in accordance with the required standards and the conclusion of any disputes submitted by property owners.
- 6.2 Contractors must submit a list of erven completed with all invoices submitted for payment.
- 6.3 Contractors will be held liable for costs incurred in the event of incorrect, sub-standard or negligent clearing.

7 IMPLEMENTATION TIMETABLE:

The contract period will commence on the date of signing the contract and will end on 30 June 2021.

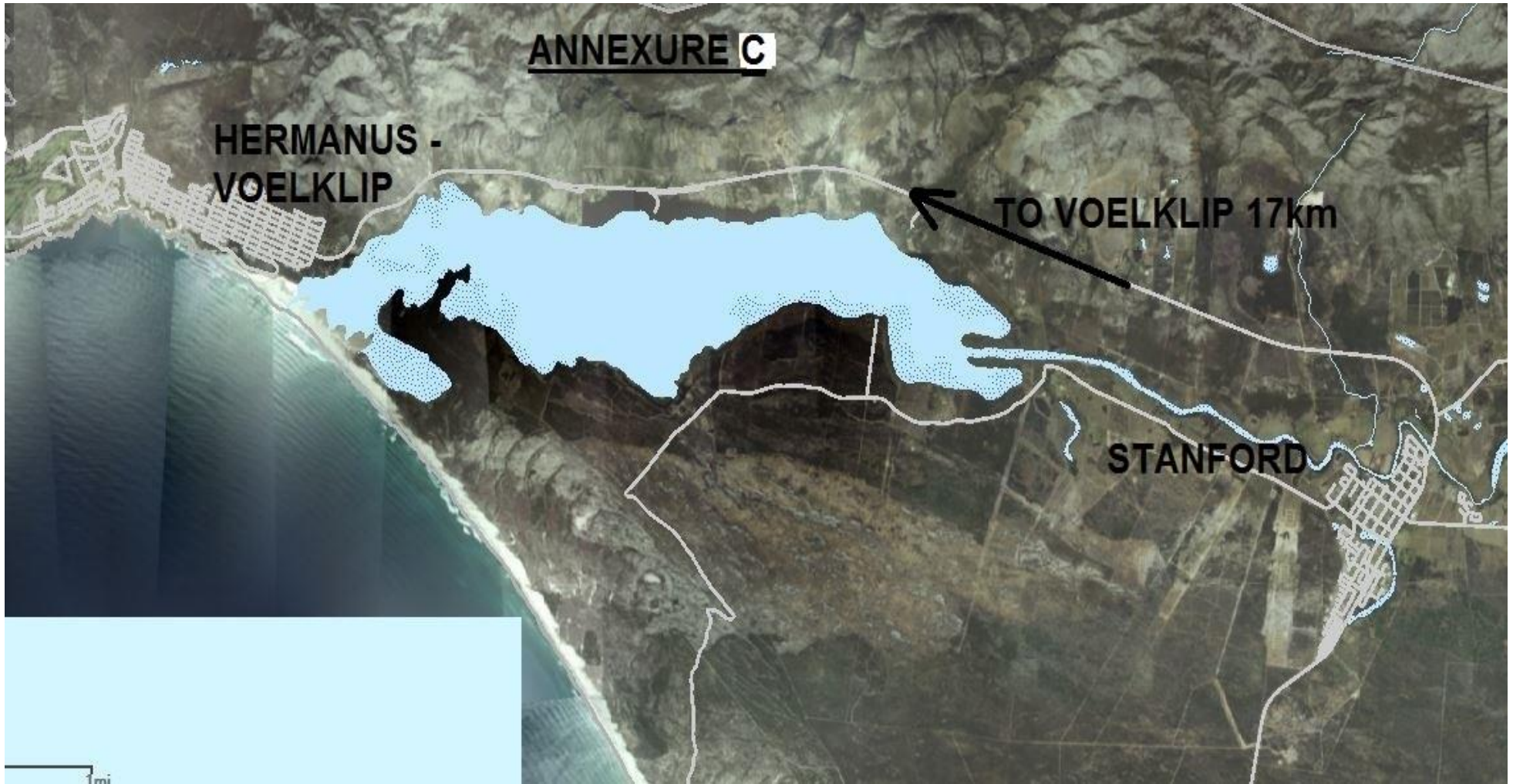
8 INFORMATION TO BE PROVIDED BY THE BIDDER

- 8.1 Contactable references of at least 2 previous contracts
- 8.2 The bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations. A letter of good standing in terms of COIDA or latest assessment and proof of payment thereof or proof of registration (only in cases of a new registration) will suffice.
- 8.3 Current licensing, hire agreement or letter of permission to use for operational vehicles.

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



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| CAPACITY | | NAME OF FIRM | | | |



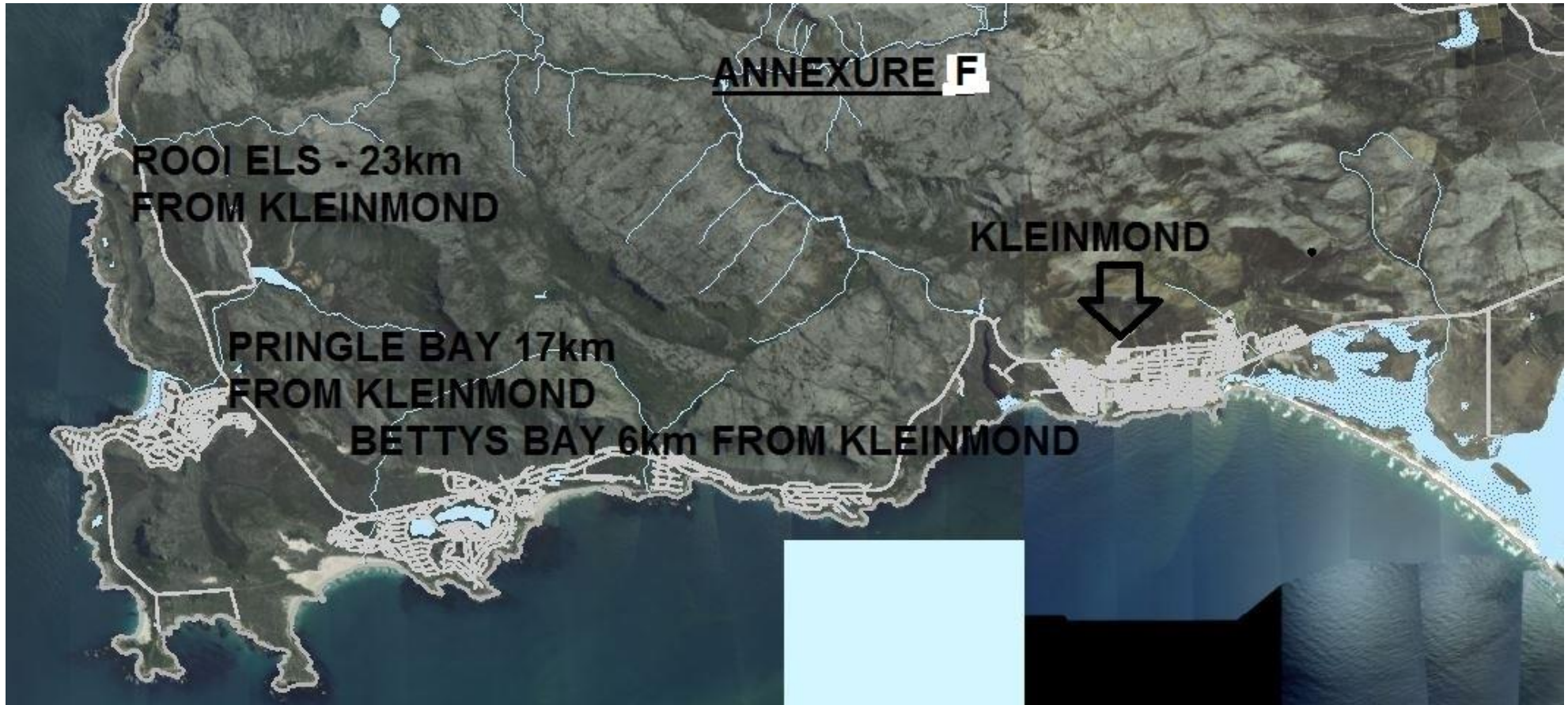
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| SIGNATURE | | NAME (PRINT) | | DATE | |
| CAPACITY | | NAME OF FIRM | | | |



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

19. ANNEXURE G- POLICY FOR THE CLEARING AND MAINTENANCE OF VEGETATION CREATING FIRE HAZARDS

**OVERSTRAND
MUNICIPALITY**



**POLICY FOR THE CLEARING AND MAINTENANCE OF
VEGETATION CREATING FIRE HAZARDS**

JUNE 2016

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| | |
|------------|---|
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| Chapter 5 | Obligation of land owners |
| Chapter 6 | Recovery of costs |
| Chapter 7 | Guidelines for minimum standards for clearing vegetation |
| Chapter 8 | Milkwood Trees and other Protected/Endangered Plant Species |
| Chapter 9 | Procedures |
| Chapter 10 | Schedule of Categories |

Chapter 1
Definitions and Abbreviations

| | |
|-------------------------------------|--|
| Administration Fee | Means a tariff as approved by Council and provided for in the tariff list of the Overstrand Municipality |
| Appeal Process | Provisions of section 62 of the Local Government: Municipal Systems Act, No. 32 of 2000 which <i>inter alia</i> provides that a person, whose rights are affected by a decision taken by a staff member in terms of a power or duty delegated, may appeal against that decision by giving <u>written notice of the appeal and reasons</u> to the Municipal Manager <u>within 21 days</u> of the date of the notification of the decision. Said notice must be accompanied with proof that the appellant has, in terms of Council resolution, paid an <u>appeal deposit</u> to the Municipality, which deposit is refundable if the appeal is upheld. |
| Brush Cutter | A hand held mechanical tool, powered by an electrical or petrol motor, and used to cut down shrubs and small trees |
| Bush-cutter (Bossiekapper) | A machine drawn behind a tractor, powered by a power takeoff from the tractor, and is used to cut down shrubs and large areas of vegetation |
| CARA | Conservation of Agricultural Resources Act, No. 43 of 1983 |
| Chain Saw | A hand held mechanical saw powered by an electrical or petrol motor, and used to cut down trees and logs |
| Combustible material | Means combustible refuse, combustible waste or any other material capable of igniting |
| Community Fire Safety By-law | Means the Overstrand Municipality By-Law relating to Community Fire Safety |
| Contract | Means a formal written agreement between the parties to provide for the execution of a specific task under specific conditions as set out in the contract document |
| Contractor | Means a person, natural or juristic, who undertakes to execute a contract, awarded by the Overstrand Municipality under the terms and conditions stipulated therein |
| Fire Brigade Services Act | Means the Fire Brigade Services Act, No. 99 of 1987 |
| Fire hazard | Means any situation, process, material or condition which may cause a fire or explosion or provide a ready fuel supply to increase the spread or intensity of the fire and which poses a threat to life or property. |
| Green Belt (s) | A land use designation for areas set aside as undeveloped natural areas surrounding or within |

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

| | |
|-----------------------------------|---|
| | urban areas. |
| Hazard | Means any physical situation with the potential to cause a fire hazard or the accumulation of excess waste material |
| Herbicide | Means a chemical substance (weed killer) that is registered in terms of Act 36 of 1947 to control or destroy specified plants in accordance with the directions for the use of such a weed killer |
| Invasive Alien Vegetation | Vegetation that is declared invasive in terms of the Conservation of Agriculture Resources Act, No.43 of 1998, that landowners are legally required to remove from their property and which are deemed to be a verified fire hazard in terms of this policy |
| Land | Means all privately, state, provincial and municipal owned land developed or undeveloped |
| Land Clearing | Means all actions required to ensure that fire hazard conditions are minimized on all land; that rubble, dead and dry vegetation and waste material is removed |
| Land owner | Any person (including a company, close corporation or trust) in whose name the land is registered, or if such land has been purchased but not yet registered, such a purchaser. Also a person who has the right of ownership even though the land has not been registered in such a person's name. If the person is not residing in South Africa, or if that person cannot be found, a representative will be regarded as the owner |
| Land user | Any person (including a company, closed corporation or trust) who is the owner of the land, or who leases the land or who has any legal right to use the land or the plants or other organic matter from the land, whether that person lives on the property or not |
| Manual clearing | Means the removal of plant and other material by hand, with hand held tools |
| Mechanical Clearing | Means the removal of plant and other material with mechanical equipment such as tractor driven lawn mowers or bush-cutters (bossiekappers) |
| Municipal Service Provider | Means a person, natural or juristic, who undertakes to execute a contract awarded by the Overstrand Municipality under the terms and conditions stipulated therein |
| Municipality | Means Overstrand Municipality, a local authority duly established in terms of the Local Government: Municipal Structures Act, no 117 of 1998 with its head office situated at Magnolia Street, Hermanus, Western Cape |
| Nature Reserve | An area with such a municipal zoning or which has been declared as a Protected Area in terms of the National Environmental Management: Protected Areas Act No. 57 of 2003. |
| Open Lands | Refers to non-built-up land with no, or with insignificant, vegetation cover |
| Park Lands | Land with clumps of trees and shrubs and lawned areas mainly used for recreational purposes |
| Procedure | Means a description of a single process, with many steps or tasks/responsibilities/regulations/requirements, involving a number of people |
| Resort | A place that is a popular destination for vacations or recreation, or which is frequented for a particular purpose |
| Responsible Official | Means an official of the Overstrand Municipality with the delegated responsibility for fire prevention |
| Waste material | Means excessive rubble, rubbish, other debris or waste material accumulated on a property |

Chapter 2

Purpose of the Policy

- 1 This document is established to lay down operational management principles, procedures and processes on public and privately owned land for the following purposes only:
 - 1.1 Control and elimination of fire hazards;
 - 1.2 Combating and control of vegetation that is a verified fire hazard and other threatening danger.

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

2 The Policy gives effect to the following legislation:

- 2.1 Chapter 7 Section 152(d) of the Constitution of South Africa, Act 108 of 1996 - Promotion of a safe and healthy environment;
- 2.2 Articles 4, 34 of the Overstrand Municipality Community Fire Safety By-law, P.N. 6454/2007 – Prevention of fire hazards on properties;
- 2.3 Fire Brigade Services Act, No. 99 of 1987 and amendments up to Act 14 of 2000 – Prevention of fires;
- 2.4 Local Government: Municipal Finance Management Act, No. 56 of 2003 – Prescribed regulations with regard to financial aspects of local government;
- 2.5 Local Government: Municipal Systems Act, No. 32 of 2000 – Prescribed regulations with regards to the functions of a municipality;

3 Objectives include:

- 3.1 To co-ordinate and ensure the removal and/or reduction of fire hazards.
- 3.2 To provide for the identification and verification of fire hazards on all properties in the Overstrand,
- 3.3 To notify residents and owners of such fire hazards that are a potential threat to the environment,
- 3.4 To inform residents and owners of the requirements and recommended methods with respect to the clearing and removal of such fire hazards, and
- 3.5 To ensure that all vacant properties, small holdings, farm land and public commons conform to the minimum standards as determined by the Policy before the end of October each year.

Chapter 3**Principles of the Policy**

- 1 All officials and contractors of the Overstrand Municipality, all residents, land owners and appointed agents, shall be subject to the contents of the Policy and follow this procedure and any processes described.
- 2 All land owners are obligated to maintain their properties in terms of Articles 34 & 54 of the Community Fire Safety By-law in such a manner that the land is maintained to the satisfaction of the Chief Fire Officer in that it does not constitute a fire hazard to the environment and community.
- 3 Each land owner is obligated to comply with the standards determined by the Municipality.
- 4 The methods used for reducing fire hazards are manual (with hand held tools), mechanical and the maintenance of fire breaks on property boundaries which is larger than 1ha.

4.1 Manual Clearing:

- 4.1.1 Manual non-mechanical clearing is done through the use of hand tools such as loppers, slashers, bow-saws, pruning scissors.
- 4.1.2 Manual mechanical clearing is done through the use of brush cutters and handheld chainsaws.

4.2 Mechanical Clearing:

Clearing is done through the use of tractor driven lawnmowers or “bossiekappers”.

4.3 Fire Breaks:

Where necessary, suitably cleared boundary strips that are free of combustible material that must be created that will assist in preventing fire spread and provide access for controlling fires as determined by the Chief Fire Officer.

- 5 The use of tractor driven lawnmowers or “bossiekappers” is at the discretion of the land owner as referenced in Category A1 to A8 of the policy.

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- 6 Areas such as road verges, municipal gardens, public commons and parklands, fire breaks or sport fields where continuous maintenance occurs(as is set out in Category B1 to B5) is subject to the discretion of the relative controlling authority.

Chapter 4

Responsibilities and rights of the Municipality

- 1 Officials with delegated authority for the verification of fire hazards shall have the final decision in the clearing of property, in accordance with the Municipality's By-laws, policies and directives as to **when** and **how** a property shall be cleared. If a property is found not to be a fire hazard, but is in breach of other municipal legislation, the matter will be delegated to the relevant department(s) for further action.
- 2 A notice period of **28 working days** for owners resident in South Africa and **40 days** for owners who are international residents will be determined in respect of the removal of hazardous conditions described in the policy.
- 3 Compliance notices will be served to the land owners per registered post and by email as a courtesy where such information is provided in the municipal data base.
- 4 A delegated official of the Municipality is empowered in terms Section 4 of its Community Fire Safety By-law to enter upon a property to do whatever is deemed to be necessary to remove the hazard if it is found that the property is in non-compliance with the regulated standards. Non-compliance of the regulated standards will result in the municipality exercising its powers.
- 5 Standards for plot clearing are set. Standards will be revised annually in conjunction with public participation and council work shopping.
- 6 The process for the acquisition of plot clearing contractors must be followed in accordance with the Municipality's Supply Chain Management Policy.
- 7 The appointed contractor(s) will be provided with specific instructions, including plot numbers, time frames, method and sequence of clearing and disposal of waste.
- 8 The contractor will be paid after the invoice has been verified and cleared sites have been inspected to verify that the work has been done according to standards.
- 9 The relevant fees will be billed against the defaulting property owner's Municipal account.
- 10 Right of admission:
Delegated officials of the Overstrand Municipality Fire Rescue and Disaster Management Services retain the right to enter any premises to perform compliance inspections and remedial action in accordance with the Fire Brigade Services Act, Act 99 of 1987 as amended by Act 14 of 2000 and the Overstrand Community Fire Safety By-law to prevent fire hazards.

Chapter 5

Obligation of landowners

1. Land owners are obligated to comply with the provisions of Sec. 34 of the Overstrand municipality's Community Fire Safety By-law, P.N 6454/2007.
2. Clearing of property must be in compliance of the norms and standards as prescribed in Chapter 10 - Schedule of Categories
3. Failure to comply will result in remedial action or legal action in terms of Sec. 55 of the said By-law in the form of a summons to court taken against the owner. Fines and imprisonment may be imposed by a court of law.

Chapter 6

Recovery of costs

Should it become necessary for the Municipality to take remedial action the full cost thereof will be recoverable from the land owner. The costs involved include the actual cost of the remedial action and the administrative fee as determined by the Municipal Tariff structure. This cost will be levied against the owners' municipal account.

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Chapter 7

Guidelines for minimum standards for clearing vegetation

1. Grass (all species) may not be longer than 500mm.
2. Invasive alien vegetation shall be eradicated (cut down) and may be treated with herbicide at the discretion of land owners, as applicable, to prevent re-growth.
3. Contractors appointed by the municipality for clearing of private erven are not permitted to use any herbicides.
4. Indigenous vegetation shall be reduced as per schedule 1 or 2 of the policy.
5. All garden refuse, cuttings and excess combustible material (irrespective of the clearing process) shall be removed from the property and disposed of at the relevant municipal refuse transfer stations.
6. Garden refuse may be chipped and spread over the cleared area as mulching in order to prevent soil erosion and to replenish soil nourishment.
7. It is suggested that private landowners make use of the registered contractors available on the Municipal database or contractor list supplied on request from the relevant administrators as being considered competent indigenous and invasive alien plants plot clearing activities.

Chapter 8

Milkwood Trees and other Protected/Endangered Plant Species

Sideroxyloninerme (White Milkwood) are protected trees and may only be removed, cut or controlled in accordance to the determination of the Minister of the Department of Agriculture, Forestry and Fisheries. In urban areas **Milkwoods may be trimmed by a maximum of 25% without obtaining a permit.** Topping of tree crowns and of trees growing in a natural forest ecosystem is excluded from this exemption. Destruction of protected trees or natural forest or any other protected/endangered plant species without a permit obtained from the Department of Agriculture, Forestry and Fisheries or the Department of Environmental Affairs or Cape Nature, is a criminal offence.

Chapter 9

Prescribed Procedures of the Plot Clearing Management Process

| NO. | ACTION | RESPONSIBLE DEPT |
|---------------------------------------|---|--|
| Standard procedures | | |
| 1. | 1 st Compliance inspection | Chief: Fire Services or delegate |
| 2. | Administration and Issue of Compliance Notices | Office of the Respective Area Manager |
| 3. | 2 nd Inspection | Chief: Fire Services or delegate |
| 4. | Issue summons on owner to appear in court in case of non-compliance | Additional Court /Law Enforcement |
| Procedures for remedial action | | |
| 1. | Appointment of contractors through the Supply Chain channels | Chief : Fire Services |
| 2. | Instruction to private contractor | Chief : Fire Services |
| 3. | Inspection with certification of clearing done | Chief : Fire Services |
| 4. | Invoice for payment of contractor | Finance |
| 5. | Payment of contractor | Finance |
| 6. | Billing of owner | Finance |

| | | | |
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**Chapter 10
Schedule of Categories**

The methods or techniques used for clearing properties are defined in the following categories:

| Category | Privately Owned Land Within and Bordering the Urban Edge | | | |
|-----------|--|---------------------------------|--|---|
| | Type of Vegetation | Area | Method of Clearing | Required Municipal Standard |
| A1 | Size – Up to 1ha Mixed invasive alien and indigenous vegetation - Acacia's Hakea spp, Gum spp- , dense grasses etc. | No Conservation Status | Manual only | Eradication and removal of all invasive alien vegetation. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. Trees and shrubs taller than 1.5 metres must be cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward. Grasses shall not exceed a height of 500mm. |
| A2 | Size – Up to 1ha Indigenous vegetation – Fynbos etc. | No Conservation Status | Manual only | TREES AND SHRUBS Reduce fynbos fire loading by a minimum of 50% or 5kg per square metre whichever is applicable. Trees and shrubs taller than 1.5 metres must be cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. |
| A3 | Size – Up to 1ha Majority of invasive alien vegetation Acacia's Hakea spp, Gum spp- , dense grasses etc. | Protected Areas/ Conservancy | Manual only | Eradication and removal of all invasive alien vegetation. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. Retention of desired trees and shrubs taller than 1.5 metres is subject to being cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward together with growth being reduced to a minimum of 50% of the entire area. Grass shall not exceed a height of 500mm. Maintain safe distance between possible/ future fire hazards and structures. |
| A4 | Size – Up to 1ha Mixed invasive alien and indigenous vegetation – Acacia's, Hakea spp., Gum spp, dense grasses etc | Protected Areas/ Conservancy | Manual only | Eradication or cutting down of and, removal of all invasive alien vegetation. All combustible deadwoods, refuse, litter and other verified fire hazards shall be removed. Grasses shall not exceed a height of 30cm 500mm. Maintain safe distance between possible/ future fire hazards and structures |
| A5 | Size - Larger than 1ha / Small Holding Majority of invasive alien vegetation Acacia's Hakeaspp, Gum spp- , dense grasses etc. | No Conservation status | Manual or Mechanical at the discretion of the land owner | To be administered by the Department of Agriculture and Fisheries in terms of CARA. Complaints will be referred to the relevant department for action. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |
| A6 | Larger than 1ha / Small Holding Mixed invasive alien and indigenous vegetation – Acacia's, Hakea spp., Gum spp and/or dense grasses and fynbos | No Conservation Status | Manual or Mechanical at the discretion of the land owner | To be administered by the Department of Agriculture and Fisheries in terms of CARA. Complaints will be referred to the relevant department for action. Retention of desired trees and shrubs taller than 1.5 metres is subject to being cleared of growth from ground up to a minimum of 1m for up to 1.5m and 1.2m from 1.5m upward together with growth being reduced to a minimum of 50% of the entire area. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |

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| SIGNATURE | | NAME (PRINT) | | DATE | |
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| Category | Privately Owned Land Within and Bordering the Urban Edge | | | |
|-----------|--|---------------------------------|--------------------|--|
| | Type of Vegetation | Area | Method of Clearing | Required Municipal Standard |
| A7 | Larger than 1 ha / Small Holding Majority of invasive alien vegetation Acacia's Hakea spp, Gum spp-, dense grasses etc. | Protected Areas/ Conservancy | Manual only | To be administered by the Department of Agriculture and Fisheries in terms of CARA. Complaints will be referred to the relevant department for action. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |
| A8 | Larger than 1 ha / Small Holding Mixed invasive alien and indigenous vegetation – Acacia's, Hakea spp., Gum spp and/or dense grasses and fynbos. | Protected Area/ Conservancy | Manual only | To be administered by the Department of Agriculture and Fisheries in terms of CARA. Complaints will be referred to the relevant department for action. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |

| B | Municipal Reserves, Park Lands and Other Vacant Lands – Inside Urban Edge | | | |
|-----------|---|--|---|--|
| | Type of Vegetation | Area | Method of Clearing | Required Municipal Standard |
| B1 | Green Belts | Protected Areas/ Conservancy | Manual | Eradication and removal of all invasive alien vegetation. Remove excessive build-up of deadwood. Complete removal of combustible refuse. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |
| B2 | Nature Reserves | Protected Areas/ Conservancy | Manual | Eradication and removal of all invasive alien vegetation. Remove excessive build-up of deadwood. Complete removal of combustible refuse. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |
| B3 | Park Lands | No Conservation Status, Protected Areas/ Conservancy | Manual | Eradication and removal of all invasive alien vegetation. Scheduled grass cutting and maintenance of flower beds. All combustible deadwood and other verified fire hazards shall be removed. Complete removal of combustible refuse. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |
| B4 | Open lands (inside urban edge) | No Conservation Status, Protected Areas/ Conservancy | Mechanical or Manual Clearing -as determined by circumstances | Eradication and removal of all invasive alien vegetation. All combustible deadwood and other verified fire hazards shall be removed. Complete removal of combustible refuse. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer |
| B5 | Resorts | No Conservation Status, Biosphere / Conservancy | Mechanical or Manual Clearing -as determined by circumstances | Eradication and removal of all invasive alien vegetation. Scheduled grass cutting and maintenance of flower beds. All combustible deadwood and other verified fire hazards shall be removed. Complete removal of combustible refuse. Maintain a safe distance between fire hazards and structures as determined by the Chief Fire officer. Create and maintain adequate perimeter fire breaks as determined by the Chief Fire Officer. |

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



20. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER

| Employer (Name, Tel, Fax, Email) | | Nature of work | Value of work (Incl. VAT) | Date started | Date completed |
|----------------------------------|----------------|----------------|---------------------------|--------------|----------------|
| 1. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Fax | | | | |
| | Email | | | | |
| 2. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Fax | | | | |
| | Email | | | | |
| 3. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Fax | | | | |
| | Email | | | | |
| 4. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Fax | | | | |
| | Email | | | | |
| 5. | Name of entity | | | | |
| | Contact Person | | | | |
| | Tel | | | | |
| | Fax | | | | |
| | Email | | | | |

Attach more pages if necessary.

| | | | | | |
|-----------|--|--------------|--|------|--|
| SIGNATURE | | NAME (PRINT) | | DATE | |
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21. PRICING SCHEDULE

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. **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.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

| | | | | | | | | |
|--|-----------------------------|--|--|--|-----------|--|--|--|
| | INDICATE WITH AN 'X' | | | | | | | |
| Are you/is the firm a registered VAT Vendor | YES | | | | NO | | | |
| If "YES", please provide VAT number | | | | | | | | |

I / We _____
 (full name of Bidder) the undersigned in my capacity as _____
 of the firm _____

hereby offer to Overstrand Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Overstrand Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

PRICING SCHEDULE:

1. Escalation is allowed to a maximum of 6% per annum from 1 July 2019
2. Prices in Rand per Square Metre for the areas listed below:

PRICING FOR MANUAL CLEARING:

| Item # | Area | Measure of Unit | Rate per m ² (Incl. of 15% VAT) |
|--------|----------------------|--------------------------------|--|
| 1 | Greater Hermanus | Square metre (m ²) | R per m ² |
| 2 | Stanford | Square metre (m ²) | R per m ² |
| 3 | Gansbaai | Square metre (m ²) | R per m ² |
| 4 | Hangklip / Kleinmond | Square metre (m ²) | R per m ² |

PLEASE NOTE: The square meters as indicated in clause 4.5 are for evaluation purposes only and may not be seen as actual quantities, and the Municipality will not be bound by the estimated square metres as indicated.

| | | | |
|--------------|--|--------------|--|
| SIGNATURE | | NAME (PRINT) | |
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22. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES

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.
3. 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.

PART 1 (to be completed by the TENDERER)

1. I hereby undertake to render services described in the attached bidding documents to **Overstrand Municipality**, in accordance with the requirements and task directives / proposals specifications stipulated in Tender Number **SC1908/2018: CLEARING OF MUNICIPAL AND PRIVATE ERVEN FOR A CONTRACT PERIOD ENDING 30 JUNE 2021**, at the rates as per pricing schedule above.
2. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - Bidding documents, viz
 - (a) Invitation to bid
 - (b) Tax clearance certificate
 - (c) Pricing schedule(s)
 - (d) Filled in task directive/proposal
 - (e) Preference claims in terms of the Preferential Procurement Regulations 2011
 - (f) Declaration of interest
 - (g) Special Conditions of Contract; and
 - (h) General Conditions of Contract.
4. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

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



CONTRACT FORM - RENDERING OF SERVICES

PART 2 (to be completed by OVERSTRAND MUNICIPALITY)

1. I, _____,
 in my capacity as _____,
 accept your bid under reference number _____ dated _____,
 for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.
4. I confirm that I am duly authorised to sign this contract.

FOR OFFICIAL USE ONLY

SIGNED AT _____ on this _____ day of _____ 20 _____.

| TO BE COMPLETED BY THE OVERSTRAND MUNICIPALITY | | |
|---|--|------------------------|
| SIGNATURE: | | OFFICIAL STAMP: |
| NAME (PRINT): | | |
| WITNESS 1: | | |
| WITNESS 2: | | |

23. DECLARATION BY TENDERER

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 fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment 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

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

| | |
|----------|--|
| 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: |
| 1 | Database Registration Form |
| 2 | Questionnaire For Preferential Procurement Policy |
| 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

| FORMS REMOVED & HANDED TO DATABASE OFFICIAL | | | | | |
|---|--|----------------|--|----|--|
| 1 | Database Registration Form | Yes | | No | |
| 2 | Questionnaire For Preferential Procurement Policy | Yes | | No | |
| 2.1 | BBBEE Certificate / Letter from Auditor | | | | |
| 3 | Declaration By Supplier | Yes | | No | |
| 4 | National Small Business Act No. 102 Of 1996 Classification | Yes | | No | |
| 5 | Nature Of Operations, Products Or Services | Yes | | No | |
| 6 | Credit Order Instruction | Yes | | No | |
| 7 | Documents Required: | | | | |
| 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 | |
| 8. | LIST ANY OTHER FORMS REMOVED AND SUBMITTED TO DATABASE OFFICIAL: | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <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> | | | | | |
| | Removed | Checked | | | |
| Print Name | | | | | |
| Signature | | | | | |
| Date | | | | | |



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 | 6 | 14 |
| 4 | 5 | 12 |
| 5 | 4 | 8 |
| 6 | 3 | 6 |
| 7 | 2 | 4 |
| 8 | 1 | 2 |
| Non-compliant contributor | 0 | 0 |

- 1.1. Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by a Verification Agency accredited by SANAS or an original sworn affidavit or an originally certified copy thereof.
- 1.2. Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or an originally certified copy thereof, substantiating their B-BBEE rating by a Verification Agency accredited by SANAS.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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.
- 1.7. 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 an original sworn affidavit or an originally certified copy thereof).

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

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse 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 zingasentla zilungile kwaye zisayinwe ndim/sithi kunye namangqina

| | |
|---|---|
| | |
| Handtekening / Signature / Osayinileyo | Getuie / As Witness / Njengengqina |



DECLARATION BY SUPPLIER

1. 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*.

2.(a) 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.

2.(b) The request for registration on the Municipality's database may be rejected if the supplier, or any of its directors/members/partners have:

- (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
- (ii) been convicted for fraud or corruption during the past five years;
- (iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
- (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
- (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).

| | | | | |
|-------|--|-----|----|--|
| 3. | In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths. | | | |
| 3.1 | Print full Name: | | | |
| 3.2 | Company/CC Registration or ID Number: | | | |
| 3.3 | Are you presently <i>in the service of the state</i> ? * | YES | NO | |
| 3.3.1 | If so, furnish particulars. | | | |
| 3.4 | Have you been <i>in the service of the state</i> for the past twelve months? | YES | NO | |
| 3.4.1 | If so, furnish particulars. | | | |
| 3.5 | 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 | |
| 3.5.1 | If so, furnish particulars. | | | |
| 3.6 | 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 | |
| 3.6.1 | If so, furnish particulars. | | | |
| 3.7 | Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ? | YES | NO | |
| 3.7.1 | If so, furnish particulars. | | | |
| 3.8 | 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 | |
| 3.8.1 | If so, furnish particulars. | | | |
| 3.9 | 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 | |
| 3.9.1 | If so, furnish particulars. | | | |



| | | | | | |
|--------|--|-----|--|----|--|
| 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.

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

* MSCM Regulations: "in the service of the state" means to be –

- 6. a member of –
 - 6.1. any municipal council;
 - 6.2. any provincial legislature; or
 - 6.3. the national Assembly or the national Council of provinces;
- 7. a member of the board of directors of any municipal entity;
- 8. an official of any municipality or municipal entity;
- 9. 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);
- 10. a member of the accounting authority of any national or provincial public entity; or
- 11. an employee of Parliament or a provincial legislature.

| | |
|---|---|
| <p style="text-align: center;">COMMISSIONER OF OATHS</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>COMMISSIONER OF OATHS:-</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> | <p style="text-align: center;">Apply official stamp of authority on this page:</p> |
|---|---|



MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPPLY CHAIN MANAGEMENT POLICY OF THE OVERSTRAND MUNICIPALITY (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)

| | |
|--|--|
| Number of sheets appended by the tenderer to this schedule (If nil, enter NIL) | |
|--|--|

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

| | |
|---|--|
| <p align="center">COMMISSIONER OF OATHS</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>COMMISSIONER OF OATHS:-</p> <p>Signature: _____</p> <p>Print name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> | <p align="center">Apply official stamp of authority on this page:</p> |
|---|--|



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 | | Size of class | Total full-time equivalent of paid employees | Total annual turnover | Total gross asset value (fixed property excluded) | Indicate the category of your business |
| Please indicate your Sector "X" | | | Less than: | Less than: | Less than: | "X" |
| All Tiers of Government 00001 - 09999 | | Not applicable | Not applicable | Not applicable | Not applicable | Not applicable |
| Agriculture 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 | |
| Mining and Quarrying 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 | |
| Manufacturing 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 | |
| Electricity, Gas and Water 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 | |
| Construction 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 | |
| Wholesale Trade, Commercial Agents and Allied Services 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 | |
| Retail and Motor Trade and Repair Services 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 | |
| Catering, Accommodation and other Trade 64101 - 64299 | | Medium | 200 | R13 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 | |
| Transport, Storage and Communications 71001 - 75999 | | Medium | 200 | R26 m | R 6 m | |
| | | Small | 50 | R13 m | R 3 m | |
| | | Very small | 20 | R 3 m | R 0.60 m | |
| | | Micro | 5 | R 0.20 m | R 0.10 m | |
| Finance and Business Services 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 | |
| Community, Social and Personal Services 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 | |



KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

| | | |
|--|--|---|
| Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge 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 Cheque Account I-akhawunti yetshekhi | 2 = Transmissierekening Transmission Account I-akhawunti vokuqithisela | 3 = Spaarrekening Savings Account I-akhawunti vemali eqcniweyo |
| 4 = Verbandrekening Bond Account I-akhawunti yebhondi | 5 = (Nie in gebruik) (Not in use) Ayisetvenziswai | 6 = Subskripsieaandeelrekening Subscription Share Account 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. 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. Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegetydig 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. 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. 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. Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo. Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo. |
|--|---|---|

| | |
|--|----------------------|
| GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLOGUNYAZISIWEYO | |
| 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 klient se bankrekening soos aangedui op die krediet bevel instruksie korrek is: I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct. -Ndi/Siqinisekisa ukuba iinkcukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphozitha imali ilungile | AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / -ISITAMPU SOMHLA ESISESIKWENI: |
| GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / - Usayino olugunyazisiweyo | |



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:

| | | | |
|-------------------------------------|--|----------------------|--|
| BUSINESS NAME | | | |
| DATE RECEIVED | | DATE CAPTURED | |
| ACCEPTED | | | |
| DATABASE REGISTRATION NUMBER | | | |