# QUOTATION NO.: SC 1964/2019

# SUPPLY AND DELIVERY OF WHEELIE BINS FOR REFUSE REMOVAL IN HERMANUS

# PROCUREMENT DOCUMENT

| | |
|---|---|
| **NAME OF BIDDER:** | |
| **Total Bid Price (Inclusive of VAT)** *(refer to page 56)*: | |
| **DELIVERY PERIOD IN WEEKS:** | |

**FEBRUARY 2019**

**PREPARED AND ISSUED BY:**

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

**CONTACT FOR ENQUIRIES REGARDING SPECIFICATIONS:**

**Johan van Taak**
**Manager:**
**Solid Waste Planning**
Tel. Number: **028 313 5045**

**MUNISIPALITEIT** **MUNICIPALITY**

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

| **QUOTATION DETAILS** | | | | | | |
|---|---|---|---|---|---|---|
| QUOTATION NUMBER: | **SC1964/2019** | | | | | |
| QUOTATION TITLE: | **Supply and Delivery of Wheelie Bins for refuse removal in Hermanus** | | | | | |
| CLOSING DATE: | **01 March 2019** | | CLOSING TIME: | **12h00** | | |
| SITE MEETING: | DATE: | **n/a** | TIME: | **n/a** | COMPULSORY: | **n/a** |
| SITE MEETING ADDRESS: | **n/a** | | | | | |
| CIDB GRADING REQUIRED: | **n/a** | LEVEL AND CATEGORY: | **n/a** | | | |
| BID BOX NO: | **2** | SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus.<br>The bid box is generally open 24 hours a day, 7 days a week. | | | | |
| OFFER TO BE VALID FOR: | **60** | DAYS FROM THE CLOSING DATE OF BID. | | | | |

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

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

**PLEASE NOTE:**

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

| **ENQUIRIES MAY BE DIRECTED TO:** | **CONTACT PERSON** | **TEL. NUMBER** |
|---|---|---|
| 1. **TECHNICAL ENQUIRIES** | **J van Taak** | **028 313 5045** |
| 2. **ENQUIRIES REGARDING BID PROCEDURES & COMPLETION OF BID DOCUMENTS** | **L du Preez** | **028 313 8147** |
| | **A Moore** | **028 313 8974** |

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

## 1. CHECKLIST

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

| | | | | | |
|---|---|---|---|---|---|
| 1. | **Authority to Sign a Bid -** Is the form duly completed and is a **certified copy** of the **resolution** attached? | **Yes** | | **No** | |
| 2. | **Tax Clearance Certificate -** Provide Tax clearance compliance status pin and Income Tax no. | **Yes** | | **No** | |
| 3. | **MBD 4** (Declaration of Interest) - Is the form duly completed and signed? | **Yes** | | **No** | |
| 4. | **MBD 6.1** (Preference Points claim form for purchases/services) - Is the form duly completed and signed?<br>Is a **CERTIFIED** copy of the **B-BBEE Certificate or** the **original B-BBEE Certificate** attached? | **Yes** | | **No** | |
| 5. | **MBD 6.2** (Local content declaration) - Is the form duly completed and signed? | **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?<br>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?<br>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. | **Pricing Schedule -** Is the form duly completed and signed? | **Yes** | | **No** | |
| 14. | **MBD 7.1** (Contract form – Goods) - Is the form duly completed and signed? | **Yes** | | **No** | |
| 15. | **DATA BASE REGISTRATION -** Is the form duly completed and signed?<br>Are **ALL** the supporting documents attached? | **Yes** | | **No** | |

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

## 2. QUOTATION NOTICE & INVITATION TO SUBMIT A QUOTATION

### QUOTATION NO. SC 1964/2018

### SUPPLY AND DELIVERY OF WHEELIE BINS FOR REFUSE REMOVAL IN HERMANUS

Quotations are hereby invited for the **Supply and Delivery of Wheelie bins for refuse removal in Hermanus.**

Quotation documents, in English, are obtainable **from Tuesday, 19 February 2019**, 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. Alternatively the document may be downloaded from the website: www.overstrand.gov.za .

Sealed quotations, with "**Quotation No. SC1964/2019: Supply and Delivery of Wheelie bins for refuse removal in Hermanus**" clearly endorsed on the envelope, must be deposited in **Tender Box No. 2** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the documentation issued by Overstrand Municipality.

Only locally produced or locally manufactured plastic wheelie bins and Steel products with a stipulated minimum threshold of 100% for local production and content will be considered.

The closing date and time of the quotation is on **01 March 2019** at **12h00** and quotations will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

Please refer enquiries to **Mr. J van Taak** at telephone number: **028 313 5045**.

MUNISIPALITEIT OVERSTRAND MUNICIPALITY

## 3. AUTHORITY TO SIGN A BID

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

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

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

1.1. If a bidder is a **COMPANY ((Pty) Ltd. OR Ltd.)**, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.

1.2. A valid resolution must be signed by:

1.2.1. Majority directors; or

1.2.2. Chairman of the Board; or

1.2.3. Company Secretary

| **PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY** | | | | | |
|---|---|---|---|---|---|
| **Date resolution was taken** | | | | | |
| **Resolution signed by (name and surname)** | | | | | |
| **Capacity** | | | | | |
| **Name and surname of delegated authorised signatory** | | | | | |
| **Capacity** | | | | | |
| **Specimen signature** | | | | | |
| **Full name and surname of ALL director(s)** | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| **Is a copy of the resolution attached?** | | **YES** | | **NO** | |

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

## 2. CLOSE CORPORATION (CC)

2.1. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

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

2.2.3. Company Secretary.

| **PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION** | | | | |
|---|---|---|---|---|
| **Date resolution was taken** | | | | |
| **Resolution signed by (name and surname)** | | | | |
| **Capacity** | | | | |
| **Name and surname of delegated authorised signatory** | | | | |
| **Capacity** | | | | |
| **Specimen signature** | | | | |
| **Full name and surname of ALL director(s) / member (s)** | | | | |
| | | | | |
| | | | | |
| | | | | |
| **Is a copy of the resolution attached?** | **YES** | | **NO** | |

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

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

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

**OR**

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

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

## 4. PARTNERSHIP

We, the undersigned partners in the business trading as _____

hereby authorize Mr / Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

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

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

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

**5. CONSORTIUM / CLUB / TRUST / ETC.**

We, the undersigned consortium partners, hereby authorize_____

(Name of entity) to act as lead consortium partner and further authorize Mr / Ms _____

to sign this offer as well as any contract resulting from this bid and any other documents and correspondence in connection with this bid and / or contract for and on behalf of the consortium.

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

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

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

## 6. JOINT VENTURE

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

_____

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

_____,

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

| 1. LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender) | | | |
|---|---|---|---|
| Name of firm | | | |
| Address | | | |
| | | Tel. No. | |
| Signature | | Designation | |

| 2. 2nd PARTNER | | | |
|---|---|---|---|
| Name of firm | | | |
| Address | | | |
| | | Tel. No. | |
| Signature | | Designation | |

| 3. 3rd PARTNER | | | |
|---|---|---|---|
| Name of firm | | | |
| Address: | | | |
| | | Tel. No. | |
| Signature | | Designation | |

| 4. 4th PARTNER | | | |
|---|---|---|---|
| Name of firm | | | |
| Address: | | | |
| | | Tel. No. | |
| Signature | | Designation | |

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

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

## 4. GENERAL CONDITIONS OF 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.

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1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.21. "Project site" where applicable, means the place indicated in bidding documents.

1.22. "Purchaser" means the organization purchasing the goods.

1.23. "Republic" means the Republic of South Africa.

1.24. "SCC" means the Special Conditions of Contract.

1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.

1.27. "Tort" means in breach of contract.

1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 2. APPLICATION

2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. GENERAL

3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

## 4. STANDARDS

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

## 5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION.

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

5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

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.

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5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## 6. PATENT RIGHTS

6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## 7. PERFORMANCE SECURITY

7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

7.3.1. bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

7.3.2. a cashier's or certified cheque

7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## 8. INSPECTIONS, TESTS AND ANALYSES

8.1. All pre-bidding testing will be for the account of the bidder.

8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5. Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

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8.7. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## 9. PACKING

9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, and in any subsequent instructions ordered by the purchaser.

## 10. DELIVERY

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

## 11. INSURANCE

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

## 12. TRANSPORTATION

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

## 13. INCIDENTAL

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:

13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;

13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;

13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

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## 14. SPARE PARTS

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

14.1.1. such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

14.1.2. in the event of termination of production of the spare parts:

14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## 15. WARRANTY

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

15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## 16. PAYMENT

16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3. Payments shall be made by the purchaser **no later than thirty (30**) days after submission of an **invoice, statement** or claim by the supplier.

16.4. Payment will be made in Rand unless otherwise stipulated.

## 17. PRICES

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

## 18. VARIATION ORDERS

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

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## 19. ASSIGNMENT

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

## 20. SUBCONTRACTS

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

## 21. DELAYS IN THE SUPPLIER'S PERFORMANCE

21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.

21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## 22. PENALTIES

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

## 23. TERMINATION FOR DEFAULT

23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or

23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for

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such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchase actively associated.

23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

23.6.1. the name and address of the supplier and / or person restricted by the purchaser;

23.6.2. the date of commencement of the restriction

23.6.3. the period of restriction; and

23.6.4. the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

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

## 24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS

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

## 25. FORCE MAJEURE

25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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## 26. TERMINATION FOR INSOLVENCY

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

## 27. SETTLEMENT OF DISPUTES

27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4. Notwithstanding any reference to mediation and/or court proceedings herein,

27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

## 28. LIMITATION OF LIABILITY

28.1. Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

28.1.1. the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

28.1.2. the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment

## 29. GOVERNING LANGUAGE

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

## 30. APPLICABLE LAW

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

## 31. NOTICES

31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## 32. TAXES AND DUTIES

32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

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

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

**33. TRANSFER OF CONTRACTS**

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

**34. AMENDMENT OF CONTRACTS**

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

**35. PROHIBITION OF RESTRICTIVE PRACTICES.**

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

35.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 0f 1998.

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

*General Conditions of Contract (revised July 2010)*

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## 5. 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.

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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.

**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 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,

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7.1.2. Non-submission of a valid Tax Clearance Certificate and / or PIN,

7.1.3. Non-completion of the MBD 6.2 and relevant Annexures (if applicable),

7.1.4. Incomplete Pricing Schedule or Bill of Quantities,

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

7.1.6. Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.

7.2. The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following;

7.2.1. To obtain a copy of the most recent municipal account(s) from the recommended bidder;

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

7.2.3. To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;

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

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

7.2.6. 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.

7.2.6.1. 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.

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## 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

11.2. **Legal requirements for invoices**

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

11.2.1.1. **Ordinary invoice (not VAT Registered)**

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

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

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

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## 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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## 6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally or on the website www.sars.gov.za. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za

3. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Tax Compliance Status (TCS) Pin as of 18 April 2016

   a. In terms of the new Tax Compliance Status System implemented by SARS on 18 April 2016, taxpayers are now able to issue the municipality with a TCS Pin which can be used to verify a bidder's tax status online via SARS E-filing.

   b. The taxpayer must issue the municipality with the following:

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

   c. If a bidder is registered on the Overstrand Municipality Supplier's Database and the Municipality is already in possession of an original tax clearance certificate which is valid on closing date of bid, it **MUST** be indicated as such on this page, whereby the attaching of a new tax clearance certificate to this page will not be needed.

6. Should a Tax Clearance Certificate not be verifiable on the SARS e-filing system, the bidder will be afforded an opportunity to submit a valid, verifiable Tax Clearance Certificate. It will result in the invalidation of the bid, should the bidder fail to provide a valid, verifiable Tax Clearance Certificate.

| **Initial:** | |
|---|---|

## 7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[2].
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** | | **NO** | |
| 3.7.1. | If so, furnish particulars: | | | | |
| | | | | | |
| **3.8.** | **Have you been in the service of the state for the past twelve months?** | **YES** | | **NO** | |
| 3.8.1. | If so, furnish particulars: | | | | |
| | | | | | |

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

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

[3] *"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.*

| | | | | | |
|---|---|---|---|---|---|
| **3.9.** | **Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?** | **YES** | | **NO** | |
| 3.9.1. | If so, furnish particulars: | | | | |
| | | | | | |
| **3.10.** | **Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?** | **YES** | | **NO** | |
| 3.10.1. | If so, furnish particulars: | | | | |
| | | | | | |
| **3.11.** | **Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?** | **YES** | | **NO** | |
| 3.11.1. | If so, furnish particulars: | | | | |
| | | | | | |
| **3.12.** | **Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?** | **YES** | | **NO** | |
| 3.12.1. | If so, furnish particulars: | | | | |
| | | | | | |
| **3.13.** | **Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?** | **YES** | | **NO** | |
| 3.13.1. | If so, furnish particulars: | | | | |
| | | | | | |

| 3.14. | Please provide the following information on **ALL** directors / shareholders / trustees /members below: | | |
|---|---|---|---|
| **full name and surname** | **identity number** | **personal income tax number** | **Provide State[4] employee number** **(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 –*
   - *1.1.1. any municipal council;*
   - *1.1.2. any provincial legislature; or*
   - *1.1.3. 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.*

## 8. 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:

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

$$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

**Where:-**

*Ps* = *Points scored for comparative price of bid under consideration*
*Pt* = *Comparative price of bid under consideration*
*Pmin* = *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<br>(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<br>(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: | | | |
| | | | |
| | | | |

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## REQUIREMENTS REGARDING VALIDATION OF B-BBEE POINTS

**VERY IMPORTANT:**

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

***1.*** **EMEs:**

**1.1.** **A VALID ORIGINAL** sworn affidavit 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 ORIGINAL** 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.

## 9. 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" | 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 –<br>(a) Who are citizens of the Republic of South Africa by birth or descent; or<br>(b) Who became citizens of the Republic of South Africa by naturalization-<br>i. Before 27 April 1994; or<br>ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date | | | | | | | | | | | | | |
| **3.** | I hereby declare under oath that: | | | | | | | | | | | | | |
| | The enterprise is | | | % black owned | | % black woman owned | | | | | | | | |
| 4. | Based on the (please indicate with an "X") | | | financial statements | | management accounts | | | | | | | | |
| | and other information available on the | | | | | financial year , | | | | | | | | |
| | the income did not exceed R10,000,000.00 (ten million Rand); | | | | | | | | | | | | | |
| 5. | Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.** | | | | | | | | | | | | | |
| | **Level One** | 100% black owned (135% B-BBEE procurement recognition) | | | | | | | | | | | | |
| | **Level Two** | More than 51% black owned (125% B-BBEE procurement recognition) | | | | | | | | | | | | |
| | **Level Four** | Less than 51% black owned (100% B-BBEE procurement recognition) | | | | | | | | | | | | |
| **6.** | The entity is an empowering supplier in terms of **the dti** Codes of Good Practice. | | | | | | | | | | | | | |
| **7.** | I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter. | | | | | | | | | | | | | |
| **8.** | The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner. | | | | | | | | | | | | | |

| | | |
|---|---|---|
| Deponent signature: | | Commissioner of Oaths stamp |
| Date: | | |
| Commissioner of Oaths signature | | |
| Date | | |

## 10. 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.

(a) A bid may be disqualified if this Declaration Certificate and the Annexure C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation

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

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

| # | Description of services, works or goods | Stipulated minimum threshold as a % |
|---|---|---|
| 1. | Plastic wheelie bins | 100% |
| 2. | Steel products and components | 100% |

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

| YES | | NO | |
|---|---|---|---|

2.1 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.**

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

(***Tick applicable box***)

| YES | | NO | |
|---|---|---|---|

3.1 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)**

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

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

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## 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. SC1964/2018: Supply and Delivery of Wheelie bins for refuse removal in Hermanus, 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 paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, _____(full names),

do hereby declare, in my capacity as _____,

of _____,

(name of bidder entity), the following:

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 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

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

**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:** | | |

MUNISIPALITEIT OVERSTRAND MUNICIPALITY

| ANNEXURE C | | | | SATS 1286.2011 |
|---|---|---|---|---|
| **Local Content Declaration – Summary Schedule** | | | | |
| ***(C1)* Tender No.** | SC 1964/2019 | | | **NOTE:** VAT to be excluded from all calculations |
| ***(C2)* Tender Description** | Supply and Delivery of Wheelie bins for refuse removal in Hermanus | | | |
| ***(C3)* Designated product(s)** | Plastic Wheelie Bins & Steel components | | | |
| ***(C4)* Tender Authority** | Overstrand Municipality | | | |
| ***(C5)* Name of Tendering Entity** | | | | |
| ***(C6)* Tender Exchange Rate** | **Currency** | | **Rate** | |
| ***(C7 )*Specified local content %** | 100% | | | |

| | | 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)* |
| 4.1 | 140 litre wheelie bins (Complete bin) | | | | | | | 60 | | | |
| 4.2 | 140 litre Wheelie bin Axle | | | | | | | 120 | | | |
| 4.3 | 140 litre Wheelie bin black rubber wheels (set of 2) | | | | | | | 240 | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| | | | |
|---|---|---|---|
| ***(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

MUNISIPALITEIT MUNICIPALITY

| ANNEXURE D | SATS 1286.2011 |
|---|---|

## Imported Content Declaration – Supporting Schedule to Annexure C

| | | | | | |
|---|---|---|---|---|---|
| (D1) | Tender No. | | | | |
| (D2) | Tender Description | | | | |
| (D3) | Designated product(s) | | | | |
| (D4) | Tender Authority | | | | |
| (D5) | Tendering Entity's Name | | | | |
| (D6) | Tender Exchange Rate | Currency | | Rate | |

NOTE: VAT to be excluded from all calculations

| 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 | | |

MUNISIPALITEIT MUNICIPALITY

## 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 3rd 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

MUNISIPALITEIT MUNICIPALITY

| ANNEX E | SATS 1286.2011 |
|---|---|
| **Local content Declaration – Summary Schedule** | |

| | | |
|---|---|---|
| *(E1)* Tender No. | | NOTE: VAT to be excluded from all calculations |
| *(E2 )*Tender Description | | |
| *(E3)* Designated product(s) | | |
| *(E4)* Tender Authority | | |
| *(E5)* Tendering Entity's Name | | |

| LOCAL PRODUCTS (Goods, Services and Works) | | |
|---|---|---|
| Description of items purchased | Local suppliers | Value |
| *(E6)* | *(E7)* | *(E8)* |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | *(E9)* Total local products (Goods, service and works) | |

*(E10)* **Manpower costs** (Tenderer's own manpower cost)

*(E11)* **Factory overheads** (Rental, depreciation & amortization, utility costs, consumables, etc.)

*(E12)* **Administration overheads and mark-up** (Marketing, insurance, financing interest, etc.)

**(E13) Total local content**

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

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE

## 11. MBD 8 – DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

| | | | |
|---|---|---|---|
| 4.1 | Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?<br>*(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).* | **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)?<br>*(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).* | **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: | | | |

## 12. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

- This Municipal Bidding Document (MBD) must form part of all bids[6] invited.
- 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).[7] Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
- 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:
    - take all reasonable steps to prevent such abuse;
    - 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
    - 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.
- 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.
- In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**:

In response to the invitation for the bid made by:

**OVERSTRAND MUNICIPALITY**

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

**1.** I have read and I understand the contents of this Certificate;

**2.** I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

**3.** I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

**4.** Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;

[6] *Includes price quotations, advertised competitive bids, limited bids and proposals.*

[7] *Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.*

**5.** For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

a. has been requested to submit a bid in response to this bid invitation;

b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**6.** The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium[8] 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:

a. prices;

b. geographical area where product or service will be rendered (market allocation)

c. methods, factors or formulas used to calculate prices;

d. the intention or decision to submit or not to submit, a bid;

e. the submission of a bid which does not meet the specifications and conditions of the bid; or

f. bidding with the intention not to win the bid.

**8.** In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

**9.** The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**10.** I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

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

[8] *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.*

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## 13. 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** |

**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:-**

**Signature:** _____

Print name: _____

Position: _____

Address: _____

Tel: _____

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

## 14. MBD 16 – KEY PERFORMANCE INDICATORS

| 1. | KEY PERFORMANCE INDICATORS (KPIs) |
|---|---|
| 1. | Work(s) performed / goods delivered within timeframes specified |
| 2. | Work(s) performed / goods delivered within financial framework specified |
| 3. | Acceptable quality of work(s) performed / goods delivered |

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.

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.

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

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

**INTRODUCTION**

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

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

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

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

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

| **COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)** | |
|---|---|
| **Overstrand Municipality** has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.<br>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:**<br>**A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing to be handed in, in this regard.** | |

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

**WRITTEN AGREEMENT**

This is a written agreement between

**OVERSTRAND MUNICIPALITY**

And

_____

*(Name of the MANDATARY)*

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

I,

_____

,

representing the MANDATARY do hereby acknowledge that

_____

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

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

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

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

MUNISIPALITEIT MUNICIPALITY

## 16. 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

## 17. SPECIFICATIONS

### 1. INTRODUCTION

The Hermanus Administration of the Overstrand Municipality is using wheelie bins for refuse collection in the previous disadvantage areas. New houses have been build and the need for wheelie bins are identified.

### 2. SCOPE

The Overstrand Municipality requires a Service Provider to supply and deliver: 60 green x 140L wheelie bins and additional: 120x 140L axles and 240 x black rubber wheels.

### 3. GENERAL

#### 3.1. Pricing

3.1.1. Suppliers must submit a price per unit including VAT.

3.1.2. The price **must include** delivery to Hermanus Administration Municipal Work Yard.

#### 3.2. Validity period

Quotations must be valid for a period of 60 days from closing date.

#### 3.3 Local Content

Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content. 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.

In terms of legislation, the bidder is required to complete MBD 6.2 included herein. The bidder must confirm the local content of all the listed items in Annexure C of the said document.

#### 3.4 Workmen's Compensation

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

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

## 4. MINIMUM REQUIREMENTS

| | | Please indicate with an "X" whether the offer complies with the requirements. | | | Reference (Supporting documents attached) |
|---|---|---|---|---|---|
| | | YES | NO | Comment | |
| **4.1.** | **140 Litre Wheelie Bin** | | | | |
| 4.1.1 | The bin shall be constructed from HDPE material | | | | |
| 4.1.2. | Conform to standard SANS 1494 / 2014 –- Mandatory + certificate | | | | |
| 4.1.3 | Capacity deviation to be a maximum of 5 litres | | | | |
| 4.1.4 | Date of manufacture to moulded into body and lid | | | | |
| 4.1.5 | Six digit serial number to be moulded into body | | | | |
| 4.1.6 | Print size – 70mm + 4 x Digital 8's – 50mm. Standard printing plate 210mm across x 150mm in high (see "typical bin" pictures) | | | | |
| 4.1.7 | The bin shall have at least a 5 year warrantee | | | | |
| 4.1.8 | Colour: Green | | | | |
| **4.2** | **140 Litre Wheelie bin Axle** | | | | |
| 4.2.1 | Manufactured of galvanized steel | | | | |
| 4.2.2 | Length 470mm – diameter 21.4mm | | | | |
| **4.3** | **140 Litre Wheelie bin Wheels** | | | | |
| 4.3.1 | Black rubber wheels that fits the 140L Axle | | | | |

## 5. LEAD TIME / DELIVERY PERIOD

5.1 The wheelie bins, axles and wheels must be delivered within 6 weeks from date of an official order.

5.2 The wheelie bins, axles and rubber wheels must be delivered to the Overstrand Municipal Work Yard, Main Road, Hermanus.

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

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

MUNISIPALITEIT MUNICIPALITY

## 18. 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.**

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:

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

**PRICING SCHEDULE:**

| Item description | Price per Unit Including VAT |
|---|---|
| 140 litre Wheelie bins (Complete bin) | |
| 140 litre Wheelie bin Axle | |
| 140 litre Wheelie bin black rubber wheels (set of 2) | |

| | |
|---|---|
| **Delivery period in weeks** | |

**Please note:**

1. The price per unit must include delivery to the Municipal Work Yard in Hermanus.
2. The Overstrand Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient.

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

MUNISIPALITEIT MUNICIPALITY

## 19. MBD 7.1. – CONTRACT FORM - PURCHASE OF GOODS

**NB:**

1. **This form must be completed in duplicate by both the successful bidder (Part 1) and the purchaser (Part 2). The form must be signed in the original so that the successful bidder and the purchaser will be in possession of a 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 BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **OVERSTRAND MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number SC1964/2019: **Supply and Delivery of Wheelie Bins for refuse removal in Hermanus at** the price(s) 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 time of bid.
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
   *(i)* Bidding documents, *viz*
      1. Invitation to bid
      2. Tax clearance certificate
      3. Pricing schedule(s)
      4. Technical Specification(s)
      5. Preference claims in terms of the Preferential Procurement Regulations 2017
      6. Declaration of interest
      7. Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)
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 goods and/or works 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 | | | |

MUNISIPALITEIT MUNICIPALITY

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

**PART 2 (To be completed by OVERSTRAND MUNICIPALITY)**

1. I, _____,

   in my capacity as _____,

   accept your bid under reference number _____,

   dated _____,

   for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

4. I confirm that I am duly authorized 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: | | |

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

## 20. 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 | |

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

# 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 | Vraelys Vir Voorkeurverkrygingsbeleid / Questionnaire For Preferential Procurement Policy / Iphepha Lemibuzo Yenkqubo Ekhethekileyo Yokufumana |
| 3 | Declaration By Supplier |
| 4 | National Small Business Act No. 102 Of 1996 Classification |
| 5 | Documents Required |
| 6 | Nature Of Operations, Products Or Services |
| 7 | Credit Order Instruction |

## FOR OFFICE USE ONLY

| *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 confirm that I have removed the forms as indicated above from the tender document and forwarded it to the Supplier Database Official*

| | ***Removed*** | ***Checked*** |
|---|---|---|
| ***Print Name*** | | |
| ***Signature*** | | |
| ***Date*** | | |

MUNISIPALITEIT MUNICIPALITY

# DATABASE REGISTRATION FORM

**VAT/BTW REG. NO: 4140106396** **www.overstrand.gov.za** **OM-C1**

| | | | | |
|---|---|---|---|---|
| **HERMANUS**<br>Magnoliastraat 1 Magnolia Street<br>✉ **20** 7200<br>Tel. 028 313 8152<br>Faks/Fax. 086 533 9190 | **HANGKLIP-KLEINMOND**<br>5de Laan 39 5th Avenue<br>Privaatsak X3 Private Bag 7195<br>Tel. 028 271 8400<br>Faks/Fax. 028 271 4100 | | STANFORD<br>**Queen Victoriastraat 15 Queen Victoria Street**<br>✉ **84 7210**<br>Tel. 028 341 0640<br>Faks/Fax. 028 341 0445 | GANSBAAI<br>**Hoofstraat Main Road**<br>✉ **26 7220**<br>Tel. 028 384 0111<br>Faks/Fax. 028 384 0241 |

| | |
|---|---|
| **KREDITEURE:**<br>Registrasie op databasis ingevolge: | 1. Wet op die Raamwerk vir Voorkeurverkrygingsbeleid, 2000 (Wet No. 5 van 2000) (Staat Kennisgewing No.97 van 03 Februarie 2000 – Staatskoerant No. 20854)<br>2. Voorkeurverkrygingsregulasies (No. R.725 van 10 Augustus 2001) uitgevaardig ingevolge bogemelde Wet (Staatskoerant No. 22549)<br>3. **Wet Op Plaaslike Regering: Munisipale Finansiële Bestuur No. 56 Van 2003** |
| **CREDITORS:**<br>Registration on data base in terms of: | 1. Preferential Procurement Policy Framework Act No. 5 Of 2000 (Government Notice No.97 van 03 February 2000 – Government Gazette No. 20854)<br>2. Preferential Procurement Regulations (No. R.725 of 10 August 2001) promulgated in terms of abovementioned Act (Government Gazette No. 22549)<br>3. Local Government: Municipal Finance Management Act No. 56 Of 2003 |
| **ABANTU ENINAMATYALA KUBO:**<br>Ubhaliso kuluhlu ngokwemiqathango: | 1. Yobume benkqubo ekhethekileyo yokufumana Umthetho ongunombolo 5 ka-2000 (Isaziso sikaRhulumente esingunombolo 97 we-3 kaFebruwari 2000-Iphepha-ndaba lombuso likaRhulumente unombolo 20854)<br>2. Imithetho yenkqubo ekhethekiuleyo yokufumana (Nombolo R725 ka-Agasti 2001) umthetho owaziswe ngokubhekiselele ngumthetho ongasentla (Iphepha-ndaba lombuso likaRhulumente elingunombolo 22549)<br>3. **Umasipala wengingqi: Umthetho wokulawula ezemali kamasipala ongunombolo 56 ka -2003** |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Handelsnaam van onderneming<br>Trade name of enterprise<br>Igama leshishini | | | | | | | | | |
| Posadres / Postal address<br>Idilesi yeposi | | | | | | | | | |
| Plaasnaam/Besigheid straat adres / Name of Farm/Business street address / Igama lefama/idilesi yesitrato soshishino | | | | | | | | | |
| Aard van bedrywigheid wat beoefen word / Nature of activities conducted / Uhlobo lwemisebenzi eyenziwayo necandelo | | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Tipe onderneming (Merk met X) / Type of enterprise (Mark with X) / Uhlobo loshishino (Phawula ngo-X) | 1 | Eenmansaak / Sole Proprietor/ Ushishino lomntu omnye | 2 | Vennootskap/ Partnership/ Uthelelwano | 3 | Openbare Sektor / Public Sector / Icandelo lomntu wonke | 4 | Maatskappy/Beslote Korporasie / Company /Close Corporation / Inkampani/mbumba evalekileyo | 5 | Ander: Klub, Trust, ens. / Other: Club, Trust, etc. / Ezinye: umbutho, itrasti, njl-njl. |

| | |
|---|---|
| CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board) | |
| BTW nommer / VAT number/ inombolo ye-VAT | |
| Inkomstebelastingverwysingsnommer van persoon/onderneming in 1. / Income Tax reference number of person/enterprise in 1. / Inombolo yesalathiso serhafu yengeniso yomntu/yoshishino olubalulwa ku-1. | |
| Indien u nie vir enige van bogenoemde geregistreer is nie, meld redes: / If you are not registered for any of the above, furnish reasons: / Xa ungabhaliselanga nayiphi na into kwezi zingaphezulu, nika izizathu: | |
| CIDB nommer / CIDB number / inombolo ye-CIDB (Construction Industry Development Board) | |
| | |

| **Besonderhede van verantwoordelike persoon of eienaar / Particulars of responsible person or owner / Iiinkcukacha zomntu othatha uxanduva okanye zomnini** | |
|---|---|
| Van / Surname / Ifani | |
| Voornaam / First name / Amagama | |
| Hoedanigheid / Designation / Ubume emsebenzini | |

| **Besonderhede van skakelbeampte / Particulars of liaison officer / Iinkcukacha zomntu womanyano (Umntu onika iimbuyiselo)** | | | | |
|---|---|---|---|---|
| Voorletters en van / Initials and surname / Oonobumba bokuqala bamagama nefani | | | | |
| Hoedanigheid/Designation/Ubume omsebenzi | | | | |
| Selfoon / Cell phone / Iselfoni | | | | |
| Telefoon nr./Telephone no. /inombolo yefoni | | | | |
| Faksnr. / Fax no. / Inombolo yeFeksi | | | | |
| e-pos adres / e-mail address / I-imeyile | | | | |
| Meld taalvoorkeur / Indicate language preference | Afrikaans | | English | |

Ek verklaar dat die inligting wat hierin verstrek is, waar en juis is. / I declare that the information herein furnished, is true and correct. / Ndixela ukuba incukacha ezinikiweyo apha ziyinyaniso kwaye zilungile.

Handtekening van persoon verantwoordelik vir hierdie verklaring / Signature of person responsible for this declaration / Utyikityo lomntu othathela uxanduva le ngxelo.

| | | |
|---|---|---|
| | | |
| **Naam / Name / Igama** | **Hoedanigheid / Designation / Ubume emsebenzini** | **Datum / Date / Umhla** |

**PLEASE ATTACH A LIST OF SERVICES / COMMODITIES THAT YOU CAN SUPPLY**

# PREFERENTIAL PROCUREMENT REGULATIONS 2011

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

Hiermee sertifiseer ek/ons die ondergetekende en die getuienisse dat bogenoemde inligting korrek is. / I/We hereby certify that the abovementioned information is correct signed by myself/ourselves and the witnesses. / Mna/Thina siqinisekisa ukuba ezi nkcukacha 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:<br>(i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;<br>(ii) been convicted for fraud or corruption during the past five years;<br>(iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;<br>(iv) being a person whose tax matters are not cleared by the South African Revenue Services; or<br>(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 *in the service of the state*? * | **YES** | | **NO** | |
| **3.3.1** | **If so, furnish particulars.** | | | | |
| **3.4** | Have you been *in the service of the state* 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 *in the service of the state* 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 *in the service of the state* 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 *in the service of the state?* | **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 *in the service of the state?* | **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 entityor 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:**

| ETHICS COMMITMENT FOR SUPPLIERS OF THE OVERSTRAND LOCAL MUNICIPALITY |
|---|
| **In our dealings with the Overstrand Local Municipality we commit to uphold high standards of ethics. Among other things this means:** |
| • We will be honest and deal in good faith;<br>• We will not improperly try to influence any municipal official or decision; We will avoid all conflicts of interest;<br>• We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks); We will not give gifts to municipal officials or councillors;<br>• We will not be involved in collusion with other service providers (i.e. price-fixing);<br>• We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in B-BBEE fronting).<br>• We will ensure and take accountability to keep our database records up to date, avoiding misrepresentation.<br>• We will ensure to comply with legislative requirements applicable.<br>• We will inform the Overstrand of any unethical behaviour known, either from other suppliers or<br>• Overstrand officials, supported by the protection of our Whistle Blowing policy.<br>• We will contribute by all means necessary, in building a positive ethical culture in the Overstrand. |
| **This is our commitment to help build an ethical Overstrand.** |

| | |
|---|---|
| **Name of Company:** | |
| **Name of authorised person:** | |
| **Signature:** | |
| **Date:** | |

| Please provide the following information on ALL directors / shareholders / trustees / members below: | | | |
|---|---|---|---|
| **Full Name and Surname** | **Full Name and Surname** | **Full Name and Surname** | **Full Name and Surname** |
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## MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

**DECLARATION IN TERMS OF PARAGRAPH 38(1)(d)(i) OF SUPLLY 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 SUPLLY 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) |
|---|---|---|---|---|
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**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** |

| **COMMISSIONER OF OATHS** | **Apply official stamp of authority on this page:** |
|---|---|
| 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.<br>**COMMISSIONER OF OATHS:-**<br>Position: _____<br>Address: _____<br>Tel: _____ | |

# National Small Business Act No. 102 of 1996 Classification

**1. Indicate your Economic Sector - Give full description in 1.4 on page 1**

| Sector or sub-sectors in accordance with the Standard Industrial Classification<br>Please indicate your Sector | "X" |
|---|---|
| All Tiers of Government<br>00001 - 09999 | |
| Agriculture<br>11001 - 14999 | |
| Mining and Quarrying<br>21001 - 29999 | |
| Manufacturing<br>30001 - 39999 | |
| Electricity, Gas and Water<br>41001 - 42999 | |
| Construction<br>50001 - 50999 | |
| Wholesale Trade, Commercial Agents and Allied Services<br>58001 - 61999 | |
| Retail and Motor Trade and Repair Services<br>62101 - 63500 | |
| Catering, Accommodation and other Trade<br>64101 - 64299 | |
| Transport, Storage and Communications<br>71001 - 75999 | |
| Finance and Business Services<br>81001 - 88999 | |
| Community, Social and Personal Services<br>91001 - 99999 | |

**2. Indicate the size of your Business if the National Small Business Act applies to your enterprise.**

| Size of class | Total full-time equivalent of paid employees<br>Less than: | Total annual turnover<br>Less than: | Total gross asset value (fixed property excluded)<br>Less than: | Indicate the category of your business<br>"X" |
|---|---|---|---|---|
| Not applicable | Not applicable | Not applicable | Not applicable | Not applicable |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| 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 | |
| Medium | 200 | R13 m | R 3 m | |
| Small | 50 | R 6 m | R 1 m | |
| Very small | 20 | R 1.50 m | R 0.90 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| Medium | 200 | R26 m | R 6 m | |
| Small | 50 | R13 m | R 3 m | |
| Very small | 20 | R 3 m | R 0.60 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |
| 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 | |
| Medium | 200 | R 13 m | R 6 m | |
| Small | 50 | R 6 m | R 3 m | |
| Very small | 20 | R 1 m | R 0.60 m | |
| Micro | 5 | R 0.20 m | R 0.10 m | |

## NATURE OF OPERATIONS, PRODUCTS OR SERVICES

**Please list the products/services provided by your enterprise under the appropriate headings.**

**Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box √ and (i.e. nature of operations, products or services):**

| PRIMARY FUNCTION: | | SECONDARY FUNCTION: | |
|---|---|---|---|
| **PRODUCTS** | | **PRODUCTS** | |
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## KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

| | | |
|---|---|---|
| Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasings 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 ngeenkcukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkcukacha. |

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

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

| | | | | | |
|---|---|---|---|---|---|
| 1 = | Tjekrekening<br>Cheque Account<br>I-akhawunti yetshekhi | 2 = | Transmissierekening<br>Transmission Account<br>I-akhawunti yokuqgithisela | 3 = | Spaarrekening<br>Savings Account<br>I-akhawunti yemali egciniweyo |
| 4 = | Verbandrekening<br>Bond Account<br>I-akhawunti yebhondi | 5 = | (Nie in gebruik)<br>(Not in use)<br>Ayisetyenziswa | 6 = | Subskripsieaandeelrekening<br>Subscription Share Account<br>I-akhawunti yomrhumo wezabelo |

| | | |
|---|---|---|
| Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.<br>Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling.<br>Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegtydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos. | I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.<br>I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.<br>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.<br>Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo.<br>Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam/zethu zitshintshile kwaye ndiza/siza kubanika isaziso seentsuku ezingama-30 ndisi/sisthumele ngeleta erejistarishiweyo. |

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

### VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA

| | |
|---|---|
| I/WE HEREBY CERTIFY THAT THE DETAILS OF OUR CLIENTS BANK ACCOUNT AS INDICATED ON THE CREDIT ORDER INSTRUCTION IS CORRECT:<br><br>_____<br>**NAME & SURNAME OF BANK OFFICIAL (PRINT NAME)**<br><br>_____<br>**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*** | | | |