



TENDER NO.: SC 2043/2019

**UPGRADE, MAINTENANCE OF DIGITAL MOBILE RADIO NETWORK AND SUPPLY
EQUIPMENT
PROCUREMENT DOCUMENT**

NAME OF TENDERER:	
Total Bid Price (Inclusive of VAT) (refer to pages 60-62):	
COMPLETION PERIOD IN WEEKS:	

JANUARY 2020

PREPARED AND ISSUED BY:

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

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

C Mitchell
Manager: Systems Development
Tel. Number: **028 313 8190**

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MBD 1 – INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE OVERSTRAND MUNICIPALITY

1. TENDER DETAILS						
TENDER NUMBER:	SC 2043/2019					
TENDER TITLE:	UPGRADE, MAINTENANCE OF DIGITAL MOBILE RADIO NETWORK AND SUPPLY EQUIPMENT					
CLOSING DATE:	14 February 2020		CLOSING TIME:	12H00		
SITE MEETING:	DATE:	22 January 2020	TIME:	11h00	COMPULSORY:	Yes
SITE MEETING ADDRESS:	Preekstoel Water Treatment Plant, Hermanus (S34 24 31.0 E19 12 23.9)					
CIDB GRADING REQUIRED:	N/A	LEVEL AND CATEGORY:	N/A			
BID BOX NO:	1	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 AT LEAST:	90 DAYS		FROM THE CLOSING DATE OF BID.			
2. BIDDER'S DETAILS						
LEGAL NAME OF ORGANISATION						
TRADE NAME (if different from legal name)						
POSTAL ADDRESS						
STREET ADDRESS						
NAME OF CONTACT PERSON						
TELEPHONE NUMBER				CELL NUMBER		
E-MAIL ADDRESS						
COMPANY REGISTRATION NUMBER						
OVERSTRAND MUNICIPALITY SUPPLIER DATABASE REGISTRATION NUMBER						
3. BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO THE SUPPLY CHAIN MANAGEMENT UNIT						
CONTACT PERSON	Accountant: Procurement, L du Preez			TELEPHONE NUMBER	028 313 8147	
CONTACT PERSON	Accountant: SCM , J Aplon			TELEPHONE NUMBER	028 313 5021	
TECHNICAL INFORMATION REGARDING THIS QUOTATION MAY BE OBTAINED FROM:						
CONTACT PERSON	Mr. C Mitchell			TELEPHONE NUMBER	028 313 8190	
4. ONE OF THE FOLLOWING <u>MUST</u> BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS IN TERMS OF B-BBEE:						
<u>ORIGINAL</u> B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY; OR						
<u>A CERTIFIED COPY</u> OF A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY						
<u>ORIGINAL</u> EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF						

5. TAX COMPLIANCE REQUIREMENTS				
TAX CLEARANCE CERTIFICATE / STATUS PIN				
TAX CLEARANCE EXPIRY DATE				
INCOME TAX NUMBER				
VAT REGISTRATION NUMBER				
a) Bidders must ensure compliance with their tax obligations. b) Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. c) Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za d) Foreign suppliers must complete the pre-award questionnaire in part B.3. e) Bidders may also submit a printed TCS certificate together with the bid. f) In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number. g) Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.				
Are you the accredited representative in South Africa for the goods /services /works offered? If yes, enclose proof	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you a foreign based supplier for the goods /services /works offered? If yes, answer the questions in par. 6 below.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
a) Is the entity a resident of the republic of South Africa (RSA)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b) Does the entity have a branch in the RSA?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c) Does the entity have a permanent establishment in the RSA?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d) Does the entity have any source of income in the RSA?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e) Is the entity liable in the RSA for any form of taxation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the answer is "No" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African revenue service (SARS) and if not register as per 2.3 above.				
7. SUPPLIER DATABASE OF THE OVERSTRAND MUNICIPALITY				
a) Are you registered as a supplier/services provider on the Supplier Database of the Overstrand Municipality?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b) If so, please provide you Supplier Database Registration number with the Overstrand Municipality				
c) If not, please note that you will be required to be registered on the Supplier Database of the Overstrand Municipality before any award can be made to you. Please find a copy of the Supplier Database Registration forms contained in this document.				
PLEASE NOTE:				
1. Mailed, telegraphic or faxed bids will not be accepted. 2. Bids may only be submitted on the Bid Documentation provided by the Municipality (not to be re-typed). 3. Bids must be delivered by the stipulated time to the correct box and address. Late bids will not be accepted for consideration. 4. Tender box deposit slot is 28cm x 2.5cm. 5. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the National Treasury General Conditions of Contract (GCC) (2010) and, if applicable, any other special conditions of contract.				
8. CAPACITY UNDER WHICH THIS BID IS SIGNED				
NAME OF PERSON DULY AUTHORISED TO SIGN THIS OFFER				
SIGNATURE				
DATE				

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

2. 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 - Provide Tax clearance compliance status pin and Income Tax no. – MBD 1	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 Tenderer - 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	

3. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 2043/2019****Upgrade, maintenance of Digital Mobile Radio network and supply equipment**

Tenders are hereby invited for the **Upgrade, maintenance of Digital Mobile Radio network and supply equipment**.

Tender documents, in English, are obtainable from **Monday, 13 January 2020**, 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 R198-00 per set**. Alternatively the document may be downloaded free of charge from the website: www.overstrand.gov.za.

Sealed tenders, with "**Tender No. SC 2043/2019: Upgrade, maintenance of Digital Mobile Radio network and supply equipment**" clearly endorsed on the envelope, must be deposited in **Tender Box No. 1** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

Only locally produced or locally manufactured two-way radio terminals and associated equipment (60%) with a stipulated minimum threshold for local production and content will be considered.

A compulsory information session will be held at **11h00 on 22 January 2020 at Preekstoel Water Treatment Plant, Hermanus (S34 24 31.0 E19 12 23.9)**.

The closing date and time of the tender is on **14 February 2020 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. C Johnson** at telephone number: **028 313 8190**



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



4. 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			



5. 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.

6. 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.
- 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.

INITIALS	
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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.

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.

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.

INITIALS



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.

14. SPARE PARTS

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- 14.1.1 such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- 14.1.2 in the event of termination of production of the spare parts:
 - 14.1.2.1 advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - 14.1.2.2 following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. WARRANTY

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment

from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. PAYMENT

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

17. PRICES

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

18. VARIATION ORDERS

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

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

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- penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. PENALTIES**
- Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. TERMINATION FOR DEFAULT**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 23.1.1 if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- 23.1.2 if the Supplier fails to perform any other obligation(s) under the contract; or
- 23.1.3 if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 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.
- 23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.8 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS**
- When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25. FORCE MAJEURE**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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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.

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.

36. *General Conditions of Contract (revised July 2010)*

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7. 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 pasting another page over it with glue.
- 1.2.1 The use of correction fluid / tape is prohibited.
- 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 in the margin next to each and every alteration or correction.
- 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.
- 1.4.2 The bidder must ensure that his/her bid document is securely bound.
- 1.4.2.1 All supporting documents must be submitted by either stapling it to the relevant form in the bid document, or by submitting a bound annexure containing all supporting documents.
- 1.4.2.2 The Municipality will not take any responsibility for missing / lost pages, in cases where the bidder submit loose pages (not securely attached to the bid document or annexure with supporting documents).
- ### 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.
- 2.5 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
- 2.6 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.

- 2.6.1 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.
- 2.6.2 If a bidder becomes a registered VAT vendor during the contract period, the prices/rates as per the initial award will be considered to be inclusive of VAT and no price adjustment(s) will be allowed.

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, 1 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

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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 Any other objective criteria.

7. REQUIREMENTS OF A VALID BID:

7.1 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 Incomplete Pricing Schedule or Bill of Quantities,

7.1.4 A Form of Offer not signed in non-erasable ink,

7.1.5 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 clarify or verify pricing where the prices are unclear or an obvious mistake has been detected, e.g. a total price was given instead of a unit price or vice versa;

7.2.3 To obtain the personal income tax number(s) from the recommended bidder;

7.2.4 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;

7.2.5 To clarify or obtain outstanding information on the MBD 6.2 form if incomplete or partially completed.

7.2.6 To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;

7.2.7 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.

7.2.7.1 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.

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

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11.2 Legal requirements for invoices

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 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

11.2.2 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.
- 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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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/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 ³ 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	<input type="checkbox"/>	No	<input type="checkbox"/>
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3.8.1.	If so, furnish particulars:				
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	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>
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	<input type="checkbox"/>	No	<input type="checkbox"/>
3.11.1.	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.



3.12.	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 (Only to be completed if in the service of the State)		

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. MBD5 – DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

1. Are you by law required to prepare annual financial statements for auditing?	YES		NO	
1.1. If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.				
2. Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES		NO	
2.1. If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.				
2.2. If yes, provide particulars.				
3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES		NO	
3.1. If yes, furnish particulars				
4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES		NO	
4.1. If yes, furnish particulars				
CERTIFICATION				
I, the undersigned (name) _____, 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		DATE		
NAME (PRINT)				
CAPACITY				
NAME OF FIRM				



10. 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 paragraphs 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 where applicable.)

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 sworn affidavit or a certified copy thereof, 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 sworn affidavit or a certified copy thereof, 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**.

4. SUB-CONTRACTING

4.1. Proof of the bidder's sub-contractor's B-BBEE status level verification certificate must be submitted with the bid

4.2. Please refer to the requirements in paragraphs 1 and 2 above for a valid EME and / or QSE B-BBEE status level verification certificate / affidavit.

MUNISIPALITEIT



MUNICIPALITY

12. 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:					Date:
Commissioner of Oaths signature		Commissioner of Oaths stamp			
Date					


13. SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE
INCOME BETWEEN R10, 000,000 (TEN MILLION RAND) & R50, 000,000 (FIFTY 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")		
3.	Member	Director	Owner
	the following enterprise and am duly authorised to act on its behalf:		
	Enterprise legal name		
	Trading name		
	Registration number		
	Enterprise physical address		
	Type of entity (CC, (Pty) Ltd., Sole Proprietor, etc.)		
	Nature of business		
	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> (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date		
4.	I hereby declare under oath that:		
	The enterprise is	% black owned	As per amended code series 100 of the amended Codes of Good Practice issued under section 9(1) of B-BBEE Act no. 53 of 2003 as amended by Act n. 46 of 2013
	The enterprise is	% black woman owned	
	The enterprise is	% Black designated group owned	
5.	Based on the	financial statements	management accounts
	and other information available on the latest financial year-end of		
	the annual Total Revenue was between R10,000,000.00 (ten million rands) and R50,000,000 (fifty million rands),		
6.	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	At least 51% black owned (125% B-BBEE procurement recognition)	
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:		Date:	
Commissioner of Oaths signature		Commissioner of Oaths stamp	
Date			

14. MBD 6.2. – DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS
Introduction

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

Before completing this declaration, bidders must study the:

- General Conditions,
- Definitions,
- Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017; and
- South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1)⁵ and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates
 - Annexure C- Local Content Declaration: Summary Schedule,
 - Annexure D- Imported Content Declaration: Supporting Schedule to Annex C and
 - Annexure E- Local Content Declaration: Supporting Schedule to Annex C.

1. General Conditions

- 1.1 Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2 Regulation 8(2) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3 Where necessary, for bids referred to in paragraph 2.1 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5 The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

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

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

- 1.6 A bid may be disqualified if:
 - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
 - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1 “**bid**” includes written price quotations, advertised competitive bids or proposals;
- 2.2 “**bid price**” price offered by the bidder, excluding value added tax (VAT);
- 2.3 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4 “**designated sector**” means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5 “**duly sign**” means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6 “**imported content**” means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7 “**local content**” means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8 “**stipulated minimum threshold**” means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

⁵ The SABS approved technical specification number SATS 1286:2011 is accessible on

<http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost.



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

#	Description of services, works or goods	Stipulated minimum threshold as a %
1.	Two-way Radio Terminals and associated equipment	60%

4. Does any portion of the services, works or goods offered have any imported content? (Tick applicable box)

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

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

The relevant rates of exchange information is accessible on www.reservebank.co.za.

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Yuan	
Other	

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

5. Were the Local Content Declaration Templates (Annexure C, D and E) audited and certified as correct?

(Tick applicable box)

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

5.1 If yes, provide the following particulars:

a) Full name of auditor:	
b) Practice number:	
c) Telephone and cell number:	
d) Email address:	

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer)

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

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



LOCAL CONTENT DECLARATION

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

In respect of Tender No. SC 2043/2019: Upgrade, maintenance of Digital Mobile Radio network and supply equipment, issued by Overstrand Municipality

NB

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

I, the undersigned, _____ (full names),

do hereby declare, in my capacity as _____,

of _____,

(name of bidder entity), the following:

1. The facts contained herein are within my own personal knowledge.
2. I have satisfied myself that
 - a) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - b) the declaration templates have been audited and certified to be correct.
3. The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

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

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

4. I accept that the Municipality has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
5. I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Municipality imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

	SIGNATURE	DATE
TENDERER		
WITNESS 1:		
WITNESS 2:		

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ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2043/2019			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	Upgrade, maintenance of Digital Mobile Radio network and supply equipment			
(C3) Designated product(s)	Two-way radio terminals and associated equipment			
(C4) Tender Authority	Overstrand Municipality			
(C5) Name of Tendering Entity				
(C6) Tender Exchange Rate	Currency		Rate	
(C7) Specified local content %	60%			

		Calculation of local content						Tender summary			
Tender Item No's	List of Items	Tender Price – each	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)
8.18.21 8.18.20	PD78XG and PD70XG Professional Digital Portable Radio – please include a brochure of the product										
8.18.23	DMR repeater RD98XS VHF DMR – please include a brochure of the product										
8.18.22	MD78XG DMR mobile radio– please include a brochure of the product										
8.18.18 8.18.19	Digital Migration Radio PD 60XG and PD 685G										

(C20) Total tender value	
(C21) Total Exempt imported content	
(C22) Total Tender value net of exempt imported content	
(C23) Total Imported content	
(C24) Total local content	
(C25) Average local content % of tender	

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE D

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

(D1)	Tender No.									NOTE: VAT to be excluded from all calculations
(D2)	Tender Description									
(D3)	Designated product(s)									
(D4)	Tender Authority									
(D5)	Tendering Entity's Name									
(D6)	Tender Exchange Rate	Currency		Rate						

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost	Tender Quantity	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											
This total must correspond with Annex C – C21											

B. Imported directly by the Tenderer				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost	Tender Quantity	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer											

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ANNEXURE D - Continued

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

NOTE: VAT to be excluded from all calculations

C. Imported by a 3 rd party and supplied to the Tenderer				Calculation of imported content						Summary	
Description of imported content	Unit of measure	Local supplier	Overseas supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party											

D. Other foreign currency payments			Calculation of foreign currency payments		Summary of Payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender rate of exchange	Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party						
(D53) Total o imported content and foreign currency payments – (D32), (D45) and (D52) above						

This total must correspond with Annex C – (C23)

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



15. 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:			



16. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

- | | |
|--|---|
| <ol style="list-style-type: none"> 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).⁶ Collusive bidding is a <i>per se</i> 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: <ol style="list-style-type: none"> 3.1. take all reasonable steps to prevent such abuse; | <ol style="list-style-type: none"> 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:

- | | |
|--|---|
| <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 5.1. has been requested to submit a bid in response to this bid invitation; 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁷ 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: <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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 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.

⁷ 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.



17. 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 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>Signature: _____</p> <p>Print _____ name: _____</p>	<p>Apply official stamp of authority on this page:</p>
---	---



18. 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	



19. 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 mandatory that performs work on behalf of the employer on his/her premises.

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

In terms of Section 37(2), read with section 41, of the said Act, it is legally possible for an employer to indemnify himself from this responsibility or liability regarding the actions of the mandatory. Section 37(2) stipulates that there should be a written agreement in place

between the employer and the mandatory regarding the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Occupational Health and Safety Act, 1993.

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

In order to ensure that this written agreement is honoured at all times, regular inspections of work that is 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.	

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 _____

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

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

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



20. 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

21. SPECIFICATIONS

1. INTRODUCTION / BACKGROUND

Overstrand Municipality is in a process to migrate from a combination of analog Ultra High Frequencies (UHF) and Very High Frequencies (VHF) digital two way radio network to a fully function Digital Mobile Radio (DMR) network. The migration will be done over time and when funds are available. Overstrand ICT Steering Committee had made a decision to Standardise on a Hytera Digital Mobile Radio (DMR) solution on 27 November 2017. The long term plan is to move away from UHF to VHF DMR only, with one radio network for all the municipal departments. The currently VHF DMR network consist of three repeaters of which two are IP link and one is in a stand-alone mode. The two IP link repeaters work on the Unified Command HYTERA SMARTONE. The long term goal is to expand this network to provide a bigger area of coverage and more capacity on each high sites. The ideal DMR network for Overstrand Municipality will be Extended Pseudo Trunk (XPT). All of the new equipment must be fully compatible with the existing HYTERA solution. Overstrand Municipality will ensure that there is interconnectivity for all the repeaters via the existing IP backhaul network. This will be the final stage to migrate from a combination two way radio network to a fully functional VHF DMR network.

Repeaters and Equipment Locations

Site	Latitude	Longitude	Antenna Height
Server Room	-34.417671°	19.238156°	N/A
Fire dispatch centre (Hytera SmartOne)	-34.420008°	19.225767°	N/A
Olifantsberg (Hytera RD 985 S Repeater)	-34.413423°	19.221465°	+/-20m
Hawstonberg (Hytera RD 985 S Repeater) Stand alone	-34.396728°	19.155210°	+/-15m
Dangerpoint (Hytera RD 985 S Repeater) IP linked with Olifantsberg	34.608723°	19.337810°	+/-15m

2. SCOPE

2.1. The Service provider must provide a once off solution for the following capital project:

- 2.1.1. Upgrade Hawstonberg, Olifantsberg and Dangerpoint high sites as specified in this tender;
- 2.1.2. Assistance with the application for new VHF Frequencies from The Independent Communications Authority of South Africa (ICASA);
- 2.1.3. Supply IP link license and Extended Pseudo Trunk (XPT) license;
- 2.1.4. The new DMR network must be a fully functional XPT network;
- 2.1.5. Supply additional terminal and smart dispatched licenses;
- 2.1.6. Assist to develop the current fleet map, and advice on further developments;
- 2.1.7. Provide professional advice on future developments of the DMR network; and
- 2.1.8. Overstrand Municipality will provided all the routing between the different sites.

2.2. Services as and when needed.

Signature		Name (print)	
Capacity		Date	
Name of firm			

- 2.2.1. Procure / supply, configure and program of mobile, portable radios, repeaters and related DMR network equipment ;
- 2.2.2. Installation of mobile radio's to Gansbaai, Hermanus and Kleinmond Municipal Administration areas.
- 2.2.3. Remote client support;
- 2.2.4. Assist with the development of migration and interoperability master plan, between Overstrand and any other private and organ of state;
- 2.2.5. Assist with expanding the DMR network in Overstrand Municipal jurisdiction;
- 2.2.6. The tender must make provision for all Municipal departments;
- 2.2.7. Repair, maintenance, upgrades, configure and install DMR network equipment in Gansbaai, Hermanus and Kleinmond;
- 2.2.8. Schedule maintenance and testing of Overstrand wide DMR Network;
- 2.2.9. Assist with the application of additional frequencies from ICASA; and
- 2.2.10. Only original parts must be used for batteries, antennas and chargers during repair work.

3. GENERAL

3.1. Compulsory clarification meeting/information session

A compulsory clarification meeting/information session will take place on: 22 January 2019 at 11h00 at Preekstoel Municipal Offices, Rotary Way, Hermanus. GPS location -34°24'31.73" Latitude and 19°12'24.58" Longitude.

3.2. Delivery address

See above GPS locations for the various sites.

3.3. Contract period

The contract period will commence on the date of signing the contract or whichever is last and will end on 30 December 2021.

3.4. Validity period of tender

The tender must be valid for a period of at least 90 days after closing date.

3.5. COIDA

The successful bidder must be COIDA compliant before the execution of any work in terms of the contractual obligations and the duration of the contract. 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 new registration) will suffice.

4. LOCAL CONTENT

- 4.1. It is a requirement of this tender that various items adhere to the local content requirements as set out by the Department of Trade and Industry – See MBD 6.2 for details.
- 4.2. Preferential Procurement Regulations makes provision for the promotion of local production and content.
- 4.3. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 4.4. Minimum local content contained in these specifications are in-terms of National Treasury Designated Sectors instruction number 1 of 2016/2017:

Signature		Name (print)	
Capacity		Date	
Name of firm			



Local Content			
Product Designation	Listing no. in specifications	Product	Estimated quantity
Two Way Radio Terminals and Associated Equipment	8.18.21 8.18.20	PD78XG and PD70XG Professional Digital Portable Radio – please include a brochure of the product	Minimum 1 - time and volume over the period of the tender is not known and - therefore no commitment from Overstrand in the tender on volumes
	8.18.23	DMR repeater RD98XS VHF DMR – please include a brochure of the product	
	8.18.22	MD78XG DMR mobile radio– please include a brochure of the product	
	8.18.18 8.18.19	Digital Migration Radio PD 60XG and PD 685G	

5. EVALUATION AND ADJUDICATION

- 5.1. All items will be evaluated individually and awarded individually where applicable.
- 5.2. It must be noted that items will be awarded separately, where and if possible.
- 5.3. Two bidders will be identified for award ranked per price received (Bidder A and Bidder B). In the event that the bidder with the highest price (bidder A) fails to perform the work, bidder B will be used to complete the work. In such eventuality bidder A will be held liable for the difference in cost between bidder A and bidder B for the duration of the contract. No rights will accrue to bidder B as long as bidder A performs.
- 5.4. Supplier must attend the compulsory site meeting.
- 5.5. It must be noted that operational and project items (section-A on pricelist) will be awarded separately, where and if possible.
- 5.6. The estimated quantities will be used for evaluation purposes only and must not be seen as actual quantities to be awarded.

Item #	Description	Estimated Quantity
A1	XPT site license (refer to B.1.)	3
A2	Multi-site XPT license (refer to B.2.)	6
A3	XNMS basic software (refer to B.3.)	1
A4	XPT/conventional Safetnet USB dongle (hardware) (refer to B.4.)	1
A5	SmartOne Goggle online maps (refer to B.5.)	1
A6	Upgrade Hawston repeater site (refer to 8.2)	1
A7	Upgrade Olifantsberg repeater site (refer to 8.3)	1
A8	Upgrade Danger Point repeater site (refer to 8.4)	1
A9	Program and configure existing Hytera radios for XPT	25
B.1.	XPT site license	3
B.2.	Multi-site XPT license	6
B.3.	XNMS basic software	1
B.4.	XPT/conventional Safetnet USB dongle (hardware)	1
B.5.	SmartOne Google online MAPS	1
B.6.	Program, configure and supply Hytera PD 605G on XPT, including roaming	80

Signature		Name (print)	
Capacity		Date	
Name of firm			



B.7.	Program, configure and supply Hytera PD 685G on XPT, including roaming	10
B.8.	Program, configure and supply Hytera PD 785G on XPT, including roaming	8
B.9.	Program, configure and supply Hytera PD 705G on XPT, including roaming	20
B.10.	Program, configure and supply Hytera MD 785Gon XPT, including roaming	15
B.11.	Supply, configure and delivery Hytera RD 985S repeater including XPT site license per repeater	3
B.12.	Additional Dispatch Terminal license to view the radio users on the dispatcher system per terminal. (Additional terminal license of access to the dispatcher system per terminal.)	25 terminals at a time
B.13.	Additional Smart One Dispatcher client software license per client (Dispatch operator license per user)	3
B.14.	Additional dispatch repeater station license. (per repeater)	1
B.15.	SIP Access license gateway access license	1
B.16.	Google offline maps	1
B.17.	Roaming license	1
B.18.	Additional Dispatch mobile Station License	1
B.19.	IP Connect license for repeater	3
C.1.	Hourly labour rate for upgrades and installation of new equipment. (excluding material a separate material list must be supplied for equipment/material)	18 hours
C.2.	By-annual test and checking of DMR network per inspection including travel and accommodation. Test and inspection only at the three high site and server room if needed.	2 per annum
C.3.	Hourly labour cost for repair work. (excluding material a separate material list must be supplied for equipment/material)	20 hours
D.1.	Hourly rate for repair work on mobile and portable radios (excluding material a separate material list must be supplied for equipment needed)	20 hours
D.2.	Complete 12V mobile installation in vehicles including power cable and Antenna (we will supply the radio) per vehicle.	25 installations
D.3.	Complete 12/24V mobile installation in truck including power cable, 12/24V converter and antenna (we will supply the radio) per truck or tractor.	10 installations
E.1.	The replacement line item will supersede the listed item in the pricelist in terms of model number, description and price	

Signature		Name (print)	
Capacity		Date	
Name of firm			

6. FUNCTIONALITY CRITERIA

The bidder must score at least 9 out of 15 points for the tender to be evaluated further.

FUNCTIONALITY CRITERIA			For office use only	
No	Description	Maximum Points Attainable	Points Claimed	Points Awarded
6.1.	Company experience, support and services for the DMR solution			
6.1.1.	At least 10 years or more experience with a Hytera DMR solution, including a fully functional Smart Dispatch. (on a similar scale)	5		
6.1.2	At least 5 or more years' experience with any DMR network	3		
6.1.3	No clients where a Hytera DMR system, including Smart Dispatch is fully operational and of a similar scope	0		
6.2.	Company experience, support and services of a DMR network.			
6.2.1.	10 and more years' experience with radio networks (excluding the RF wide area network) and radios as per the specification and Smart Dispatch	5		
6.2.2.	More than 2 years but less than 5 years' experience with radio networks (excluding the RF wide area network) and radios as per the specification	3		
6.2.3.	Less than 2 years' experience with radio networks (excluding the RF wide area network) and radios as per the specification	0		
6.3.	Hytera Certification.			
6.3.1	Certified Hytera distributor	5		
6.3.2	Certified Hytera reseller	3		
6.3.3	No Hytera Certification	0		
Total		15		
<i>Attached Documentation and certificates as proof of the points claimed (which must include references letter and contact details of clients) for the above criteria must be submitted with the tender.</i>				

7. ELIGIBILITY CRITERIA

The evaluation of tenders will be done in terms of compliance with the following criteria. Tenders that do not comply with all the criteria below will not be evaluated further.

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
7.1.	Attached proof of registration with ICASA (Independent Communications Authority of South Africa.)			
7.2.	Solution must be fully interoperable with the Overberg District Safety two way radio strategy from Groenberg Mountain to Hawston MTN Site.			
7.3.	Attached a complete set of propose system documentation including diagrams and inventory of material use for the once of project (section A) for a three sites XPT trunking solution. The Municipality reserve the rights to contact a bidder to come and present his prososal to a panel of Municipal Officials at their own cost.			

8. TECHNICAL REQUIREMENTS

The following technical requirements apply:

Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.1.	Once off Project (section A) – Upgrade of 3x High Sites			
8.1.1.	The propose DMR network must comply with European Telecommunications Standard Institute (ETSI) Tier II			
8.1.2.	The XPT multi-sites trunking system must be built by connecting multiple XPT single-site trunking systems via IP Network.			
8.1.3.	The solution must be fully interoperable with the existing Hytera SmartOne unified communication solution.			
8.1.4.	No central system controller node is required.			
8.1.5.	The current network must be upgraded to work with the three sites XPT solution.			
8.1.6.	Provide training to selected staff members.			
All 3 high sites must meet all the minimum technical requirements as listed				
8.2.	Upgrades and Decommissioning at Hawston High Site			
8.2.1.	Remove the existing Hytera RD 985S repeater from the old cabinet and install it in the new cabinet which must be supplied as part of this proposal.			
8.2.2.	Replace all the existing antenna cables, connectors, arrestors and related equipment.			
8.2.3.	Remove all old UHF and VHF equipment and cables from the high site and Mast Tower and return it to the Municipality.			
8.2.4.	Overstrand Municipality will provide the IP backhaul network.			
8.2.5.	Minimum requirement for repeater subsystem refer to 8.5			
8.2.6.	Minimum requirement for VHF Repeater refer to 8.6			
8.2.7.	Minimum requirement for Antenna Combiner subsystem refer to 8.7			
8.2.8.	Minimum requirement for RF combiner subsystem refer to 8.8			
8.2.9.	Minimum requirement for duplexer refer to 8.9			
8.2.10.	Minimum requirement for receiver Multi-coupler refer to 8.10			
8.2.11.	Minimum requirement for equipment cabinet refer to 8.11			
8.2.12.	Minimum requirement for Antenna subsystem refer to 8.12			
8.2.13.	Minimum requirement for Antenna refer to 8.13			
8.2.14.	Minimum requirement for power supply subsystem per site refer to 8.14			
8.2.15.	Minimum requirement for backup System refer to 8.15			

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.2.16.	Minimum requirement for SmartOne Client computer and accessory refer to 8.16			
8.2.17.	Cost must include labour supplying, configuring and installation of equipment.			
8.3.	Upgrades and Decommissioning at Olifantsberg High Site			
8.3.1.	Remove the existing Hytera RD 985S repeater from the old cabinet and install it in the new cabinet which must be supplied as part of this proposal.			
8.3.2.	Replace all the existing antenna cables, connectors, arrestors and related equipment.			
8.3.3.	Remove all old UHF and VHF equipment and cables from the high site and Mast Tower and return it to the Municipality.			
8.3.4.	Overstrand Municipality will provide the IP backhaul network.			
8.3.5.	Minimum requirement for repeater subsystem refer to 8.5			
8.3.6.	Minimum requirement for VHF Repeater refer to 8.6			
8.3.7.	Minimum requirement for Antenna Combiner subsystem refer to 8.7			
8.3.8.	Minimum requirement for RF combiner subsystem refer to 8.8			
8.3.9.	Minimum requirement for duplexer refer to 8.9			
8.3.10.	Minimum requirement for receiver Multi-coupler refer to 8.10			
8.3.11.	Minimum requirement for equipment cabinet refer to 8.11			
8.3.12.	Minimum requirement for Antenna subsystem refer to 8.12			
8.3.13.	Minimum requirement for Antenna refer to 8.13			
8.3.14.	Minimum requirement for power supply subsystem per site refer to 8.14			
8.3.15.	Minimum requirement for backup System refer to 8.15			
8.3.16.	Minimum requirement for SmartOne Client computer and accessory refer to 8.16			
8.3.17.	Cost must include labour supplying, configuring and installation of equipment.			
8.4.	Upgrades and Decommissioning at Danger Point High Site			
8.4.1.	Remove all old UHF and VHF equipment for the high site and Mast Tower. Except the Motorola DR 3000 repeater installation and return it to the Municipality.			
8.4.2.	Remove the existing Hytera RD 985S repeater from the old cabinet and install it in the new cabinet which must be supplied as part of this proposal.			
8.4.3.	Replace all the existing antenna cables, connectors, arrestors and related equipment.			
8.4.4.	Overstrand Municipality will provide the IP backhaul network.			
8.4.5.	Minimum requirement for repeater subsystem refer to 8.5			
8.4.6.	Minimum requirement for VHF Repeater refer to 8.6			
8.4.7.	Minimum requirement for Antenna Combiner subsystem refer to 8.7			
8.4.8.	Minimum requirement for RF combiner subsystem refer to 8.8			
8.4.9.	Minimum requirement for duplexer refer to 8.9			
8.4.10.	Minimum requirement for receiver Multi-coupler refer to 8.10			
8.4.11.	Minimum requirement for equipment cabinet refer to 8.11			
8.4.12.	Minimum requirement for Antenna subsystem refer to 8.12			

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.4.13.	Minimum requirement for Antenna refer to 8.13			
8.4.14.	Minimum requirement for power supply subsystem per site refer to 8.14			
8.4.15.	Minimum requirement for backup System refer to 8.15			
8.4.16.	Minimum requirement for SmartOne Client computer and accessory refer to 8.16			
8.4.17.	Cost must include labour supplying, configuring and installation of equipment.			
Each high site must meet the minimum technical requirements as listed from 8.5 – 8.17				
8.5.	Minimum requirement for Repeater Subsystems per Site			
8.5.1.	Overstrand Municipality are currently using a single Hytera RD985S repeater at each of the three repeater sites. Two are connected via the municipal IP network to extend the coverage of the system.			
8.5.2.	At each of the sites, a second compatible VHF DMR repeater connected in XPT trunk mode is required to be added to each of the existing Hytera RD985S repeaters and all sites will be interconnected via the current IP backhaul network.			
8.5.3.	Supply and install at least a 5 port 12VDC layer 2 network switch per site, the municipal ICT dept. will provide and configure the routing equipment required to interconnect all the repeaters between the sites.			
8.6.	Minimum requirement for VHF Repeater Specifications			
8.6.1.	Frequency Range between 136-174 MHz			
8.6.2.	Adjustable transmitting power of 1- 50 Watt			
8.6.3.	Must be able to support XPT via changeable license			
8.6.4.	LCD display for channel and menu function			
8.6.5.	Digital Channel Spacing of 12.5kHz			
8.6.6.	Mounting Configuration for a 19"rackmount			
8.6.7.	Must be fully interoperable with the existing Hytera network, without any gateways etc.			
8.7.	Minimum requirement for Antenna Combiner Subsystems per Site			
8.7.1.	Only a single antenna and feeder per site is allowed. It is thus a requirement to connect all the RF output and input ports of all the repeaters at a site to a single antenna via an antenna combiner unit.			
8.7.2.	The antenna combiner system must for the purpose of this requirement be provided with a two port transmitter combiner unit and a 4 port receiver multi-coupler unit.			
8.7.3.	The combiner and multi-coupler must be fed to a single antenna system via a high quality power duplexer unit.			
8.7.4.	The equipment cabinet must allow space for future expansion of the 2 port combiner to a 4 port combiner.			
8.7.5.	All unused RF ports must be terminated using 50Ω dummy loads.			
8.8.	Minimum requirement for RF Combiner Subsystems per Site			
8.8.1.	Transmitter Combiner:			
8.8.2.	Frequency Range 138-174 MHz			
8.8.3.	Dual stage circulator Isolator			
8.8.4.	Second Harmonic Filter per channel			

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.8.5.	At least 2 TX ports			
8.8.6.	Maximum of 100 Watt power input per channel			
8.8.7.	4.2dB maximum insertion loss per channel			
8.8.8.	75dB minimum isolation Tx-Tx			
8.8.9.	56dB minimum isolation ANT-Tx			
8.8.10.	≤ 1.3:1 Maximum VSWR input			
8.8.11.	N-type female Termination			
8.8.12.	19" rackmount mounting configuration			
Minimum requirement for Duplexers per Site				
8.8.13.	Frequency Range 138-174MHz			
8.8.14.	7MHz Frequency minimum spacing			
8.8.15.	100 Watt Maximum power input			
8.8.16.	1.7dB Maximum insertion loss			
8.8.17.	70 dB minimum isolation for Tx to Rx			
8.8.18.	N-type female Termination			
8.8.19.	19" rackmount mounting configuration			
Minimum requirement for Receiver Multi-Couplers per Site				
8.8.20.	Frequency Range 138-174MHz			
8.8.21.	At-least 4 Rx Channels			
8.8.22.	1.2dB Maximum insertion loss			
8.8.23.	20dB Minimum Rx-Rx isolation			
8.8.24.	3 rd Order intercept point at 14.5dBm			
8.8.25.	2 MHz bandwidth			
8.8.26.	Power requirement of 12.8VDC			
8.8.27.	N-type female Termination			
8.8.28.	19" rackmount mounting configuration			
Minimum requirement for Equipment Cabinets per Site				
8.8.29.	A 19" lockable equipment cabinet to accommodate all the equipment as specified in this requirement must be provided.			
8.8.30.	The equipment cabinet must be made from mild steel and must be powder coated in black.			
8.8.31.	The cabinet must be professionally wired for all internal equipment.			
8.8.32.	All wires must be clearly labelled with suitable labelling tags			
8.8.33.	Heavy equipment must be supported by a secondary metal support bracket to prevent sagging at the back.			
8.8.34.	All non-standard 19" mountable equipment must be professionally mounted on purpose made 19" equipment tray.			
8.8.35.	All electronic equipment inside the cabinet must be bonded to a single ground point/bar inside the cabinet.			
8.8.36.	Each cabinet must make provision for 4 complete repeaters in the Future. Currently the backup power should only be calculated for two repeaters.			
8.9.	Antenna Subsystem per Site			

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.9.1.	As the current antenna systems at all of the three sites are old and suspect due to the harsh environmental conditions that it is exposed to, it is a requirement that it be completely replaced as part of this upgrade.			
8.9.2.	The new antenna system must comply with the following minimum specifications.			
8.9.3.	The antenna must be a VHF 3dBd gain foam filled and environmentally sealed fibre glass rod type with a stainless steel or aluminium mounting base.			
8.9.4.	The antenna must be provided with a flexible fly lead of no less than 400mm and terminating into an N-Type male connector.			
8.9.5.	The antenna must be clamped onto a hot dipped galvanised mast mount standoff bracket providing standoff distance from the tower of no less than 800mm			
8.9.6.	The physical position of the antenna will be decided after consultation with the provider and the site owner. It can be accepted that a 40m feeder run will be required.			
8.9.7.	A ½" Copper foam dielectric feeder cable is required between the antenna and the entrance to the equipment shelter.			
8.9.8.	This feeder cable must be clamped to the tower with proper stainless steel cable clamps using PVC or rubber inserts to protect the cable against damage. These clamps need to be spaced no more than 750mm apart on the vertical sections of the tower.			
8.9.9.	Sharp bends in the feeder cable will not be accepted. The cable must not be damaged or deformed in any way.			
8.9.10.	Grounding clamps must be installed at the top and bottom of the feeder cable just before it bends towards the equipment shelter. These clamps must be bonded to the common tower grounding points.			
8.9.11.	High quality connectors must be provided at each end of the feeder cable.			
8.9.12.	All connectors and grounding clamps must be properly sealed against moisture ingress. Layers of plain insulation tape will not be accepted.			
8.9.13.	The feeder cable must terminate at the entry of the building into a surge protection unit designed to handle the combined output power of all the repeaters connected to this surge protector.			
8.9.14.	The feeder cable must be labelled at the bottom and top with durable labelling.			
8.9.15.	The cable between the surge protector and the equipment cabinet must be a double shielded RG214 type			
8.9.16.	The equipment cabinet must also be grounded to the entry panel and building ground point using no thinner than 16mm² copper panel wire and crimped lugs			
8.10.	Antenna Specification per Site			
8.10.1.	The frequency range must be within the allocated band of the municipality.			
8.10.2.	At-least 3 dBd gain			
8.10.3.	Vertical Polarization			
8.10.4.	At-least 360° h plane			
8.10.5.	At-least 36° V plane			
8.10.6.	Up to 150 Watt max rated power			
8.10.7.	50Ω Impedance			
8.10.8.	200km/h maximum wind velocity			

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.11.	Power Supply Subsystem per Site			
8.11.1.	The cabinet must be equipped with a central 12VDC power supply/charger unit.			
8.11.2.	The power supply must be a unit that provide 12VDC to the repeaters and charge the standby batteries. It is acceptable that the load can be taken from the battery terminals.			
8.11.3.	The tenderer must offer a solution that can provide standby power to feed the new equipment cabinet for up to 8 hours with a depth of discharge of no more than 50% of the battery capacity.			
8.11.4.	The system should also be capable of recharging a complete set of drained batteries to full charge capacity within 24 hours after the site power was restored whilst still providing adequate current to supply a total number of four repeaters when transmitting at full power.			
8.11.5.	The power supply system and batteries must be neatly installed inside the 19" cabinet with the batteries at the bottom of the cabinet on a wooden board or on a rubber mat.			
8.11.6.	The batteries must be a sealed type designed for telecommunication site applications.			
8.11.7.	The tenderer must provide a power budget to indicate the power consumption of all equipment drawing from this backup system as well as how the backup batteries and charger would achieve the minimum specified requirements.			
8.11.8.	For the purpose of the backup battery capacity calculation, it can be assumed that there will be two DMR repeaters at site. It can also be assumed that the transmit duty cycle for the site would be 60% (standby) /40 % (transmit) for each 50Watt repeater.			
8.11.9.	The output power from the standby power source must be terminated in a neat 19" mount power distribution panel with a main DC circuit breaker and 6 dedicated DC circuit breakers for the load equipment.			
8.11.10.	The circuit breaker panel must be neatly labelled.			
8.11.11.	Correct type and size of cables must be used between the charger, batteries and power distribution panel			
8.12.	Backup Power System per Site			
8.12.1.	Input Voltage 210-250V AC at-least			
8.12.2.	Input Frequency 45-65Hz			
8.12.3.	Output Voltage 13.8VDC +/-5%			
8.12.4.	At-least 8 hours battery standby time for 2 repeaters			
8.12.5.	24 hours Maximum recharge time from complete discharge			
8.12.6.	Protection must include reverse polarity, sort and open circuit			
8.13	SmartOne (Client computer and accessory)			
8.13.1.	3 x XPT site license			
8.13.2.	SmartOne Google Online Map			
8.14	System Documentation and software			
8.14.1	A complete set of system documentation including diagrams, inventory, logins and password must be provided to the Municipality on acceptance of the system.			
8.14.2	A complete set of software applications to configure all components of the system as well as backup configuration files need to be provided to the Municipality on acceptance of the system.			
8.15	Operational Cost as and when needed			
8.15.1	Radios must be collected and delivered by the contractor			

Signature		Name (print)	
Capacity		Date	
Name of firm			



Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
8.15.2	Portable and Mobile radio repairs			
8.15.3	Repairs include the radio device at component level: Supplier must provide a quotation for the required repair work.			
8.15.4	A detailed job card with test results must be completed after each repair. The job card must accompany the invoice for payment.			
8.15.5	Mobile radios installation repairs			
8.15.6	Vehicles (motor vehicles, trucks and tractors) with problems will be tended to on the various locations within Overstrand (Gansbaai, Hermanus, Stanford and Kleinmond). Repair work include a mobile installation which consist out of an antenna cable and battery connection. (excluding mobile radio)			
8.15.7	Repeater and High Sites			
8.15.8	The contractor must attend to the repeater on site within twenty four hours after fault was reported. Overstrand Municipal ICT will maintain the links. The contractor may remove equipment from the site for repair work at their workshop, after approval was granted by ICT. Remote desktop diagnostics will be allowed.			
8.15.9	Repairs include the repeaters, duplexers, programming, and power supply, back up batteries, antennas and cables.			
8.15.10	A detailed job card and comprehensive report must be provided after each repair and it must be attached to the invoice.			
8.15.11	Level 1: check at the repeater site will be done by the municipality Level 2: all-inclusive hourly labour fee excluding material. After hours emergency repair work can be done on a high site, with verbal approval from a senior official from Overstrand ICT.			
8.15.12	SmartONE and server			
8.15.13	The contractor must attend to the any repair work and updates on the SmartOne dispatch system and server.			
8.15.14	Hourly all-inclusive maintenance and installation cost. (including traveling)			
8.15.15	Complete 12volt mobile installation for motor vehicle including power cable, antenna and cable with connectors			
8.15.16	Complete mobile installation for trucks with 24 V to 12 V converter, power cable, antenna and cable with connectors.			
8.15.17	Equipment to be purchases over the term of the contract as and when required – delivery included.			
8.15.18	Program and supply Hytera PD 605G including roaming			
8.15.19	Program and supply Hytera PD 685G including roaming			
8.15.20	Program and supply Hytera PD 705G including roaming			
8.15.21	Program and supply Hytera PD 785G including roaming			
8.15.22	Program and supply Hytera MD 785G including roaming			
8.15.23	Supply Hytera RD 985S including XPT license			

9. ORDERING PROCEDURE FOR THE REPAIR AND UPGRADE WORK (section B, C and D)

9.1 The Municipality may requests the Contractor for a site inspection and report on work to be done if needed;

9.2 Contractor submit report and or detailed quotation;

Signature		Name (print)	
Capacity		Date	
Name of firm			



- 9.3 Municipality approves quotation and agrees on a completion period for work;
- 9.4 Municipality issues an official order;
- 9.5 Upon completion and acceptance of work by Municipality, the contractor will submit and invoice for payment; and
- 9.6 Municipality will effect payment.

10. INFORMATION TO BE PROVIDED BY THE BIDDER

- 10.1 The successful bidder must provide us with a complete set of propose system documentation including diagrams and detailed inventory of materials to be use on for the upgrades of the three high sites to a fully functional XPT trunk solution.
- 10.2 Support documents for functionality Criteria.

Signature		Name (print)	
Capacity		Date	
Name of firm			



22. 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	
CAPACITY		NAME OF FIRM			



23. 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:

PLEASE COMPLETE PRICING SCHEDULE ON NEXT PAGE:

Signature		Name (print)	
Capacity		Date	
Name of firm			

11. PRICING

- 11.1 The successful bidder should be able to provide a detailed breakdown of rates as per the pricing schedule on request.
- 11.2 The Tendered Price must Include VAT. If the bidder is not a registered VAT vendor, it must be indicated as such on the Pricing Schedule.
- 11.3 All installations, upgrades, repairs, maintenance and services prices must explicitly include travel and accommodation expenses.
- 11.4 Section A – will be a once off project.
- 11.5 Section B, C and D – Maintenance, service, upgrade, repair work and supply of new equipment will be as and when needed. Prior to commencement of any work and supplying of equipment, the successful contractor must submit a detailed report and/or detailed quotation for approval, indicating the parts to be replaced/repaired and specifying the estimated number of labour hours required. The bidder must include in the rate per hour tendered for labour. Where repairs and upgrades must be done the Municipality must authorised all the purchase of material and equipment by the contractor. The contractor must purchase materials directly from the manufacture at the actual price plus 10 % of the current price. It will be expected of the service provider to prove costs of all purchases in excess of R 2000.00. The Municipality reserves the right to obtain other quotations and or purchase the material elsewhere if the price is deemed too excessive. No further adjustments for escalation will be made.
- 11.6 Escalation is allowed to CPI or 6% per annum on the anniversary of the contract or whichever is lower. The bidder must indicate escalation % to apply for on the pricing schedule. If no escalation is indicated on the pricing schedule, the pricing will be firm and there will be CPI escalation calculation one month prior to the anniversary of the contract.
- 11.7 When a company by vendor statement or proclamation inform the industry about end of life, upgrades or replacement models, we must except the replacement item and change the line item in the pricelist in-terms of model, description and price.

SECTION A – ONCE OFF PROJECT				
Item #	Description	Estimated Quantity	Unit Price (Excl. VAT)	Total (Excl. VAT)
A1	XPT site license (refer to B.1.)	3		
A2	Multi-site XPT license (refer to B.2.)	6		
A3	XNMS basic software (refer to B.3.)	1		
A4	XPT/conventional Safetnet USB dongle (hardware) (refer to B.4.)	1		
A5	SmartOne Goggle online maps (refer to B.5.)	1		
A6	Upgrade Hawston repeater site (refer to 8.2)	1		
A7	Upgrade Olifantsberg repeater site (refer to 8.3)	1		
A8	Upgrade Danger Point repeater site (refer to 8.4)	1		
A9	Program and configure existing Hytera radios for XPT	25		
Sub-Total (Excluding VAT)				
15% VAT				
Once off Project – Total Including 15% VAT				
<ul style="list-style-type: none"> NB. Overstrand Municipality reserve the rights to remove some of line items from the once off project 				

Signature		Name (print)	
Capacity		Date	
Name of firm			



Section B – Supply Radio equipment as and when need including delivery, these items will be awarded to the same service provider who will be responsible for section A				
Item #	Description	Estimated Quantity	Unit Price (Excl. VAT)	Total (Excl. VAT)
B.1.	XPT site license	3		
B.2.	Multi-site XPT license	6		
B.3.	XNMS basic software	1		
B.4.	XPT/conventional Safetnet USB dongle (hardware)	1		
B.5.	SmartOne Google online MAPS	1		
B.6.	Program, configure and supply Hytera PD 605G on XPT, including roaming	80		
B.7.	Program, configure and supply Hytera PD 685G on XPT, including roaming	10		
B.8.	Program, configure and supply Hytera PD 785G on XPT, including roaming	8		
B.9.	Program, configure and supply Hytera PD 705G on XPT, including roaming	20		
B.10.	Program, configure and supply Hytera MD 785Gon XPT, including roaming	15		
B.11.	Supply, configure and delivery Hytera RD 985S repeater including XPT site license per repeater	3		
B.12.	Additional Dispatch Terminal license to view the radio users on the dispatcher system per terminal. (Additional terminal license of access to the dispatcher system per terminal.)	25 terminals at a time		
B.13.	Additional Smart One Dispatcher client software license per client (Dispatch operator license per user)	3		
B.14.	Additional dispatch repeater station license. (per repeater)	1		
B.15.	SIP Access license gateway access license	1		
B.16.	Google offline maps	1		
B.17.	Roaming license	1		
B.18.	Additional Dispatch mobile Station License	1		
B.19.	IP Connect license for repeater	3		
Section C Maintenance, service and Upgrade of XPT DMR Network – This section will be awarded to the same service provider who will be responsible for Section A (Labour costing must include traveling and accommodation if needed)				
C.1.	Hourly labour rate for upgrades and installation of new equipment. (excluding material a separate material list must be supplied for equipment/material)	18 hours		
C.2.	By-annual test and checking of DMR network per inspection including travel and accommodation. Test and inspection only at the three high site and server room if needed.	2 per annum		
C.3.	Hourly labour cost for repair work. (excluding material a separate material list must be supplied for equipment/material)	20 hours		

Signature		Name (print)	
Capacity		Date	
Name of firm			



Section D Costing for repair work of mobile and portable radios and mobile installations (Labour cost must include traveling and accommodation if needed) This section can be awarded to a separate service provider)				
D.1.	Hourly rate for repair work on mobile and portable radios (excluding material a separate material list must be supplied for equipment needed)	20 hours		
D.2.	Complete 12V mobile installation in vehicles including power cable and Antenna (we will supply the radio) per vehicle.	25 installations		
D.3.	Complete 12/24V mobile installation in truck including power cable, 12/24V converter and antenna (we will supply the radio) per truck or tractor.	10 installations		
Section E End of life/upgrade: When a company by vendor statement proclamation inform us about end of life, replacement or upgrade of line items.				
E.1.	The replacement line item will supersede the listed item in the pricelist in terms of model number, description and price			

Signature		Name (print)	
Capacity		Date	
Name of firm			



24. 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 **SC2043/2019: Upgrade, maintenance of DMR network and supply equipment**, at the price(s) quoted below / as per pricing schedule.
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 2017
 - (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:			

Signature		Name (print)	
Capacity		Date	
Name of firm			



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.

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

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

25. 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 2017

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

1.1 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

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

2 BID DECLARATION

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

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

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

3	Persentasie aandeelhouing 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?	In/Ngaphakathi
	Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	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 –

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

COMMISSIONER OF OATHS

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

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

COMMISSIONER OF OATHS:-

Position: _____

Address: _____

Tel: _____

Apply official stamp of authority on this page:



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)

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>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p>	<p align="center">Apply official stamp of authority on this page:</p>
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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	R 13 m	R 3 m	
		Small	50	R 6 m	R 1 m	
		Very small	20	R 1.50 m	R 0.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications 71001 - 75999		Medium	200	R 26 m	R 6 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
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 waseOverstrand ukuhlawula abo kufuneka bebahlawule ngokufaka imali ebhankini. Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.
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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 =	Soaarrekening Savings Account I-akhawunti vemali eqciniweyo
4 =	Verbandrekening Bond Account I-akhawunti yebhondi	5 =	(Nie in gebruik) (Not in use) Avisetvenziswa	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 voorafbetalde 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 waseOverstrand 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 iinkukacha zentlawulo. Ndi/Siya kumazisa umasipala xa iinkukacha zebhanki yam/zethu zitshintshile kwaye ndiza/siza kubanika isaziso seentsuku ezingama-30 ndisi/sisthumele ngeleta erejistarishiweyo.
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GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLUGUNYAZISIWEYO			
VOORLETTERS EN VAN / INITIALS AND SURNAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI			
TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI		DATUM / DATE / UMHLA	

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA	
I/WE HEREBY CERTIFY THAT THE DETAILS OF OUR CLIENTS BANK ACCOUNT AS INDICATED ON THE CREDIT ORDER INSTRUCTION IS CORRECT: _____ NAME & SURNAME OF BANK OFFICIAL (PRINT NAME) _____ SIGNATURE OF A BANK OFFICIAL	OFFICIAL DATE STAMP OF BANKING INSTITUTION



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 Is 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			