



TENDER NO.: SC 1912/2018

**LEASE OF REFRESHMENT KIOSK AT ONRUS CARAVAN PARK, FOR A
CONTRACT PERIOD ENDING 30 NOVEMBER 2021**

PROCUREMENT DOCUMENT

NAME OF TENDERER:	
Total Price (Inclusive of 15% VAT) (refer to page 39):	

SEPTEMBER 2018

PREPARED AND ISSUED BY:

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

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

**M Erasmus
Acting Manager:
Property Admin**

Tel. Number: **028 316 3724**

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
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TENDER DETAILS						
TENDER NUMBER:	SC1912/2018					
TENDER TITLE:	Lease of Refreshment Kiosk at Onrus Caravan Park, for a contract period ending 30 November 2021					
CLOSING DATE:	19 October 2018		CLOSING TIME:	12h00		
SITE MEETING:	DATE:	n/a	TIME:	n/a	COMPULSORY:	n/a
SITE MEETING ADDRESS:	n/a					
CIDB GRADING REQUIRED:	n/a	LEVEL AND CATEGORY:	n/a			
BID BOX NO:	5	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	M Erasmus	028 316 3724
2. ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS	A Moore	028 313 8974
	L du Preez	028 313 8147

CONTENTS

	PAGE NUMBER
PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY	4
1. CHECKLIST	5
2. TENDER NOTICE & INVITATION TO TENDER	6
3. AUTHORITY TO SIGN A BID.....	7
4. GENERAL CONDITIONS OF TENDER	11
5. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS	13
6. MBD 4 – DECLARATION OF INTEREST	14
7. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES.....	17
8. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	19
9. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES.....	21
PART B – SPECIFICATIONS AND PRICING SCHEDULE	22
10. SPECIFICATIONS	23
11. ANNEXURE A – LOCALITY MAP	27
12. ANNEXURE B - DRAFT LEASE AGREEMENT	28
13. FORM OF OFFER AND ACCEPTANCE	39
PART C – MOST IMPORTANT ASPECTS OF ADMINISTRATION OF IMMOVABLE PROPERTY POLICY	41
14. MOST IMPORTANT ASPECTS OF THE ADMINISTRATION OF IMMOVABLE PROPERTY POLICY OF THE OVERSTRAND MUNICIPALITY.....	42



**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:

Authority to Sign a Bid Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
Tax Clearance Certificate Provide Tax clearance compliance status pin and Income Tax no.	Yes	No	
MBD 4 (Declaration of Interest) Is the form duly completed and signed?	Yes	No	
MBD 8 (Declaration of Past Supply Chain Practices) Is the form duly completed and signed?	Yes	No	
MBD 9 (Certificate of Independent Bid Determination) Is the form duly completed and signed?	Yes	No	
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	
Specifications Is the form duly completed and signed?	Yes	No	
Form of Offer Is the form duly completed and signed?	Yes	No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 1912/2018****LEASE OF REFRESHMENT KIOSK AT ONRUS CARAVAN PARK, FOR A CONTRACT PERIOD
ENDING 30 NOVEMBER 2021**

Tenders are hereby invited for the **Lease of Refreshment Kiosk at Onrus Caravan Park, for a contract period ending 30 November 2021**.

Tender documents, in English, are obtainable from **Friday, 14 September 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.: SC1912/2018: Lease of Refreshment Kiosk at Onrus Caravan Park, for a contract period ending 30 November 2021**" clearly endorsed on the envelope, must be deposited in **Tender Box No. 5** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

The closing date and time of the tender is on **19 October 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 **Ms. M Erasmus** at telephone number: **028 316 3724**.

3. 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
- 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
 - 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.

4. GENERAL CONDITIONS OF TENDER
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1. Sealed tenders, with the “Tender Number and Title” clearly endorsed on the envelope, must be deposited in the tender box indicated at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.
2. The tender must be lodged by the Tenderer in the tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Avenue, Hermanus
3. PLEASE NOTE:
 - 3.1. Tenders that are deposited in the incorrect box will not be considered.
 - 3.2. Tender box deposit slot is 28cm x 2.5cm.
 - 3.3. Mailed, telegraphic or faxed tenders will not be accepted.
 - 3.4. Documents may only be completed in black ink.
 - 3.5. The use of correction fluid/tape is not allowed.
 - 3.6. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 3.6.1. Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 3.7. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
 - 3.8. All prices shall be quoted in South African currency and be INCLUSIVE of VAT.
 - 3.9. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 - 3.10. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will not be considered.
 - 3.11. A separate Tender box is provided for the reception of Tenders and no Tender will be considered which, subsequent to the closing hour for Tenders, may be found in another box.
 - 3.12. Tenders shall be opened in public at the Hermanus Municipal Offices as soon as possible after the closing time for the receipt of tenders.
4. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;
 - 4.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
5. The tenderer shall declare all the Municipal account numbers in the Overstrand Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
6. This bid will be evaluated and adjudicated according to the following criteria:
 - 6.1. Relevant specifications
 - 6.2. Financial means and expertise
 - 6.3. Capability to perform in terms of the contract
7. The following terms shall be interpreted as indicated:
 - 7.1. “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 7.2. “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.

INITIALS	
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- 7.3. "Day" means calendar day.
 - 7.4. "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.
 - 7.5. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
 - 8. Unless otherwise indicated in the bidding documents, the Municipality 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.
 - 9. Invitations to bid are usually published in locally distributed news media and on the municipality's website.
 - 9.1.

INITIALS	
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5. 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-Filers 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	
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6. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full name of bidder or his or her representative				
3.2.	Identity number				
3.3.	Position occupied in the company (director, shareholder ² 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:				

¹ 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.

² "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 ³ employee number <u>(Only to be completed if in the service of the State)</u>

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			

³ **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.



7. 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:			



8. 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).⁴ 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;

⁴ 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 consortium⁵ 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			

⁵ 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.



9. 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:

1. Copies of all municipal accounts, not older than 3 months, to be submitted with the bid.
2. 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>
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PART B – SPECIFICATIONS AND PRICING SCHEDULE

10. SPECIFICATIONS

SCOPE OF TENDER**1. INTRODUCTION**

- 1.1. The Overstrand Municipality has decided to enter into an agreement for lease of the refreshment kiosk at Onrust Caravan Park (Onrustrivier) for a period ending on 30 November 2021 for the purpose of selling non-alcoholic beverages and refreshments, snacks, takeaway meals, etc. The Municipality owns the land where the kiosk is situated.
- 1.2. The document is self-explanatory and interested parties are encouraged to read through it carefully, so as to familiarise themselves with both the overall intent of Council, as well as with the procedures for the award.
- 1.3. The tender is subject to the conditions as set out in the tender documents and to the most recent Supply Chain Management Policy and the Administration of Immovable Property Policy of the Overstrand Municipality, as amended, approved and adopted by Council.

2. THE TENDER PROCESS

The process to be followed in this proposal shall be as follow:

- 2.1. The submission of a tender price as well as information regarding the source of funds and the financial offer made must be clearly set out in the bidder's submission as per the requirements set out in **Paragraph 7 – Submission Requirements and Evaluation**, of this document.
- 2.2. The submissions will be evaluated and adjudicated by a duly constituted evaluation and adjudication committee.
- 2.3. Overstrand Municipality does not bind itself to accept the highest or any tender and reserves the right to accept any or none of the tenders submitted, as it may deem expedient. Furthermore, the Municipality reserves the right to award the tender to any bidder of the Municipality's choice to ensure a fair and equitable distribution of the Municipality's property.
- 2.4. The Municipality may wish to interview prospective organisations or individuals prior to awarding the tender to any bidder.
- 2.5. A Lease Agreement similar to the one attached per Annexure **B** to the tender documentation will be entered into with the successful bidder as soon as possible after the tender has been awarded. Should the successful bidder fail or neglect to conclude the Lease Agreement with the Municipality within the time period specified by the Municipality in writing, the terms and conditions of this tender and the policies referred to and this agreement shall be binding on both parties and enforceable by them.
- 2.6. Payment of an amount equal to twice the monthly lease amount tendered, is payable as a deposit on date of signature of the lease agreement.

3. THE ROLE OF THE PROPERTY WITHIN THE NATURE OF ITS LOCALITY

- 3.1. The Onrust Caravan Park is situated in De Villiers Street via Molteno Street, Onrustrivier. The Kiosk itself is located in the Onrust Caravan Park. The park has 250 caravan and tent sites of which +/-64 are semi-permanent sites. During December/January school holidays and Easter Weekends the camp sites are usually fully booked. During out of season period the park is regularly visited by caravan and tourist groups. (See the Locality Map attached marked Annexure **A**.)
- 3.2. The site may only be used for the purpose of:
 - (a) operating a kiosk that may serve non-alcoholic beverages and refreshments;
 - (b) a facility providing take-away meals and snacks; and
 - (c) such other purposes as may be approved by the delegated authority of the Municipality in writing in advance.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

4. PROPERTY DESCRIPTION AND ZONING RIGHTS

- 4.1. Erf no. and size of portion: A Portion of the remainder of Farm no. 581 Onrustrivier ±85m² in extent, as indicated on the locality map attached hereto marked Annexure A.
- 4.2. Zoning status: The current zoning of the property is Resort Zone: Holiday Resort.
- 4.3. The surrounding land is zoned as Residential Zone 1: Single Residential.

5. DEVELOPMENT PARAMETERS

5.1. Utilisation of the property

The utilisation of the property must be consistent with the present use of the site and building. No extension to the building will be allowed.

5.2. Accesses and Road provision

Access to the property will be from De Villiers Street. See the Locality Map attached marked Annexure A.

5.3. Height Restrictions

The height of any buildings or structures must be in compliance with the relevant Scheme Regulations as promulgated.

5.4. Not allowed

Any use other than the existing land use rights will not be allowed.

5.5. Parking

In accordance with the existing arrangement, the surrounding public parking may be used by visitors.

6. INFRASTRUCTURE

- 6.1. Water, sewer and electricity connections are available. Any upgrades will be for the account of the bidder.
- 6.2. The successful bidder will be responsible for payment of all costs relating to the connections for water, sewerage and electricity supply to the property and any other services, if needed, as well as for payment of the normal rates, taxes and tariffs for any municipal services provided to the property.

7. SUPPORTING DOCUMENTS

Item:	Please indicate with and "X" whether the offer complies with the requirements.			Reference (Supporting documents attached)
	Yes	No	Comment	
7.1				

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

Item:	Please indicate with and "X" whether the offer complies with the requirements.			Reference (Supporting documents attached)
	Yes	No	Comment	
7.2	The bidders are required to submit a tender deposit of two hundred and fifty rand (R250.00) on submission of the tender. This amount must be in the form of a bank guaranteed payment (only guaranteed by a registered financial institution) or cheque in favour of the Overstrand Municipality and valid for 60 days from the date of the closure of the tender or paid into the Municipality's bank account. This guarantee/cheque will be returned to the unsuccessful bidders after the awarding process has been completed. The tender deposit will be forfeited by a bidder should he cancel/withdraw his tender at any time after the closing date of the tender.			
7.3	The bidders are advised to submit a compact business plan with the submission of this tender with the supporting documents indicating the following:			
	a) The number of years the bidder is involved in and/or operating a business.			
	b) The proposed financial planning and budgeting income and expenditure providing for the operation of the kiosk for at least the first year.			
	c) The financial backing/financial resources (e.g. bank or financial statements) to manage and maintain the kiosk to its full potential.			
	d) The proposed trading hours that may be negotiated with the delegated authority, having regard to paragraph 9 below.			
	e) The proposed list of the products to be sold. NO ALCOHOL MAY BE SOLD.			
	f) A list of equipment to be used, e.g. chip fryers, freezers, warmers, etc.			

8. LEASE "VOETSTOOTS" AND SUBJECT TO CONDITIONS:

The property is leased as it stands, "voetstoots", and the Municipality shall not be responsible for any defects in the property either patent or latent. The property is moreover leased subject to all conditions and servitudes mentioned or referred to in the current and/or prior title deeds of the property and to all such other conditions and servitudes which may exist in regard thereto. The Municipality shall not be required to point out the boundary beacons of the property and shall not be liable for any deficiency in the extent of the property which may be revealed on any survey or re-survey, and shall not benefit by any excess.

9. GENERAL

- 9.1. The successful bidder will be required to trade over peak season from 1 December until 31 January each year and also Easter, School and Public Holidays.
- 9.2. Proposed business hours for the successful bidder are as follows:
- 9.2.1. During the week: 08h00 – 20h00;
 - 9.2.2. Fridays and Saturdays: 08h00 – 22h00;
 - 9.2.3. Sundays: 08h00 – 18h00; and
 - 9.2.4. If the need arises during peak season the kiosk may remain open until 21h00 on weekdays and 23h00 on Fridays and Saturdays provided that the prior written consent from the delegated authority is obtained.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

-
- 9.3. The successful bidder must supply its own stock and equipment e.g. fridges and shelves.
- 9.4. The utilisation of the allocated kiosk is at the successful bidder's own risk.
- 9.5. The successful bidder shall indemnify the Municipality against any claims that might arise with regards to the use of the kiosk.
- 9.6. If required by legislation, the successful bidder must procure/obtain a valid trading licence and/or permit to trade and comply with any other specifications, including obtaining any health certificates, within one month from commencement of the lease agreement to be entered into.
- 9.7. The successful bidder may not assign or sublet the property to any other person/party.
- 9.8. The kiosk may not be, without the prior written consent of the delegated authority, closed for a period in excess of 4 (four) weeks in each and every calendar year and shall be open for not less than 7 (seven) hours per day for 6 (six) days of every week whilst the business is not closed.

10. ACCEPTANCE

- 10.1. The tender shall remain irrevocably open for acceptance by the Municipality for a period of 60 (sixty) days calculated from the date of the closing of tenders.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

11. ANNEXURE A – LOCALITY MAP



SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

12. ANNEXURE B - DRAFT LEASE AGREEMENT

LEASE AGREEMENT

**A PORTION OF THE REMAINDER OF FARM NO. 581 ONRUSTRIVIER
(±85m² in extent)
(also known as "Onrustrivier Kiosk")**

entered into between

OVERSTRAND MUNICIPALITY

herein represented by _____
in his capacity as Municipal Manager
(hereinafter called the **LESSOR**)

and

_____ *Do not complete* _____

OF _____ *Do not complete* _____
(hereinafter called the **LESSEE**)

WHEREAS the **LESSOR** called for tenders for the leasing of municipal property, being a refreshment kiosk on a portion of the remainder of Farm no. 581 Onrustrivier (±85m² in extent) ("the Land") situated in Onrustrivier Caravan Park and shown on the locality map attached marked "Annexure **XXX**" for the purpose of operating the **Onrustrivier Kiosk**;

AND WHEREAS the tender was awarded to the **LESSEE** on _____ as per the minutes attached marked "Annexure **XXX**";

NOW THEREFORE THE PARTIES AGREE that the **LESSOR**, pursuant to the authority conferred upon it by the Administration of Immovable Property Policy of the **LESSOR**, as amended from time to time ("the Policy") agrees to lease to the **LESSEE** and the **LESSEE** agrees to lease from the **LESSOR** the Land, subject to the following terms and conditions:

1. LEASE PERIOD

- 1.1. This agreement shall be for a period of **3 (THREE) years** or part thereof which commences on date of signature of this agreement or **1 December 2018** whichever is last, and expires on **30 November 2021**.
- 1.2. The **LESSEE** shall at no time during/on/after expiry of the agreement have a legitimate expectation that a further lease period may be agreed to by the **LESSOR**.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. RENTAL

- 2.1. The **LESSEE** shall pay to the **LESSOR** rental in the amount of **RXXX (XXX) (VAT included) per month**, in respect of the Land, such rental to escalate every year on the 1st of July by a percentage equal to the prevailing consumer price index (all items) in terms of the Policy payable monthly in advance at the municipal cashiers, Overstrand Municipality, Hermanus.
- 2.2. The **LESSEE** shall complete a service agreement form at the Overstrand Municipal Offices for the creation of a municipal account (for the levying of the lease amount, rates and taxes and municipal services and other costs in terms of this agreement) in the name of the **LESSEE** as described in this agreement and provide the Property Administration Department with such account number within **3 (THREE) business days** from signing of this agreement.

3. DEPOSIT

- 3.1. On signature of this agreement, the **LESSEE** shall pay the **LESSOR** a deposit in the amount of **RXXX (XXX) (VAT included)**, which is an amount equal to **2 (TWO) months** of the rental.
- 3.2. The **LESSOR** may apply the above amount, in whole or part, in meeting any payment due by the **LESSEE** to the **LESSOR** at any time during the lease period or after the termination of this agreement. Where the deposit is applied in whole or part during the lease period, the **LESSEE** shall on demand by the **LESSOR** reinstate the deposit to its original amount.
- 3.3. The deposit payable in terms of clause 3.1 above shall escalate annually at the same rate the monthly rental escalates in terms of clause 2.1 above. The increase of the deposit shall be paid by the **LESSEE** to the **LESSOR** on demand.
- 3.4. As soon as all the obligations of the **LESSEE** to the **LESSOR** have been discharged following the termination of this agreement, the **LESSOR** shall refund to the **LESSEE**, free of interest, so much of the deposit as has not been applied in terms of the above provisions.

4. SUBJECTION OF AGREEMENT

- 4.1. This agreement shall be subject in all respects to the provisions of the Administration of Immovable Property Policy of the Overstrand Municipality, as amended from time to time.
- 4.2. This agreement shall be subject to all servitudes and conditions, if any, binding on the **LESSOR** in respect of the Land.

5. USE OF THE LAND

- 5.1. The Land with the existing buildings and other structures thereon, shall be used exclusively for the purpose of:
- 5.1.1. operating a kiosk that may serve non-alcoholic beverages and refreshments;
 - 5.1.2. a facility providing take-away meals and snacks;
 - 5.1.3. such other purpose as may be approved by the delegated authority of **LESSOR**, in writing in advance;
- and no other activities will be allowed on the Land.**
- 5.2. Access to the Land by De Villiers Street Onrustrivier or at such other points as may be agreed in writing between the **LESSOR** and the **LESSEE**.

6. DUTIES OF THE LESSEE

- 6.1. The **LESSEE** shall not erect or cause or permit to be erected any buildings and/or structures on the Land.
- 6.2. The **LESSEE** may not effect any improvements to the Land in terms of this agreement, nor make any substantial variations or alterations on the Land without the prior written consent of the **LESSOR** given under the hand of the Municipal Manager and after the mentioned approval, until such time as the necessary approval in terms of the **LESSOR**'s applicable By-Law is given.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 6.3. The **LESSEE** shall not at any time, or under any circumstances, have any claim against the **LESSOR** for improvements effected to the Land or the buildings thereon.
- 6.4. The **LESSEE** shall enclose and keep enclosed the whole of the Land with suitable fences to the approval of the **LESSOR**, only if requested by the **LESSOR** in writing.
- 6.5. The **LESSEE** shall not assign its rights under this agreement nor shall it sublet the Land in whole or in part.
- 6.6. The **LESSEE** shall not use or cause or permit to be used any fence, building and/or structure which is or which may hereafter be erected on the Land for the display of advertisements of any description whatsoever or a name board, except with the prior written approval of the **LESSOR** given under the hand of the Municipal Manager, and until such time as the necessary approval in terms of the **LESSOR**'s applicable By-Law is given.
- 6.7. The **LESSEE** shall be responsible at all times for the maintenance of good order, behaviour and government on the Land and within any buildings and/or structures thereon and shall not allow the same to be frequented by persons of ill repute or bad character.
- 6.8. The **LESSEE** undertakes for the currency of this agreement to pay to the **LESSOR** the monthly insurance premium in respect of any buildings and/or structures on the Land which they are utilising. The buildings and/or structures will be insured against damage or loss by the **LESSOR** in terms of this agreement.
- 6.9. The **LESSEE** shall during the lease period be responsible for all insurance against loss by theft, loss or damage of movable goods on the Land by rain, wind, hail, lightning, fire, riots, strikes, activities of state enemies or any cause and also against the loss of income.
- 6.10. The **LESSEE** shall, during the term of this lease period, insure against public liability in respect of any incident arising out of the exercise of any of its rights under this agreement or in respect of its use on the Land authorised by this agreement. The **LESSEE** shall indemnify the **LESSOR** against any claim arising from any such event, except to the extent that such claim has arisen as a result of the **LESSOR**'s wilful default.
- 6.11. The **LESSEE** shall at his/its own expense prior to commencing trading procure all licences and permits necessary to exercise his/its rights in terms of this agreement and shall comply with all the requirements of the **LESSOR** in this regard.
- 6.12. The **LESSEE** shall not allow any person to reside overnight on the Land.
- 6.13. The **LESSEE** in his use of the Land, shall:
 - 6.13.1. conform with all Laws and Statutes, Municipal By-Laws or otherwise and regulations relating to lessees or occupiers of the Land;
 - 6.13.2. not knowingly or negligently cause or allow to be caused any blockage or failure in any sewerage pipes, water pipes, drains and other supply equipment and installations serving the Land; and
 - 6.13.3. not do, nor permit to be done, any act, matter or thing which may render the **LESSOR**'s insurance of the Land against risk of loss or damage attributable to any of the causes insured against from time to time, either void or voidable, or which may increase the rate of premiums payable by the **LESSOR** in respect of the Land with regard to such insurance.
- 6.14. Upon vacation of the Land it shall be the responsibility of the **LESSEE** to ensure that all services with the exception of sewerage be discontinued and all meters are read, failing which the **LESSEE** shall be responsible for any wastage, damage or loss which may take place between the date of vacation of the Land and the date of reoccupation of same.

7. MAINTENANCE

- 7.1. No trees growing on the Land shall be cut down or interfered with or without the prior written consent of the **LESSOR**, given under the hand of the delegated authority.
- 7.2. The **LESSEE** shall not remove or cause or permit to be removed from the Land any soil, clay,

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- gravel, sand or other matter upon or below the surface of the Land without the prior written consent of the **LESSOR**, given under the hand of the Municipal Manager.
- 7.3. The **LESSEE** shall at all times keep the Land inside and outside in a clean and tidy condition and free from all rubbish, litter or other accumulation of dirt to the satisfaction of the **LESSOR**.
 - 7.4. The **LESSEE** shall at all times keep and maintain the inside and outside of the Land, as well as any buildings and/or structures to be erected on the Land, in good and effective order and condition, and without limiting the **LESSEE**'s obligations thereto, all locks, keys, inside water pipes, water taps, window panes and water and electrical fixtures, fittings and appliances and hot water cylinders, in good and substantial repair and upon termination of the tenancy shall deliver the same in such good and substantial repair. The **LESSEE** shall during the tenancy, at his/her/its own cost and expense, provide its own electric bulbs and fluorescent tubes for use on the Land.
 - 7.5. Should any structure, garden, fence, etc or portion thereof on the Land be damaged due to any act or negligence of the **LESSEE** or person who acquired occupancy through him/her, he shall be held liable for the payment of the total cost of any such repair work.
 - 7.6. Any damage caused to the Land as a result of any dismantling or removal of equipment or as a result of the **LESSEE**'s failure to maintain the Land in such good order and condition, shall be made good by the **LESSEE** at the **LESSEE**'s own cost and expenses within **30 (THIRTY) days** after written notice has been sent to the **LESSEE**.
 - 7.7. The **LESSOR** may at all convenient times through its officers and servants enter upon the Land or any buildings or structures erected thereon and inspect same, and may make an inventory of all defects or matters calling for repair found thereon or therein for which the **LESSEE** is responsible as herein provided and within **10 (TEN) business days** of the receipt of a notice in writing from the **LESSOR** calling upon it so to do, the **LESSEE** shall make good any defects or matters requiring repair as aforesaid and if the **LESSEE** shall fail to do so the **LESSOR** may enter upon the Land, buildings and structures aforesaid and remedy such defects or make and effect the repairs aforesaid and recover the cost from the **LESSEE**.
 - 7.8. Without restricting the generality of the provisions under this clause, the **LESSEE** undertakes to exercise all reasonably possible care in respect of carpeting/wooden floors (laminated or ordinary) and/or tiling in the land (if any) and agrees to be responsible for all cost incurred in remedying any stains, burns or other forms of damage caused thereto during the lease including the cost of replacing any such portion thereof as may be necessitated by any such stains, burns or other forms of damage.
 - 7.9. The **LESSOR** reserves the right of free access, without notice, to the Land for as many of its officers and servants as may be necessary for the purpose of inspection, maintenance, renewal, cleansing, repairs and reconstruction of, or in connection with, existing foul sewers, rising mains, storm water drains, water mains, electric cables, or any works appurtenant thereto, or in regard to any such or other municipal services which the **LESSOR** may in future lay in or across the Land, the **LESSOR** reserving to itself the right to establish such services without notice. The **LESSEE** shall not build over, alter, or in any manner disturb such services except under the express permission in writing of the Director of Infrastructure and Planning or his authorised representative in respect of the service concerned, and upon due compliance with any specified precautionary measures.
 - 7.10. Should work involving maintenance, clearing, construction, reconstruction or repairs become necessary at any time the **LESSOR** shall, in performing such work cause as little inconvenience as possible to the **LESSEE**, regard being had to the nature of the work performed, and the **LESSOR** shall reinstate as nearly as reasonably possible in its original condition the surface of any ground disturbed, provided that the **LESSOR** shall not be liable for any damage whatsoever which may be sustained by the **LESSEE** or any other person or body of persons as a result of the performance by the **LESSOR** of the work aforesaid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- 7.11. The **LESSEE** may not and will not allow for any changes to be made to the electrical installation of the Land without the prior written consent of the **LESSOR**, given under the hand of the Municipal Manager. In the event of the **LESSOR** giving his consent, any changes must still be effected strictly in accordance with the regulations of the local authorities, as well as the suppliers of electricity.
- 7.12. The **LESSEE** shall comply in all aspects to the requirements of the **LESSOR** and Health Inspector as may be conveyed to him/it from time to time.

8. RISK OF CONTENTS

All goods, property and effects of whatsoever nature owned by the **LESSEE** or any other person which at any time might be in/on/at the Land shall be there at the sole risk of the **LESSEE** and the **LESSOR** shall not be liable to make good any loss or damage to such goods from any cause whatsoever.

9. BREACH

- 9.1. The **LESSEE** hereby covenants with the **LESSOR** that the **LESSEE** will pay the rental as herein before-mentioned and agrees also faithfully to observe and fulfil each and all the conditions of this lease.
- 9.2. In the event of:
- 9.2.1. the rental not being paid within **30 (THIRTY) days** from the date when the same becomes due and payable; or
- 9.2.2. the said Land, fence, buildings and structures aforesaid not being kept and maintained in an efficient state of repair and in good structural condition; or
- 9.2.3. any or all of the conditions of the agreement not being duly observed and fulfilled in accordance with the true intent and meaning thereof, and after the **LESSEE** has been given **30 (THIRTY) days** notice by registered mail, e-mail, fax or by hand;
- the **LESSOR** shall be entitled to cancel and terminate this agreement and to re-enter upon and resume possession of the Land, fence, buildings and structures aforesaid and any other improvements effected thereto or thereon without prejudice to the right of recovery of any rental due, and to recover from the **LESSEE** such amount in respect of loss or damage as the **LESSOR** may have sustained or expenses which may be incurred to the **LESSOR** by reason of the failure of the **LESSEE** to observe and fulfil the conditions of this agreement. In such event, the **LESSEE** shall not have the right to remove any building and/or structures which may have been erected from its own funds on the Land in terms of the agreement.
- 9.3. In the event of this agreement for any reason being cancelled, the **LESSEE** shall immediately vacate the Land if it is in occupation and the **LESSOR** shall not be liable for any compensation for any improvements made to the Land by the **LESSEE** or by any other person.
- 9.4. The **LESSEE** undertakes to pay all attorney and client costs plus VAT, collection commission and tracing costs plus VAT which the **LESSOR** may incur in collecting any amount owing in terms of this agreement by the **LESSEE** and which is not paid on the due date thereof, including interest on such amount at the maximum rate allowed from the date such amount becomes due, until receipt of final payment.
- 9.5. Where the **LESSOR** selects to cancel the agreement in terms of paragraph 9.2. above, the **LESSOR** may decide to impose a restriction penalty on the **LESSEE** by prohibiting such **LESSEE** from doing business with the public sector for a period not exceeding **10 (TEN) years**.
- 9.6. If a **LESSOR** intends imposing a restriction on a **LESSEE** or any person associated with the **LESSEE**, the **LESSEE** will be allowed a time period of not more than **14 (FOURTEEN) days** to provide reasons why envisaged restriction should not be imposed. Should the **LESSEE** fail to respond within the stipulated **14 (FOURTEEN) days** the **LESSOR** may regard the **LESSEE** as having no objection and proceed with the restriction.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- 9.7. Any restriction imposed on any person by the **LESSOR** will, at the discretion of the **LESSOR**, 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.
- 9.8. If a restriction is imposed, the **LESSOR** must, within **5 (FIVE) working days** of such imposition, furnish the National Treasury, with the following information:
- 9.8.1. the name and address of the **LESSEE** and/or person restricted by the **LESSOR**;
- 9.8.2. the date of commencement of the restriction
- 9.8.3. the period of restriction; and
- 9.8.4. the reasons for the restriction.
- these details will be loaded in National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 9.9. 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 **5 (FIVE) years** and not more than **10 (TEN) 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.
- 9.10. The **LESSEE** agrees to the jurisdiction of the Magistrate's Court for the recovery of any amount due in terms hereof or any other matter/dispute which might arise from this agreement. This provision shall however not be construed so as to oust the jurisdiction of the High Court and the **LESSOR** shall at all times be entitled to approach any Court of competent jurisdiction.

10. TERMINATION AND CANCELLATION

- 10.1. In the event of the **LESSEE** dissolving or ceasing to exist or not using the Land as described above at any time within the period of this agreement, this agreement shall be terminated. In this event or at the expiration of the agreement, the Land shall revert to and vest in the **LESSOR**. The **LESSEE** shall be permitted to remove any structures of a non-permanent nature, which may have been erected by it from its own funds on the Land in terms of this agreement within a period of **48 (FORTY EIGHT) hours** of such termination or expiration on condition that any damage to the Land in the removal thereof will be compensated by the **LESSEE**. Any structures not so removed shall vest in the **LESSOR** free of compensation.
- 10.2. The **LESSEE** shall at the expiration of this agreement restore and deliver up to the **LESSOR** the Land in a condition satisfactory to the **LESSOR**. The **LESSEE** shall compensate the **LESSOR** for any damages caused to the land for whatever reason.
- 10.3. Notwithstanding this agreement, whether the **LESSOR** requires the Land or any portion thereof, the **LESSOR** may resume possession of the whole or any portion of the Land at any time on giving **3 (three) months'** written notice to that effect and may cancel or amend the lease accordingly.

11. GENERAL

- 11.1. The **LESSEE** undertakes that it will be responsible for payment at the normal rates, taxes and tariffs for any municipal services provided to the Land, whether at the request of the **LESSEE** or not.
- 11.2. The **LESSEE** shall be responsible for any service connections and/or availability fees payable for the provision of services to the Land.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

- 11.3. The **LESSEE** shall at all times well and sufficiently indemnify the **LESSOR** and keep the **LESSOR** indemnified against all liability howsoever caused or arising that may be the direct or indirect result of the use of the Land, and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the **LESSOR** or incurred or become payable by the **LESSOR** at the suit of any person.
- 11.4. No agreement or variance with the terms and conditions of this agreement shall be binding on the parties unless contained in writing by the parties hereto and any indulgence of the **LESSOR** in accepting any payments after the due date on accepting a lesser sum than the amount due, shall not in any way prejudice his rights or be construed as a waiver of same by the **LESSOR**.
- 11.5. The parties hereto acknowledge that this agreement constitutes the entire contract between them and that no other conditions, stipulations, warranties or representations whatsoever have been made by or on behalf of either party other than such as are included herein.
- 11.6. The **LESSEE** will not carry on such business in a manner which creates a nuisance, is a threat or danger to the public health and safety, or damages or defaces the Land.
- 11.7. No dogs, except dogs assisting the visually impaired, or any other animals shall be allowed in the restaurant.
- 11.8. The granting of this agreement, shall under no circumstances be deemed to confer any real right or servitude of any kind in favour of the **LESSEE**. Upon a demand made by the **LESSOR**, in terms of this agreement, for quiet possession of the Land, the **LESSEE** shall be bound to give such possession without any right to compensation, whether for useful, necessary expenses or other improvements.
- 11.9. It shall at no time be considered that the **LESSEE** has by virtue of this agreement acquired any right or lawful claim to a grant of the Land.

12. DOMICILE

- 12.1. The **LESSEE** and the **LESSOR** hereby appoint and choose their respective addresses as set out in Schedule 1 of this agreement for all purposes of and connected with the agreement to be their *domicilium citandi et executandi* ("domicile"), at which addresses all notices and legal process in relation to this agreement or any action arising therefrom may be delivered and/or served.
- 12.2. Either party shall be entitled from time to time, by written notice to the other, to change its address as set out in Schedule 1 of this agreement; the **LESSEE** specifically to the **LESSOR** via its Property Administration Department, to vary its *domicilium* address to any other address within the Republic of South Africa, which is not a post office box. All notices, communications or processes in terms of this agreement shall be in writing.
- 12.3. Any notice, communication or any process addressed by one of the parties to the other, shall be deemed to have been sufficiently served and/ or delivered upon the **LESSEE**:-
- 12.3.1. by registered mail on the **5th (FIFTH) business day** after posting;
- 12.3.2. by fax or electronic mail on the **1st (FIRST) business day** after the date of transmission thereof;
- 12.3.3. by hand during normal business hours at **the time of delivery**.
- 12.4. The above clauses will not be so construed as to oust the service procedures, specifically those of personal service as depicted in any applicable legislation of the Republic of South Africa.

13. REPRESENTATION ON AUTHORITY OF PARTIES

- 13.1. The signatories (whether it may be one person or more than one person) of the **LESSEE** confirm by signing this agreement, that:

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 13.1.1. in terms of the entity's constitution, trust deed, memorandum of incorporation, members' agreement or any similar document, whichever case may be applicable, the entity may conclude and enter into this agreement;
 - 13.1.2. the necessary procedures and responsibilities were followed and conformed to in respect of the authorisation to conclude and enter into this agreement and that the signatories of this agreement are mandated thereto in terms of a resolution by such entity;
 - 13.1.3. the signatories represent and warrant that he/she/they are duly authorised thereto and have the legal capacity to sign and enter into this agreement; and
 - 13.1.4. the signatories confirm that the signing of and entering into the agreement and the performance of the obligations in terms of this agreement have been duly authorised and that the agreement is a valid and legal agreement binding on the **LESSEE** and enforceable in accordance with its terms and conditions.
- 13.2. In the event that the signatories should no longer be involved with the business of the **LESSEE**, the onus will rest upon that particular signatory to inform the **LESSOR**, through its Property Administration Department, in writing, within **1 (ONE) month** that they have resigned and have denounced all rights and obligations as previously held. It should also be conveyed in writing who their successor will be. Such successor will also be held bound in terms of the terms and conditions of this agreement as if he/she signed this agreement originally, but only to the extent that actual liability will arise from date of notification to the **LESSOR**. Should no such notice be given to the **LESSOR**, the signatories will remain bound in terms of the terms and conditions of this agreement.
- 13.3. The signatories specifically agree that he/she/they will be jointly and severally liable with the **LESSEE**, notwithstanding anything contrary in terms of the governing document of the **LESSEE**, for the faithful fulfilment of the terms and conditions of this agreement. The **LESSOR** reserves the right to either institute legal action against the **LESSEE** as entity or the signatories or both, whichever may be deemed necessary.

14. ADVERTISING

The **LESSEE** shall not use, cause or permit to be used any fence, building and/or structure which is or which may erected on the Land for the display of advertisements of any nature whatsoever or a name board, except with the prior written approval of the **LESSOR**, given under the hand of the Municipal Manager, and until such time as the necessary approval is given in terms of the **LESSOR's** applicable By-Law.

15. DESTRUCTION OR DAMAGE

Should the Land at any time or times during the currency of this lease be damaged or destroyed by fire, riots, force majeure or any other cause whatsoever so as to render them wholly untenable, then the **LESSEE** shall be entitled to cancel this lease by notice to the **LESSOR** given in writing within **60 (SIXTY) days** after the date of destruction of the land. If no such notice is given then this lease shall not be terminated and the **LESSEE** shall be liable for payment of rent.

16. HOLDING OVER

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

In the event of the **LESSOR** cancelling this lease and the **LESSEE** disputing its right to cancel and remaining in occupation of the land the **LESSEE** shall, pending the determination of such dispute by litigation or otherwise, continue to pay to the **LESSOR** an amount equivalent to the monthly rental and or other sums payable hereunder on the date or dates upon which such sum would have been due but for the cancellation, and the **LESSOR** shall be entitled to accept and recover such payments. The acceptance thereof shall be without prejudice to and shall not in any way whatsoever effect the **LESSOR'S** cancellation then in dispute. Should the dispute be determined in favour of the **LESSOR**, the payments made and received in terms of this clause shall be deemed to be amounts paid by the **LESSEE** on account of damages suffered by the **LESSOR** by reason of the cancellation of the lease and/or the unlawful holding over by the **LESSEE**.

17. TRADING HOURS

- 17.1. The **LESSEE** will trade over peak season from 1 December until 31 January each year and also including Easter, School and Public Holidays.
- 17.2. The **LESSEE** shall conduct its business on the Land during the following hours:
- 17.2.1. during the week: 08h00 – 20h00;
- 17.2.2. Fridays and Saturdays: 08h00 – 22h00;
- 17.2.3. Sundays: 08h00 -14h00; and
- 17.3. If the need arises during peak season the kiosk may remain open until 21h00 on weekdays and 23h00 on Fridays and Saturdays provided that the prior written approval is obtained, which will not be withheld unreasonably and may be given subject to such terms and conditions as the **LESSOR** considers necessary.
- 17.4. The **LESSEE** shall under no circumstances, without the prior consent of the **LESSOR**, close the business for a period in excess of **4 (FOUR) weeks** in each and every calendar and shall, notwithstanding the provisions of clause 17.1 above, be open for not less than **7 (SEVEN) hours** per day for **6 (SIX) days** of every week whilst the business is not closed.

18. SECURITY OF THE LAND

The **LESSEE** shall ensure that the Land is properly secured and protected during and after the close of business and shall assure him/itself that no person whatsoever is left on the Land at the time of closing. The **LESSEE** shall be held liable for any damage or loss that may occur from such neglect.

19. SURETYSHIP

- 19.1. If a **LESSEE** enters into this agreement in a representative capacity then such **LESSEE** binds himself as surety and co-principal debtor on behalf of the represented party for the due performance by his principal of the terms of this agreement by virtue of his signature hereto and by virtue of the deed of suretyship incorporated in this clause. If the person proposing to act in a representative capacity appears not to be in possession of proper written authority by his principal, then and in that instance the person who signed this agreement will, in his personal capacity, be liable for the due fulfillment of all the obligations of the party on whose behalf he proposes to act.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 19.2. The Sureties by their signatures hereto, renouncing the benefits of excussion and division, the meaning of which they declare themselves to be fully acquainted, hereby bind themselves jointly and severally and in solidum, to the **LESSOR** and its successors in title, cessionaries or assigns, as sureties for and co-principal debtor with the **LESSEE** for the due and punctual payment and performance by the **LESSEE** of all debts and obligations (including but not limited to damages) of whatsoever nature and howsoever arising from this agreement including any amendment to thereto, which the **LESSEE** may now or in the future owe to the **LESSOR** (all of which debts and obligations are hereinafter referred to as "the obligations"). As part of their liability in terms hereof, the Sureties bind themselves as aforesaid to pay the amount of all charges and expenses of whatsoever nature including, but without derogating from the generality of the aforesaid, attorney and own client legal costs (reckoned on the recommended non litigious tariff of the Law Society of the Cape of Good Hope or its successors) and collection commission under this agreement as well as the Sureties obligations hereunder.
- 19.3. Should the **LESSEE** be a registered company/close corporation it shall prior to concluding this agreement furnish the **LESSOR** in writing with the names and addresses of all its shareholders and directors or members, and no share or member's interest in the tenant company/close corporation shall be sold, disposed of or alienated nor shall it be permitted to make any change in the composition of its directorate or members without the written approval of the **LESSOR**, under the hand of the Municipal Manager, which approval will not be unreasonably withheld. Such directors or members referred to shall be obliged to sign a suretyship for the due fulfillment of the obligations of the company/close corporation in terms of this agreement.

20. EQUIPMENT AND STOCK

The **LESSEE** shall be responsible for his own equipment in order to operate the kiosk, a list of which is attached hereto marked "Annexure **XXX**". Thus, the **LESSEE** must supply his own stock and equipment necessary to operate the kiosk; which must be brought and maintained at his own cost with no claim of any nature against the **LESSOR**.

21. SPECIAL CONDITIONS

- 21.1. Should it be necessary for the **LESSEE** to procure/obtain a valid trading licence and/or permit to trade or any other specifications to trade and specifically to exercise his/its rights in terms of this agreement, including any health certificates to be obtained, the **LESSEE** shall at his/its own expense procure/obtain such necessary trading licence and/or permit or adhere to such other specification, whichever might be applicable, within a period of **1(ONE) month** from commencement of this agreement, which time period of **1(ONE) month** may, on prior written application, received prior to the expiry of the **1(ONE) month** period, of the **LESSEE** to the **LESSOR**, specifically through its Property Administration Department, stating the reasons for the request, be extended by consent of the **LESSOR** given under the hand of the Municipal Manager, which consent will not be withheld unreasonably. The **LESSEE** shall comply with all the requirements of the **LESSOR** in this regard.
- 21.2. It is specifically recorded, in light of Clause 22.1 above, that, whilst this lease agreement is binding on both parties as from date of signature hereof, it is noted that this lease agreement will be cancelled forthwith should the **LESSEE** fail to adhere to the content of clause 22.1.

THUS DONE, SIGNED AND AGREED TO AT HERMANUS

on _____.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



AS WITNESSES:

1. _____ **do not sign**

2. _____ **do not sign**

_____ **do not sign**
 (LESSOR)
 OVERSTRAND MUNICIPALITY

THUS DONE, SIGNED AND AGREED TO AT _____

on _____.

AS WITNESSES:

1. _____ **do not sign**

2. _____ **do not sign**

_____ **do not sign**
 (LESSEE)

****Relevant Annexures to be attached to the final Lease Agreement**

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

13. FORM OF OFFER AND ACCEPTANCE

1. OFFER

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

A PORTION OF THE REMAINDER OF FARM NO. 581ONRUSTRIVIER – ONRUST CARAVAN PARK FOR THE OPERATION OF A KIOSK FOR A CONTRACT PERIOD ENDING 30 NOVEMBER 2021

The bidder, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules and confirms that the tender is subject to the conditions as set out in this tender documentation and the terms of the most recent Supply Chain Management Policy and the Administration of Immovable Property Policy of the Overstrand Municipality as approved and adopted by Council, and by submitting this offer has accepted the conditions of tender, the draft lease agreement and the conditions as set out in the aforesaid policies.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities as described in the tender document and addenda thereto, including compliance with all its terms and conditions according to their true intent and meaning.

THE OFFERED TOTAL OF THE RENTAL <u>INCLUSIVE OF VAT</u> IS:	
Tendered Monthly Lease Amount for a Portion of The Remainder Of Farm No. 581 Onrustrivier for a Contract Period Ending 30 November 2021 (±85m ² In Extent)	R
	<i>(In words)</i>

This offer may be accepted by the Municipality by signing the Acceptance part of this Form of Offer and Acceptance and returning one signed copy of this document to the bidder.

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

2. ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Municipality identified below, accepts the bidder's offer. Acceptance of the bidder's offer shall form an agreement between the Municipality and the bidder upon the terms and conditions contained in this agreement, the tender data and specifications, the tender documentation and in the Lease Agreement to be concluded that is the subject of this agreement, a draft of which is attached hereto per Annexure **B**.

The bidder shall pay a lease deposit on date of signature of the lease agreement. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this Agreement comes into effect and is binding between the parties on the date of dispatch of one fully completed copy of this document to the bidder, signed by the authorized official of the Overstrand Municipality.

Signature(s):			
Name(s):			
Capacity:			
For the Owner:	Overstrand Municipality, Magnolia Avenue, Hermanus		
Name of witness:		Date:	
Signature of witness:			



**PART C – MOST IMPORTANT ASPECTS OF
ADMINISTRATION OF IMMOVABLE PROPERTY POLICY**

**14. MOST IMPORTANT ASPECTS OF THE ADMINISTRATION OF IMMOVABLE PROPERTY
POLICY OF THE OVERSTRAND MUNICIPALITY**
GENERAL PRINCIPLES

2. The Municipality may:
- (a) alienate or let or permit to be built upon, occupied, enclosed or cultivated any immovable property owned by the Municipality;
 - (b) grant a servitude, way leave, encroachment or other rights on any immovable property of which the Municipality is the owner
 - (i) subject to this policy document and the provisions of applicable legislation; or
 - (ii) unless it is precluded from so doing by law or the conditions under which such property was acquired by the Municipality.

LEASING OF MUNICIPAL IMMOVABLE PROPERTY

17. Taking into consideration the nature and duration of the lease to be entered into, the leasing of immovable property may be affected by means of either:
- 17.1 a competitive process, which may include a closed or public tender or proposal call in circumstance listed in paragraph 18 below; or
 - 17.2 a direct lease.
18. A competitive process must at all times be followed in circumstances where:
- 18.1 the lease is for a long term with an income value in excess of R10 million;
 - 18.2 the lease is for a formal business premises with a market related rental;
 - 18.3 more than one party, in discretion of the municipality, is interested in the lease of the subject property; and/or
 - 18.4 by discretion of the municipality, a competitive process will best serve the interests of the community.

CONDITIONS OF LEASE

36. All costs pertaining to a transaction, e.g. survey, advertisements, valuation, relocation or provision of services where necessary, shall be borne by the Lessee. The Municipality may, however, waive its right to claim all or any portion of the costs. Where necessary a deposit to cover the costs may be required.
37. An agreement for the lease of municipal immovable property shall be in writing, stipulating the terms and conditions of the contract or agreement, which shall include provisions providing for:
- (a) the termination of the contract or agreement in the case of non- or underperformance;
 - (b) dispute resolution mechanisms to settle disputes between the parties;
 - (c) a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years;
 - (d) any other matters that may be prescribed, and
 - (e) escalation in terms of paragraph 40 of this policy.
38. No immovable property shall be sub-let and no lease may be ceded or assigned without the prior written approval of the Municipality.
40. Rental, except where it is decided otherwise by the Municipality shall escalate annually by a percentage fixed in accordance with the prevailing consumer price index (all items).
41. The lessee shall, as a rule, be liable for the payment of rates, taxes and service charges in respect of the leased property. In the case of leases to certain social care users and sports facilities at rentals lower than market value the Municipality may consider granting a rebate on rates in accordance with the rates policy of the Municipality.
43. The lessee shall indemnify the Municipality against any possible claims arising from the lease or use of the immovable property.
45. Save with prior written approval of the Municipality the property may only be used for the purpose for which it was let.
46. The Municipality shall at all reasonable times be entitled to enter and inspect the immovable property.

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47. Subject to paragraph 46 above, immovable property let by the Municipality shall be inspected at least once a year by the Municipality to ensure compliance with the terms and conditions of the agreement of sale or lease.
 48. The lessee shall be responsible for maintaining the leased property including all improvements thereon to the satisfaction of the Municipality.
 49. Improvements provided by the Lessee and which the Council wishes to retain, shall revert, free of charge, to the Municipality once the lease period has terminated and/or in the event the agreement, due to breach of conditions, has been cancelled. Alternatively, agreement may be reached to the effect that the Lessee may remove any improvements erected from its own funds within three months of termination of the lease agreement, failing which such improvements shall revert to the Municipality free of charge without damage and if provided for in the agreement. The Lessee shall be liable for the cost involved in the removal of such improvements not required by the Municipality.
 50. The Municipality reserves the right, where necessary, to resume immovable property let, or portion thereof, and to cancel an existing lease in its entirety where such immovable property is required for operational purpose or in the interest of the community or for any reason necessitating the cancellation thereof.