

FOR OFFICIAL USE:

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Bid Number:

FOR OFFICIAL USE:



TENDER NO.: SC 2251/2021

NEW ABLUTION FACILITY AT KLEINMOND MUNICIPAL YARD

PROCUREMENT DOCUMENT

NAME OF TENDERER:	
Form of Offer (Inclusive of VAT) (Refer to page 110):	

OCTOBER 2021

PREPARED AND ISSUED BY:

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

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

**D van Rhodie
Senior Operational Manager:
Kleinmond
Tel. Number: 028 271 8431**

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MBD 1 – INVITATION TO BID

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

1. TENDER DETAILS						
TENDER NUMBER:	SC 2251/2021					
TENDER TITLE:	NEW ABLUTION FACILITY AT KLEINMOND MUNICIPAL YARD					
CLOSING DATE:	12 November 2021			CLOSING TIME:	12H00	
SITE MEETING:	DATE:	20 October 2021	TIME:	10h00	COMPULSORY:	YES
SITE MEETING ADDRESS:	Kleinmond Municipal Yard					
CIDB GRADING REQUIRED:	YES	LEVEL AND CATEGORY:	1GB or higher			
BID BOX NO:	2	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.				
OFFER TO BE VALID FOR AT LEAST:	90 DAYS		FROM THE CLOSING DATE OF BID.			
2. BIDDER'S DETAILS						
LEGAL NAME OF ORGANISATION						
TRADE NAME (if different from legal name)						
POSTAL ADDRESS						
STREET ADDRESS						
NAME OF CONTACT PERSON						
TELEPHONE NUMBER				CELL NUMBER		
E-MAIL ADDRESS						
COMPANY REGISTRATION NUMBER						
OVERSTRAND MUNICIPALITY SUPPLIER DATABASE REGISTRATION NUMBER						
3. BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO THE SUPPLY CHAIN MANAGEMENT UNIT						
CONTACT PERSON	L du Preez	TELEPHONE NUMBER	028 313 8147			
		Email address	ldupreez@overstrand.gov.za			
CONTACT PERSON	J Aplon	TELEPHONE NUMBER	028 313 5021			
		Email address	japlon@overstrand.gov.za			
TECHNICAL INFORMATION REGARDING THIS QUOTATION MAY BE OBTAINED FROM:						
CONTACT PERSON	D van Rhodie	TELEPHONE NUMBER	028 271 8431			
		Email address	dvanrhodie@overstrand.gov.za			

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

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

2. CHECKLIST

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

1.	Certificate of Clarification Meeting Attendance - Is the form duly completed and signed by both tenderer and agent of the Overstrand Municipality?	Yes	No	
2.	Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
3.	Tax Clearance Certificate - Provide Tax Compliance Status PIN and Income Tax no. – MBD 1	Yes	No	
4.	MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
5.	MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?	Yes	No	
6.	MBD 6.2 - Is the form duly completed and signed?			
7.	MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
8.	MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
9.	MBD 15 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?	Yes	No	
10.	MBD16 (Key Performance Indicators) - Is the form duly completed and signed?	Yes	No	
11.	OHASA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes	No	
12.	Indemnity - Is the form duly completed and signed?	Yes	No	
13.	Specifications - Is the form duly completed and signed?	Yes	No	
14.	Schedule of Social Responsibility - Is the form duly completed and signed?	Yes	No	
15.	Schedule of Work Experience of Tenderer - Is the form duly completed and signed?	Yes	No	
16.	Form of Offer - Is the form duly completed and signed?	Yes	No	
17.	MBD 7.2 (Contract form – Services) - Is the form duly completed and signed?	Yes	No	
18.	DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached?	Yes	No	

3. TENDER NOTICE & INVITATION TO TENDER

Tenders are hereby invited for the **New Ablution Facility at Kleinmond Municipal Yard**.

Tender documents, in English, are obtainable from **Friday, 08 October 2021**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, 1 Magnolia Avenue, Hermanus from Ms Rita Neethling, between 08h30 and 15h30 upon payment of a **tender documentation fee of R210-00 per set**. Alternatively, the document may be downloaded free of charge from the website: www.overstrand.gov.za.

Sealed tenders, with “**Tender No. SC2251/2021: New Ablution Facility at Kleinmond Municipal Yard**” 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 bid documentation issued by Overstrand Municipality.

Pre-Qualification criteria for preferential procurement in terms of Regulation 4 of the Preferential Procurement Regulations 2017, is applicable, therefore only tenderers who are an Exempted Micro Enterprises (EME's) and a B-BBEE status level 1 contributor, may respond to this tender.

Only locally produced or locally manufactured steel products (100%), electrical- and telecom cables (90%) and plastic pipes (100%) with a stipulated minimum threshold for local production and content will be considered.

Bidders should have an estimated **CIDB** contractor grading of **1GB** or higher.

A compulsory information session will be held at **10h00** on **20 October 2021** at **Kleinmond Municipal Yard**.

The closing date and time of the tender is on **12 November 2021** at **12h00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration or as indicated by SCM personnel.

Please refer enquiries to Mr. D van Rhodie at e-mail: dvanrhodie@overstrand.gov.za and/or telephone number: 028 271 8431.

All queries related to SCM and the issuing of the tender documents should be directed to Ms. R Theron at e-mail address: ritatheron@overstrand.gov.za and/or telephone: 028 313 8064.



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



4. CLARIFICATION MEETING CERTIFICATE

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

* Delete whichever is inapplicable

NAME & SURNAME			
CAPACITY			
NAME OF FIRM			
ADDRESS			
TELEPHONE NO		FAX NO:	
E-MAIL		SIGNATURE	
SIGNED FOR AND ON BEHALF OF OVERSTRAND MUNICIPALITY			
NAME AND SURNAME			
DATE			



5. AUTHORITY TO SIGN A BID

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

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

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

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

1.2. A valid resolution must be signed by:

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

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY

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



2. CLOSE CORPORATION (CC)

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

2.2. A valid resolution must be signed by:

- 2.2.1. Majority members; or
- 2.2.2. Member with majority shareholding but only if such shareholding is more than 50%; or
- 2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION

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

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

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

OR

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

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



4. PARTNERSHIP

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

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

Full name of partner	Signature

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

5. CONSORTIUM / CLUB / TRUST / ETC.

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

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

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

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

6. JOINT VENTURE

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

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

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

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

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

2. 2nd PARTNER

Name of firm			
Address			
		Tel. No.	
Signature		Designation	

3. 3rd PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

4. 4th PARTNER

Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

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

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

6. STANDARD CONDITIONS OF TENDER

The Standard for Uniformity in Construction Procurement was first published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004. It was subsequently amended in Board Notice 67 of 2005 in Government Gazette No 27831 of 22 July 2005, Board Notice 99 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government Gazette No 29138 of 18 August 2006, Board Notice 9 of 2008 in Government Gazette No 30692, of 1 February 2008, Board Notice 11 of 2009 in Government Gazette No 31823, of 30 January 2009, Board Notice No 86 of 2010 in Government Gazette No 33239 of 28 May 2010 and Board Notice No 136 of 2015 in Government Gazette No 38960 of 10 July 2015 .

This August 2019 edition incorporates the amendments made in Board Notice No 423 of 2019, published in Government Gazette no. 42622 of 8 August 2019.

C.1 General

C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note:

- 1) *A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
- 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.*

C.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

C.1.3 Interpretation

C.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the tender data and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;

- ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;

C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

C.1.5 Cancellation and Re-Invitation of Tenders

C.1.5.1 An employer may, prior to the award of the tender, cancel a tender if-

- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
- b) funds are no longer available to cover the total envisaged expenditure; or
- c) no acceptable tenders are received.
- d) there is a material irregularity in the tender process.

C.1.5.2 The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised

C.1.5.3 An employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

C.1.6 Procurement procedures

C.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

C.1.6.2 Competitive negotiation procedure

C.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

C.1.6.2.2 All responsive tenderers or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the tender data shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information.

Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification,

specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

C.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings.

Tenderers shall be advised when they are to submit their best and final offer.

C.1.6.2.4 The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

C.1.6.3 Proposal procedure using the two stage-system

C.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

C.1.6.3.2 Option 2

C.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

C.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data, and award the contract in terms of these conditions of tender.

C.2 Tenderer's obligations

C.2.1 Eligibility

C.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

C.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

C.2.2 Cost of tendering

C.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

C.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

C.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

C.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

C.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications,

conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

C.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

C.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

C.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the tender data.

C.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

C.2.10 Pricing the tender offer

C.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable fourteen (14) days before the closing time stated in the tender data.

C.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

C.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

C.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

C.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

C.2.12 Alternative tender offers

C.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

C.2.12.2 Accept that an alternative tender offer must be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

C.2.12.3 An alternative tender offer must only be considered if the main tender offer is the winning tender.

C.2.13 Submitting a tender offer

C.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

- C.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
- C.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
- C.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.
- C.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.
- C.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.
- C.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.
- C.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.
- C.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

C.2.14 Information and data to be completed in all respects

Accept that tender offers which do not provide all the data or information requested completely, and in the form required, may be regarded by the employer as non-responsive.

C.2.15 Closing time

- C.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.
- C.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

C.2.16 Tender offer validity

- C.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.
- C.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.
- C.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).
- C.2.16.4 Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

C.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

C.2.18 Provide other material

C.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment.

Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

C.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

C.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

C.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

C.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

C.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within twenty-eight (28) days after the expiry of the validity period stated in the tender data.

C.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

C.3 The employer's undertakings

C.3.1 Respond to requests from the tenderer

C.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the Tender Data and notify all tenderers who collected tender documents.

C.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or

- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

C.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) working days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

C.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

C.3.4 Opening of tender submissions

C.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

C.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

C.3.4.3 Make available the record outlined in C.3.4.2 to all interested persons upon request.

C.3.5 Two-envelope system

C.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

C.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

C.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

C.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

C.3.8 Test for responsiveness

C.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

C.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.9 Arithmetical errors, omissions, and discrepancies

C.3.9.1 Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

C.3.9.2 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - (i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - (ii) the summation of the prices.

C.3.9.3 Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

C.3.9.4 Where the tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

C.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

C.3.11 Evaluation of tender offers

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures.

The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:	
Requirement	Qualitative interpretation of goal
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

The activities associated with evaluating tender offers are as follows:

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

C.3.11.1 General

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

C.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

C.3.13 Acceptance of tender offer

Accept the tender offer; if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement;
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract;
- c) has the legal capacity to enter into the contract;
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the tender data; and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

C.3.14 Prepare contract documents

C.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents and
- c) other revisions agreed between the employer and the successful tenderer.

C.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

C.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

C.3.16 Registration of the award

An employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

C.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

C.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers

7. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.
- 1.13 Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.14 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.15 "GCC" means the General Conditions of Contract.
- 1.16 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.18 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21 "Project site" where applicable, means the place indicated in bidding documents.
- 1.22 "Purchaser" means the organization purchasing the goods.
- 1.23 "Republic" means the Republic of South Africa.
- 1.24 "SCC" means the Special Conditions of Contract.
- 1.25 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27 "Tort" means in breach of contract.
- 1.28 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. APPLICATION

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

3. GENERAL

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

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4. STANDARDS

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

5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. PATENT RIGHTS

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

7. PERFORMANCE SECURITY

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

8. INSPECTIONS, TESTS AND ANALYSES

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution

or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. PACKING

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

10. DELIVERY

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

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11. INSURANCE

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

12. TRANSPORTATION

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

13. INCIDENTAL

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

- 13.1.1 performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- 13.1.2 furnishing of tools required for assembly and/or maintenance of the supplied goods;
- 13.1.3 furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- 13.1.4 performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- 13.1.5 training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. SPARE PARTS

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

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

15. WARRANTY

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

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

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

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

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

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

16. PAYMENT

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

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

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

16.4 Payment will be made in Rand unless otherwise stipulated.

17. PRICES

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

18. VARIATION ORDERS

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

19. ASSIGNMENT

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

20. SUBCONTRACTS

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

21. DELAYS IN THE SUPPLIER'S PERFORMANCE

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

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

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- penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. PENALTIES**
- Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. TERMINATION FOR DEFAULT**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- 23.1.1 if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- 23.1.2 if the Supplier fails to perform any other obligation(s) under the contract; or
- 23.1.3 if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchase actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1 the name and address of the supplier and / or person restricted by the purchaser;
- 23.6.2 the date of commencement of the restriction
- 23.6.3 the period of restriction; and
- 23.6.4 the reasons for the restriction.
- 23.7 These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.8 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.
- 24. ANTI-DUMPING AND COUNTERVAILING DUTIES AND RIGHTS**
- When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.
- 25. FORCE MAJEURE**
- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

26. TERMINATION FOR INSOLVENCY

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

27. SETTLEMENT OF DISPUTES

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

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

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

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

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

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

28. LIMITATION OF LIABILITY

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

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

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

29. GOVERNING LANGUAGE

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

30. APPLICABLE LAW

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

31. NOTICES

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

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

32. TAXES AND DUTIES

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

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

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

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

33. TRANSFER OF CONTRACTS

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

34. AMENDMENT OF CONTRACTS

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

35. PROHIBITION OF RESTRICTIVE PRACTICES.

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

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

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

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

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8. GENERAL CONDITIONS OF TENDER

1. GENERAL

1.1 All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.

1.1.1 Under no circumstances, whatsoever may the bid forms be retyped or redrafted.

1.2 Subject to the provisions of clause 1.3 of this document, no alterations / corrections to the information in the document (including pricing) may be performed by pasting another page over it with glue.

1.2.1 The use of correction fluid / tape is prohibited.

1.3 Notwithstanding the provisions of clause 1.2 of this document, alterations and/or corrections may only be effected as follows:

1.3.1 By striking a straight line in black ink through the incorrect information in such a manner that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling in the margin next to each and every alteration or correction.

1.3.2 All corrections/alterations to the Pricing Schedule / Bill of Quantities (BoQ) and / or any pricing not effected in accordance with clause 1.3.1 above, will be rejected.

1.4 Bids submitted must be complete in all respects.

1.4.1 The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.

1.4.2 The bidder must ensure that his/her bid document is securely bound.

1.4.2.1 All supporting documents must be submitted by either stapling it to the relevant form in the bid document, or by submitting a bound annexure containing all supporting documents.

1.4.2.2 The Municipality will not take any responsibility for missing / lost pages, in cases where the bidder submit loose pages (not securely attached to the bid document or annexure with supporting documents).

2. PRICING

2.1 Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorised signatory.

2.2 All prices shall be quoted in South African currency, and be **INCLUSIVE of Value Added Tax (VAT)**.

2.3 Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.

2.4 All bid prices will be final and binding.

2.5 A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount; therefore, where there is a discrepancy between the amount in figures and the amount in words, the amount in words shall apply

2.6 Where the value of an intended contract will exceed

R1,000,000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please ensure that provision is made for VAT in these instances.

2.6.1 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Overstrand Municipality is 4140106396.

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

3. FORWARD EXCHANGE RATE COVER

3.1 In the event of price(s) based on the exchange rate, the successful bidder(s) will be required to obtain exchange rate cover in order to protect the Municipality against exchange rate variations.

3.2 The bidder must provide proof of forward exchange rate cover within 14 days after an order was placed.

3.3 If proof that forward exchange rate cover was taken out within 14 days after the order was placed but is not submitted to the Municipality along with the invoice, the contract price adjustment will not be accepted and the contract may be cancelled.

4. SUBMITTING A BID:

4.1 Sealed bids, with the **"Bid Number and Title"** clearly endorsed on the envelope, must be deposited in the relevant **bid box** as indicated in the notice of the bid, **on or before the closing date and time** of the bid.

4.1.1 Any bid received without the **"Bid Number and / or Title"** clearly endorsed on the envelope will not be opened and read out during the bid opening session and will not be considered

4.2 The bid boxes are at the entrance of the Main Cash Hall, Hermanus Municipal Offices, 1 Magnolia Avenue, Hermanus.

4.3 A specific bid box is provided for each bid to be deposited into and no bid will be considered which, subsequent to the closing date and time for that specific bid, is found in another box.

4.4 The bid box deposit slot is 28cm x 2.5cm.

4.5 Mailed, telegraphic, e-mailed or faxed bids **will not be accepted**.

5. BID OPENING

5.1 Bids shall be opened in public at the Hermanus Municipal Offices as soon as possible subsequent to the closing time for the receipt of bids.

5.2 Where practical, prices will be read out at the time of opening bids.

5.3 The Municipality will record in a register (which is open to public inspection) and publish on its website, the details of bids received by the closing date and time.

5.4 Any bid received after the appointed time for the closing of bids **shall not be considered** but shall be filed unopened with the

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other bids received, which bid(s) can be returned to the bidder at his request and cost.

6. EVALUATION AND ADJUDICATION CRITERIA:

- 6.1 Relevant specifications;
- 6.2 Value for money;
- 6.3 Capacity and capability of bidders to execute the contract;
- 6.4 PPPFA & associated regulations; and
- 6.5 Any other objective criteria.

7. REQUIREMENTS OF A VALID BID:

- 7.1 The following duly completed documents and / or information must be submitted with the submission of the bid. Failure to comply with this requirement will invalidate the bid. The bid will not be considered and no further correspondence will be entered into with regard to the following matters:
 - 7.1.1 The tender has not been completed in non-erasable handwritten ink,
 - 7.1.2 Non-submission of a valid Tax Clearance Certificate and / or PIN,
 - 7.1.3 Incomplete Pricing Schedule or Bill of Quantities,
 - 7.1.4 A Form of Offer not signed in non-erasable ink,
 - 7.1.5 Bid submissions with material alterations / corrections not in compliance with Clause 1.2 and 1.3 above will be rejected.
- 7.2 The Municipality may, after the closing date, request additional information or clarification of tenders in writing, which will include the following:
 - 7.2.1 To obtain a copy of the most recent municipal account(s) from the recommended bidder;
 - 7.2.2 To clarify or verify pricing where the prices are unclear or an obvious mistake has been detected, e.g. a total price was given instead of a unit price or vice versa;
 - 7.2.3 To obtain the personal income tax number(s) from the recommended bidder;
 - 7.2.4 To obtain a valid Tax Clearance Certificate and / or PIN if the certificate has expired or become inactive after the closing date of the tender;
 - 7.2.5 To clarify or obtain outstanding information on the MBD 6.2 form if incomplete or partially completed.
 - 7.2.6 To obtain a valid letter of good standing from the Workmen's Compensation Commissioner, the latest assessment and proof of payment thereof;
 - 7.2.7 To obtain a valid and original B-BBEE certificate or sworn affidavit to verify preference points claimed by a bidder where the bidder submitted only a copy of the B-BBEE certificate or sworn affidavit with the bid submission.
 - 7.2.7.1 If a bidder fails to submit a B-BBEE certificate or a sworn affidavit with the bid submission, the Municipality will not request or allow the bidder to submit it afterwards.

8. TEST FOR RESPONSIVENESS:

- 8.1 A Bid will be considered non-responsive if:
 - 8.1.1 the bid is not in compliance with the specifications;
 - 8.1.2 the bidder has not fully completed and signed where required, all the returnable documents as listed in the bid document; and/or
 - 8.1.3 the bidder has failed to clarify or submit any supporting documentation within 3 business days of being requested to do so in writing.
- 8.2 The Municipality reserves the right to accept or reject:

- 8.2.1 any variation, deviation, bid offer, or alternative bid offer; may cancel the bidding process and reject all bid offers at any time before the formation of a contract. The MUNICIPALITY shall not accept or incur any liability to a bidder for such cancellation and/or rejection, and will only provide written reasons for such action upon receipt of a written request to do so;
- 8.2.2 a bid offer which does not, in the Municipality's opinion, materially and/or substantially deviate from the terms, conditions and specifications of the bid document.
- 8.2.3 the whole bid or part of a bid or any item or part of any item, or to accept more than one bid (in the event of a number of items being offered), and the Municipality is not obliged to accept the lowest or any bid.
- 8.3 The Municipality has the right to summarily disqualify any bidder who, either at the date of submission of a bid or at the date of its award, is indebted to the Municipality in respect of any municipal rates and taxes or municipal service charges for more than three months. However, an agreement signed by the bidder whereby the bidder agrees that a percentage or fixed amount at the discretion of the municipality, be deducted from payments due to him/her for this bid, until the debt is paid in full, will also be accepted by the Municipality.

9. INCORRECT INFORMATION

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

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

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

11. INVOICES

- 11.1 All invoices must be forwarded to the following address:
Overstrand Municipality
PO Box 20
Hermanus, 7200

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11.2 Legal requirements for invoices

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

11.2.1 Ordinary invoice (not VAT Registered)

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

11.2.2 VAT/Tax invoice (VAT registered) an example of a valid Tax Invoice is attached as Annexure C.

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

12. PAYMENT TERMS

- 12.1 It is the policy of the Overstrand Municipality to pay all creditors by means of electronic bank transfers.
- 12.2 Creditors will be paid within 30 days after receipt of an invoice and statement for the month in question, detailing all invoices during that month and reflecting the total amount due by the Municipality. In exceptional circumstances, the Municipality may, at its discretion, deviate from the above.
- 12.3 In order to qualify for a weekly payment, a supplier must be registered as a **Survivalist Enterprise / Micro Enterprise**¹ on the Municipality's supplier database. It must however be noted, that a weekly payment is not a right in terms of this Policy. Survivalist and Micro enterprises may request such payments which may then be made at the discretion of the Municipality. These weekly payments will be reviewed after a period of 12 months of doing business with the Municipality, as it may be assumed that the enterprise will, by that stage be self-sustainable. It is the obligation of the supplier to arrange earlier payments with the creditors department.

13. PRECEDENCE OF TERMS AND CONDITIONS

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

¹ SURVIVALIST ENTERPRISES / MICRO ENTERPRISES ARE DEFINED **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.

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.

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9. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full name of bidder or his or her representative				
3.2.	Identity number				
3.3.	Position occupied in the company (director, shareholder ³ etc.)				
3.4.	Company registration number				
3.5.	Tax reference number				
3.6.	VAT registration number				
3.7.	Are you presently in the service of the state?	Yes		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:				
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:				

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

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

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



3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	Yes		No	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes		No	
3.13.1.	If so, furnish particulars:				
3.14.	Please provide the following information on ALL directors / shareholders / trustees /members below:				
	full name and surname	identity number	personal income tax number	Provide State ⁴ employee number (Only to be completed if in the service of the State)	

NB:

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

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

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

1. a member of –
 - i.any municipal council;
 - ii.any provincial legislature; or
 - iii.the National Assembly or the National Council of Provinces;
2. a member of the board of directors of any municipal entity;
3. an official of any municipality or municipal entity;
4. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
5. a member of the accounting authority of any national or provincial public entity; or
6. an employee of Parliament or a provincial legislature.

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

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

NB:

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

1. GENERAL CONDITIONS

- 1.1. The following preference point systems are applicable to all bids:
 - 1.1.1. the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - 1.1.2. the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2. The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.
- 1.3. Preference points for this bid shall be awarded for:
 - 1.3.1. Price; and
 - 1.3.2. B-BBEE Status Level of Contribution.
- 1.4. The maximum points for this bid are allocated as follows:

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

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

2. DEFINITIONS

- 2.1. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.2. **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.3. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.4. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- 2.5. **“EME”** means an Exempted Micro Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- 2.7. **“prices”** includes all applicable taxes less all unconditional discounts;
- 2.8. **“proof of B-BBEE status level of contributor ”** means:
 - 2.8.1. Original B-BBEE Status level certificate issued by an authorized body or person or a certified copy thereof;



- 2.8.2. An original sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 2.8.3. Any other requirement prescribed in terms of the B-BBEE Act;
- 2.9. “QSE” means a Qualifying Small Enterprise as defined by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act,
- 2.10. “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.11. “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing.

3. POINTS AWARDED FOR PRICE

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

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

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

Where:-

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

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

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

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

5. BID DECLARATION

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

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

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

6. SUB-CONTRACTING



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

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1.	Name of company/firm			
7.2.	VAT registration number			
7.3.	Company registration number			
7.4.	TYPE OF COMPANY/FIRM (Tick applicable box)	Partnership / Joint Venture / Consortium		
		One person business / sole proprietor		
		Close Corporation (CC)		
		Company ((Pty) Ltd. / Ltd.)		
		Company (Ltd.)		
7.5.	Describe principal business activities			



7.6.	Company Classification (Tick applicable box)	Manufacturer	
		Supplier	
		Professional service provider	
		Other service providers, e.g. transporter, etc.	
7.7.	Municipal information		
i.	Municipality where business is situated		
ii.	Registered municipal account number		
iii.	Stand number		

7.8.	Total number of years the company/firm has been in business	
------	---	--

7.9. I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 5.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- 7.9.1. The information furnished is true and correct;
- 7.9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- 7.9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- 7.9.4. If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - a) disqualify the person from the bidding process;
 - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - e) forward the matter for criminal prosecution.

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



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

Introduction

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

Before completing this declaration, bidders must study the:

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

1. General Conditions

- 1.1 Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2 Regulation 8.2) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3 Where necessary, for bids referred to in paragraph 2.1 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5 The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where
x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

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

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

2. Definitions

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

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

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



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

#	Description of services, works or goods	Stipulated minimum threshold as a %
1.	Steel products	100%
2.	Electrical- and telcom cables	90%
3.	Plastic Pipes	100%

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

YES		NO	
-----	--	----	--

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

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

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

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

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

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

(Tick applicable box)

YES		NO	
-----	--	----	--

5.1 If yes, provide the following particulars:

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

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

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

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



LOCAL CONTENT DECLARATION

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

In respect of Tender No. SC2251/2021: New Ablution Facility at Kleinmond Municipal Yard, issued by Overstrand Municipality NB

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

I, the undersigned, _____ (full names),

do hereby declare, in my capacity as _____,

of _____,

(name of bidder entity), the following:

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

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

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

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

	SIGNATURE	DATE
TENDERER		
WITNESS 1:		
WITNESS 2:		



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
2.11	Ref 100 mesh re-inforcing						
3.6.1	150mm width galv brickforce						
3.6.2	150mm width galv brickforce						
3.6.3	75mm width galv brickforce						
4.1.3	Hoop iron straps to tile down trusses						
4.1.4	Roof covering – 0,53mm IBR-profile with AZ200 coating in accordance with SANS-9364 continuous hot-dip aluminium/ zinc coated steel sheeting or equivalent and approved with non-corrosive timber tec roof screws or equivalent and approved product						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
50,64m ²			
312,85m			
26,74m			
36,0m			
No 1			
59,5m ²			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
4.2.2	Ridge and gable cappings 200x200 0.53 mm AZ200 coating in accordance with SANS9364 continues hot dip aluminium/Zinc coated steel sheeting or equivalent and approved						
4.2.5	150mm length SPAX or equivalent and approved product						
4.2.6	Stainless steel screw						
4.3.3	Roof covering						
4.3.5	Timbertec or equivalent and approved roof screws 65mm length						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
8,04 l/m			
No 800			
No 50			
59,9m ²			
68			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
4.3.6.3	3" nails						
4.3.6	4" nails						
4.3.7	150mm length SPAX screws or equivalent and approved product						
4.3.8	Truss hangers, bolts and clout nails						
4.3.9	Bolts						
4.3.10	Clout nails						
4.3.11	50x5 stainless steel screws						
4.5.3	15x4,5 galv self-tappers						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
2kg			
2kg			
No 800			
No 40			
8kg			
5kg			
68			
No 12			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
5.2.2	38x38x2,5 steel outer frame						
5.2.3	12mm Ø round verticals						
5.2.4	30x5 flat bar						
5.2.5	Cisa or equivalent and approved cylinder lock						
5.2.6	Heavy duty bullet hinges						
5.3.3	Steel anchors						
5.3.4	75x100x3 stainless steel hinge						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
6,10 l/m			
16,6 l/m			
0,81 l/m			
No 2			
No 3			
No 6			
No 3			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C **SATS 1286.2011**

Local Content Declaration – Summary Schedule

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
5.3.6	Aluminium kick plate epoxy fixed to door						
5.4.3	6 Anchors per frame						
5.4.4	75x1003 stainless steel hinges						
5.4.5	Aluminium lever handle on plate						
5.4.6	63mm stainless steel cylinder lock						
5.5.3	Dorma approved stainless steel butt hinges secured to side stiles 45x45						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 2			
No 12			
No 6			
No 2			
No 2			
No 15			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
5.5.4	Purpose-made stainless steel sliding barrel bolt with external indicator						
5.6.3	Dorma approved stainless steel butt hinges secured to side stiles						
5.6.4	Purpose-made stainless steel sliding bolt with external indicator						
5.7.2	38x38x4mm square tubing						
5.7.5	38mmx25mm lug pre-drilled to take a 10mm coach bolt						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 5			
No 6			
No 2			
12,21 l/m			
No 9			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(C4) Tender Authority	Overstrand Municipality			
(C5) Name of Tendering Entity				

(C6) Tender Exchange Rate	Currency		Rate	
(C7) Specified local content %	100%			

Tender Item No's	List of Items	Calculation of local content					
		Tender Price – each	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
5.7.6	10mmx75mm stainless steel coach bolt						
5.7.9	75mmx5mm recessed head machine bolts						
5.8.2	All windows to be white powder coated aluminium						
5.9.2	Supply steel lockers as per locker elevation ad floor plan layout						
5.9.4	300mm(w)x450mm(d)x1500(h) Lockers 33 to 97 (5 tier height)						
5.9.5	300mm(w)x450mm(d)x1500(h). Purpose-made (4 tier height)						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 9			
No 84			
No 10			
Sum 1			
Sum 1			
Sum 1			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
5.9.8	Secure lockers to wall with coach bolt and plug size 75mmx8mm (2 per locker)						
5.10.3	Framework manufactured with 12x12 square bar (solid)						
5.10.4	Sides and face clad with 50x25 apertures expanded mesh (ref 346)						
5.10.5	To each corner weld on a 10mm, 120 length re-bar						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 194			
24,00 l/m			
8,24m ²			
4,80 l/m			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
7.2.6	Pencil Listello – 100mm(w)x 8mm(d) bright silver anodized finish as supplied by kirk marketing or equivalent and approved product						
9.1	Supply and installation of DB board						
9.3.2	LED double tube fluorescent 1200(l) – Code KKA25 or equivalent and approved product						
9.3.3	Round LED fluorescent to disabled toilet						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
14,84 l/m			
No 1			
No 2			
No 1			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
10.1.7	450x450 manhole cover						
10.2.4	Grab rail - dogleg DL2 railman or equivalent and approved product						
10.2.5	Grab rail – GRC cistern rail 670mm or equivalent and approved product						
10.2.8	Basin waste – W/P brass 303-32						
10.2.9	Basin fixing bolts – bolt set FIXG: 8448Z0#1500212 or equivalent and approved product						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 1			
No 1			
No 1			
No 1			
No 1			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
10.2.10	Taps 503-21B – Elbow pillar taps or equivalent and approved product						
10.2.11	Angle valves – Benkiser ½ G10 angle valves or equivalent and approved product						
10.2.12	Connecting hose – flexible connected braided						
10.3.3	Cut-off angle valve (one per WC)						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 1			
No 1			
No 1			
No 5			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C

SATS 1286.2011

Local Content Declaration – Summary Schedule

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(C4) Tender Authority	Overstrand Municipality			
(C5) Name of Tendering Entity				
(C6) Tender Exchange Rate	Currency		Rate	
(C7) Specified local content %	100%			

Tender Item No's	List of Items	Calculation of local content					
		Tender Price – each	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
10.3.4	Braided connector hose (one per WC)						
10.4.3	Chrome pop-up basin waste						
10.5.4	Walcro 330 UR 15mm diameter BSP exposed chrome DZR brass urinal flushing valve, strainer and no hold feature for single bowl urinal or equivalent and approved product						
10.6.2	Cobra Noka or equivalent and approved product						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 5			
No 4			
No 3			
No 4			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
10.7.2	Cobra Zambezi or equivalent and approved product						
10.8.2	Cobra 026 shower arm with wall flange chrome MXM or equivalent and approved product						
10.9.2	Cobra Alto shower head % function or equivalent and approved product						
10.10.2	Cobra Square shower waste 323 S						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 2			
No 2			
No 2			
No2			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Steel products			
(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)
10.11.2	Franke toilet roll holder RODX71 or equivalent and approved product							No 6			
10.11.3	Franke hand dryer jet stream or equivalent and approved product							No 3			
10.11.4	1.25 litre stainless steel pump action soap dispenser							No 3			
10.11.5	Stunning robe hook or equivalent and approved product							No 6			

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE D

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

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

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

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

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ANNEXURE D - Continued

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

NOTE: VAT to be excluded from all calculations

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

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

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

This total must correspond with Annex C – (C23)

DATE



ANNEXURE C

SATS 1286.2011

Local Content Declaration – Summary Schedule

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Electrical- and telecom cables			
(C4) Tender Authority	Overstrand Municipality			
(C5) Name of Tendering Entity				
(C6) Tender Exchange Rate	Currency		Rate	
(C7) Specified local content %	90%			

Calculation of local content							
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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
9.1	Supply and installation of DB board						
9.2.3	2 light points in ladies toilets						
9.2.4	2 light points in men's toilets						
9.2.5	2 light points in lobby area						
9.2.6	1 light point in disabled toilet						
9.2.7	3 hand dryer points						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 1			
No 2			
No 2			
No 2			
No 1			
No 3			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Electrical- and telecom cables			
(C4) Tender Authority	Overstrand Municipality			
(C5) Name of Tendering Entity				
(C6) Tender Exchange Rate	Currency		Rate	
(C7) Specified local content %	90%			

Calculation of local content							
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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
9.2.8	1 day-night sensor						
9.2.9	2 light points externally						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 1			
No 2			

	(C20) Total tender value	
	(C21) Total Exempt imported content	
	(C22) Total Tender value net of exempt imported content	
SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION	(C23) Total Imported content	
DATE	(C24) Total local content	
	(C25) Average local content % of tender	



ANNEXURE D

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

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

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

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

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ANNEXURE D - Continued

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

NOTE: VAT to be excluded from all calculations

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

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

This total must correspond with Annex C – (C23)

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



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



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Plastic pipes			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
4.5.1	100mm uPVC gutter secured to fascias with PVC brackets very 1000mm						
4.5.4	Stop ends internal corner joins and outlets to suit roof layout						
4.5.5	Downpipes – 80mm diameter uPVC downpipes connected to outlets						
4.5.6	Holderbat set						
4.5.7	Bends, extensions and shoes						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
3,99 l/m			
No 2			
2,15 l/m			
No 6			
No 1			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Plastic pipes			
(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 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)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)
10.1.1	Plumbing labour & piping						
10.1.3	New drainage run vented with GI vent valve as indicated						
10.1.4	Rodding eyes as required max spacing 25m						
10.1.6	50mm diameter PVC piping and where relevant anti-vac						
10.2.7	Trap – 32mm PVC basin P-trap						

Tender summary			
Tender Quantity	Total tender value	Total exempted imported content	Total imported content
(C16)	(C17)	(C18)	(C19)
No 1			
2,50 l/m			
No 1			
No 1			
No 1			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE C	SATS 1286.2011
Local Content Declaration – Summary Schedule	

(C1) Tender No.	SC 2251/2021			NOTE: VAT to be excluded from all calculations
(C2) Tender Description	New Ablution Facility at Kleinmond Municipal Yard.			
(C3) Designated product(s)	Plastic pipes			
(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)
10.4.4	Universal PVC P-trap							No 4			
10.5.3	DPE 400mm bottle trap							No 3			
10.10.2	P-trap or equivalent and approved product							No 2			
								(C20) Total tender value			
								(C21) Total Exempt imported content			
								(C22) Total Tender value net of exempt imported content			
								(C23) Total Imported content			
								(C24) Total local content			
								(C25) Average local content % of tender			

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



ANNEXURE D

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

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

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

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

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ANNEXURE D - Continued

SATS 1286.2011

Imported Content Declaration – Supporting Schedule to Annexure C

NOTE: VAT to be excluded from all calculations

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

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

This total must correspond with Annex C – (C23)

SIGNATURE OF TENDERER AS PER LOCAL CONTENT DECLARATION

DATE



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



13. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

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



14. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. This Municipal Bidding Document (MBD) must form part of all bids invited. 2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁶ Collusive bidding is a <i>per se</i> prohibition meaning that it cannot be justified under any grounds. 3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to: <ol style="list-style-type: none"> 3.1. take all reasonable steps to prevent such abuse; | <ol style="list-style-type: none"> 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract. 4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging. 5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid: |
|--|---|

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

OVERSTRAND MUNICIPALITY

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

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I have read and I understand the contents of this Certificate; 2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect; 3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder; 4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder; 5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who: <ol style="list-style-type: none"> 5.1. has been requested to submit a bid in response to this bid invitation; 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁷ will not be construed as collusive bidding. 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding: <ol style="list-style-type: none"> 7.1. prices; 7.2. geographical area where product or service will be rendered (market allocation) 7.3. methods, factors or formulas used to calculate prices; 7.4. the intention or decision to submit or not to submit, a bid; 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or 7.6. bidding with the intention not to win the bid. | <ol style="list-style-type: none"> 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates. 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract. 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation. |
|--|---|

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁶ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

⁷ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



15. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

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

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

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

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

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

Further details of the bidder’s director(s) / shareholder(s) / partner(s) / member(s), etc.:

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

PLEASE NOTE:

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

Signature	Position	Date

<p align="center">COMMISSIONER OF OATHS</p> <p>Signed and sworn to before me at _____, on this _____ day of _____ 20____</p> <p>by the deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.</p> <p>COMMISSIONER OF OATHS:-</p> <p>Signature: _____</p> <p>Print _____ name: _____</p>	<p align="center">Apply official stamp of authority on this page:</p>
--	--



16. MBD 16 – KEY PERFORMANCE INDICATORS

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



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

INTRODUCTION

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

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

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

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

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

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

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

WRITTEN AGREEMENT

This is a written agreement between

OVERSTRAND MUNICIPALITY

And

(Name of the MANDATARY)

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

I, _____,

representing the MANDATARY do hereby acknowledge that _____

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

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

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



18. 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



19. SPECIFICATIONS

1. Introduction/ Background

The successful Contractor will be expected to supply and deliver the material and labour required to construct a new ablution facility

1.1 The yard lacks the much-needed ablution facility for Municipal officials during lunch and tea times

2. Scope

The successful Tenderer will be responsible for the following :

2.1 Construction of new ablution building, including the following :

- i. Building according to specifications
- ii. All finishes including :
 - 1. Sanitaryware and taps
 - 2. Benches in shower
 - 3. Lights
 - 4. Floor and wall finishes
 - 5. Lockers
- iii. External paving apron
- iv. Electrical and cabling/paver supply from closest building
- v. Drainage and plumbing

3. General

3.1 **Delivery address :**
The ablution facility is situated in the Municipal yard which is on the corner of 13th Street and Main Road, Kleinmond.

3.2 **Site clarification meeting :**
A compulsory clarification meeting/ information session will take place at 10h00 on 20 October 2021 at the entrance to the Municipal yard at Kleinmond

3.3 **Contract period:**

It is estimated that this project be completed within a **3 month** construction period from the date of issue of the official order

3.4 **Validity period of tender:**

- 3.4.1 The tender must remain valid, irrevocable and open for acceptance for a period of 90 days after closing date
- 3.4.2 The validity period of a bid may be extended by the Accounting Office, or his/ her delegate, prior to the expiry of the validity period indicated in the bid document

3.5 **COIDA**

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

Signature		Name (print)	
Capacity		Date	
Name of firm			



4. PRE-QUALIFICATION CRITERIA AND SOCIAL RESPONSIBILITY

4.1 Paragraph 4 of the Preferential Procurement Policy – Pre-qualification criteria for preferential procurement

The following tenderers may respond –

- Pre-Qualification criteria for preferential procurement in terms of Regulation 4 of the Preferential Procurement Regulations 2017, is applicable, therefore only tenderers who are an Exempted Micro Enterprises (EME’s) and a B-BBEE status level 1 contributor, may respond to this tender

A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an **unacceptable tender**.

4.2 Social Responsibility Projects

- 4.2.1 As part of the tender conditions bidders must participate in the social responsibility (community investment) initiative of the Municipality. It is therefore compulsory for Bidders to participate in at least one or more of the projects in paragraph 4.1.3 below.
- 4.2.2 The Tenderer’s proposed implementation of socially responsible projects must be provided in order to determine whether the Municipality’s procurement is socially responsible.
- 4.2.3 Tenders can propose the following socio-economic project practices for consideration or identify additional projects:
 - 4.2.3.1 On the job training and development of staff (learnerships), particularly for the unemployed or young people including the recruitment of long-term job seekers and handicapped people;
 - 4.2.3.2 Young women / mothers upliftment / leadership programme;
 - 4.2.3.3 Skills development initiatives (technical and soft skills) must be provided by accredited and recognized institutions;
 - 4.2.3.4 Financial support / bursaries to previously disadvantaged youth;
 - 4.2.3.5 Youth leadership and empowerment projects;
 - 4.2.3.6 Early childhood development;
 - 4.2.3.7 Projects can be in collaboration with Local Community Based Organisations (CBOs), Non-Government Organisation (NGOs) and relevant local institutions;
 - 4.2.3.8 Business skills and enterprise support including mentoring of local enterprises; and Development of Parks and open spaces.

5. Promotion of Local Labour

- 5.1 The successful Tender must source any unskilled labour force from the local community. This would apply if and when the nature of the work allows for the employment of such unskilled labourers.
- 5.2 The remuneration of the labour force must at least comply with minimum wages as determined by the Department of Labour for the respective sectors from time to time

Signature		Name (print)	
Capacity		Date	
Name of firm			



6. CIDB CONTRACTOR GRADING:

- 6.1 It is estimated that tenderers must have a **CIDB** contractor grading designation of **1GB** or higher.
- 6.2 Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations, for a GB class of work, are eligible to have their tenders evaluated.
- 6.3 Tenders must submit with the bid submission proof of application to register for the relevant contractor grading designation in a case of them being capable of being registered with CIDB prior to the evaluation of submission. Failure to submit proof will result in their bid not being evaluated.
- 6.4 CIDB Regulation 25(7A) states that: -
“An organ of state may subject to its procurement policy and notwithstanding anything to the contrary contained in this regulation, evaluate and award a tender offer from a tenderer who is registered but who tendered outside of his or her tender value range as contemplated in regulation 17, provided that –
 - (a) the margin with which the tenderer exceeded his or her tender value range contemplated in regulation 17, is reasonable;*
 - (b) the award of the contract does not pose undue risk to the organ of state;*
 - (c) the tender offer in all other aspects comply with these Regulations; and*
 - (d) the report referred to in regulation 21 or 38(5) and (6), indicates whether this sub-regulation was applied in the award of the tender.”*
- 6.5 The Overstrand Municipality, based on past practices, has established and accepted that a reasonable amount referred to in Regulation 25(7A) (a) is 20% higher than the threshold (upper limit) of a contractor’s CDIB grading.
- 6.6 Based on past practices and to comply with CIDB Regulation 25(7A), bids received where a bidder’s offer will amount to more than the reasonable amount of 20% above its CIDB grading will not be accepted and evaluated further and will be deemed non-responsive.

7. LOCAL CONTENT

- 7.1 It is a requirement of this tender that various items adhere to the local content requirements as set out by the Department of Trade and Industry – See MBD 6.2 for details.
- 7.2 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.
- 7.3 **Exemption**
 - 7.3.1 Where the minimum threshold for local content cannot be met for various reasons, bidders must apply for exemption **for each bid (tender / formal quotation)**.
 - 7.3.2 After checking with the industry, the DTI will decide whether to grant an exemption or not.
 - 7.3.3 In the official request (signed letter), the following information should be included: • Procuring entity/government department/ state owned company. • Tender/bid number. • Closing date. • Item(s) for which
 - 7.3.4 The exemption is being requested for. • Description of the goods, services or works for which the requested exemption item will be used for and the local content that can be met. • Reason(s) for the request. • Supporting letters from local manufacturers and suppliers.
 - 7.3.5 The turnaround time in response to exemption letters for all designated products is five working days with the exception of rail and boats/vessels which is seven working days.
 - 7.3.6 Requests for exemption letters must be directed to: Dr Tebogo Makube Chief Director: Industrial Procurement Tel: 012 394 3927 E-mail: tmakube@thedti.gov.za

Signature		Name (print)	
Capacity		Date	
Name of firm			



NB - Exemption letters are tender specific and applications are not transferrable.

7.4

Local Content			
Product Designation	%	Product	Part of contract
Steel items	100	Primary steel	√
Steel items	100	Wire products	√
Steel items	100	Fabricated steel	√
Steel items	100	Fasteners	√
Steel items	100	Frames	√
Steel items	100	Gutters	√
Electrical	90	Electrical & Telecom cables	√
Plumbing	100	Plastic pipes and fittings	√
Plumbing	100	Plastic pipes and fittings	√

8. Evaluation and adjudication

- 8.1 All items will be evaluated and awarded individually where applicable.
- 8.2 The bidder must comply to Part A: Administrative requirements in terms of the Supply Chain Management Policy and Part B: Specifications and pricing schedule

9. Eligibility criteria

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

Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
9.1	The bidder must have a CIDB grading of 1GB or higher			
9.2	Provide at least 2 contactable references and specific details of at least 2 projects of a similar nature completed (new buildings)			
9.3	Health and Safety plan			
9.4	Construction programme indicating that you would be able to complete the project within the 3-month time frame			
9.5	The bidder must attend the Compulsory Clarification session			

Signature		Name (print)	
Capacity		Date	
Name of firm			

10. Functional criteria

N/a

11. Technical Specifications for execution of works

11.1 Description of requirements:		Please indicate with an "X" whether the offer complies with the requirements.			Reference (Supporting documents attached)
		YES	NO	Comment	
11.1.1	Safety:				
11.1.1.1	The employer and his Contractor have to comply with the Occupational Health & Safety Act No. 85 of 1993 as amended by the Occupational Health & Safety amendment Act No. 181 of 1993				
11.1.1.2	The Contractor must adhere to the following:				
11.1.1.2.1	The Construction Regulation No. R1010 of 18 July 2003				
11.1.1.2.2	The General Administrative Regulation 2003 No. R929 of 25 June 2003				
11.1.1.2.3	The General Safety Regulations 1986 No. R1031 of May 1986				
11.1.1.2.4	All other Regulations that might be applicable				

11.1 NOTE TO TENDERERS**11.1.1 Please note – this specification is to be read in conjunction with the following:**

- Architectural drawings:
6742_mun_01_01
6742_mun_01_02
- Standard preambles to all trades
- BOQ

11.1.2 The specifications and BOQ are to be read in conjunction with:

- 11.1.2.1 The standard preambles for trades
- 11.1.2.2 SANS construction standards
- 11.1.2.4 General good building practice
- 11.1.2.4 The NBR
- 11.1.2.5 The NHBRC standards for building practice

11.2 SITE AND BUILDING

11.2.1 The new building lies within the Municipal yard which is operational throughout the year from Monday to Friday

11.2.2 The access to the yard must remain clear during construction

Signature		Name (print)	
Capacity		Date	
Name of firm			



11.2.3 The works area must be enclosed by the Contractor to prevent access to the site by:

- 11.2.3.1 The public
- 11.2.3.2 The workers from other departments

11.2.4 The role players (The client and his Contractors) have to comply with the following:

- (a) Occupational Health & Safety Act No.85 of 1993 as amended by the Occupational Health & safety Amendment Act No.181 of 1993;
- (b) The Construction regulations No. R1010 of 18 July 2003;
- (c) General Administrative Regulations, 2003, No. R929 of 25 June 2003;
- (d) General Safety Regulations, 1986 No. R1031 of 30 May 1986; and
- (e) All other Regulations that might be applicable

11.2.5 Rubble is to be removed by the Contractor on a weekly basis on the Friday of each week. Rubble will only be permitted in a demarcated area agreed with the Team Leader. Work may only take place Monday to Friday between 07h00 to 17h30. No work will be permitted over weekends, public holidays or during any general builder's holidays

11.3 GENERAL DESCRIPTION OF BUILDING AREA

11.3.1 The Municipal yard comprises of:

- 11.3.1.1 Stores
- 11.3.1.2 Offices
- 11.3.1.3 Storage of equipment, raw materials, and vehicles

11.4 PROTECTION, DUST CONTROL AND SECURITY

11.4.1 Allow for all relevant health and safety measures to keep the public safe from the construction area

11.4.2 Provide dust control to prevent construction materials from affecting nearby buildings

11.4.3 Provide own security for equipment and materials on-site for the entire duration of the project

11.4.4 The responsibility of the building site lies with the Contractor

11.4.5 The building site and the existing ablution facilities must be secure from the following:

- 11.4.5.1 Vandalism
- 11.4.5.2 Burglaries and theft

11.5.6 The role players (The client and his Contractors) have to comply with the following:

- (a) Occupational Health & Safety Act No.85 of 1993 as amended by the Occupational Health & safety Amendment Act No.181 of 1993;
- (b) The Construction regulations No. R1010 of 18 July 2003;
- (c) General Administrative Regulations, 2003, No. R929 of 25 June 2003;
- (d) General Safety Regulations, 1986 No. R1031 of 30 May 1986; and all other Regulations that might be applicable

11.5 DETAILED DESCRIPTION OF WORKS

Below is a description of the relevant trades which form part of the contract. Any other related trades not listed, but which are relevant to the drawings and specification must be included and form part of the contract.

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Capacity		Date	
Name of firm			



11.5.1 All relevant wet works including:

- 11.5.1.1 Block and brick walls
- 11.5.1.2 Plastering

11.5.2 Carpentry and joinery including:

- 11.5.2.1 Roof structure complete
- 11.5.2.2 Door frames and doors
- 11.5.2.3 Benches in shower and ladies cloak room

11.5.3 Plumbing and drainage

11.5.4 Electrical

11.5.5 Floor finishes

11.5.6 Painting

11.5.7 Lockers

11.5.8 Paving

11.5.9 Installation of all finishes, including:

- Sanitaryware and taps
- Lockers
- Light fittings
- Door furniture and ironmongery
- Windows and glazing
- Burglarproofing and security gate
- Bathroom accessories

11.5.10 Gutters & downpipes

11.6 **Specifications of materials, trades and where relevant inclusions read in conjunction with 11.2 complete and BOQ :**

11.6.1 **Foundations :**

11.6.1.1 Excavate foundation trenches to depth of undisturbed stable soil (min of 500mm below ground level)

11.6.2 **Foundation sizes :**

11.6.2.1 All walls 750x230

11.6.3 **Foundation concrete min 20 MPA**

11.6.4 **Extent of foundations :**

11.6.4.1 All external new walls

11.6.4.2 All internal new walls

11.6.4.3 Take note of the thickening of the floor slabs underneath seating

11.6.5 **Walls, plastering and screeds :**

11.6.5.1 **All new walls built with 190x190x390 cement blocks, the following :**

11.6.5.1.1 Internal walls between WC's

11.6.5.1.2 Detailed brick decorative walls

11.6.5.1.3 Fill blocks with 15 MPA mortar below ground level up to floor level

11.6.5.1.4 Fill blocks all round from 2100 height above floor level up to termination of wall

11.6.5.1.5 150mm width galv. brickforce as follows :

11.6.5.1.5.1 Every course below floor level

11.6.5.1.5.2 Every course above lintel height

11.6.5.1.5.3 Every 3rd brick course for rest of walls

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- 11.6.5.1.6
- 11.6.5.1.7 250mm micron DPC around all woodwork built through or into walls and at floor level as DPC
- 11.6.5.1.8 230mm width walls and 110mm width walls. Brickforce as follows :
 - 11.6.5.1.8.1 Every single course below floor level
 - 11.6.5.1.8.2 Every 4th course up to 2100 height
 - 11.6.5.1.8.3 Every single course up to wallplate height or termination of gable
- 11.6.5.1.9 230mm width walls
 - 11.6.5.1.9.1 150mm width brickforce
- 11.6.5.1.10 110mm width walls
 - 11.6.5.1.10.1 75mm width brickforce
- 11.6.6 **Walls indicated on drawings as 230 include :**
 - 11.6.6.1 Decorative structural wall panels
- 11.6.7 **Walls indicated on drawings as 110 include :**
 - 1.6.7.1 Walls between WC's and framing showers
- 11.6.8 **Lintels :**
 - 11.6.8.1 All openings to be bridged with pre-cast lintels 2 x 110 (w) layed side by side
- 11.6.9 **Plastering :**
 - 11.6.9.1 Internally all walls are to be bagged except for the following plastered sections :
 - 11.6.9.1.1 Showers up to 2000 height
 - 11.6.9.1.2 230mm brick 8walls in gents and ladies ablutions
 - 11.6.9.1.3 Entire wall behind basins up to 2000 height in ladies ablutions
 - 11.6.9.1.4 Wall from floor up to 1,5m height behind gent's urinals
 - 11.6.9.1.5 Entire width of wall behind basin up to 2000 height in disabled WC
 - 11.6.9.2 Externally all walls plastered except the following :
 - 11.6.9.2.1 North elevation brick walls
 - 11.6.9.2.2 West and east elevation decorative brick wall sections
- 11.6.10 **Floors :**
 - 11.6.10.1 Floor construction :
 - 11.6.10.1.1 30mm screed laid on a 100mm thick concrete base on a 250mm micron DPM
 - 11.6.10.1.2 Filling under slab compacted in 150mm layers
 - 11.6.10.1.3 To entire new slab – cast in a Ref 193 mesh re-inforcing mesh
- 11.6.11 **Screed :**
 - 11.6.11.1 Lay new 30mm sand cement screed and ensure good bonding between concrete and screed
- 11.6.12 **Windows :**
 - 11.6.12.1 All windows are to be white powder coated aluminium
 - 11.6.12.2 All windows fitted with safety glass
 - 11.6.12.3 Disabled toilet fitted with safety obscure glass

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- 11.6.12.4 On completion of building works – all external windows and louvres are to be sealed all round with “Sikaflec” (or equivalent and approved product) product
- 11.6.13 **Roof :**
 - 11.6.13.1 New double pitched roof trusses according to sections and elevations
 - 11.6.13.1.1 Supply and erect new roof trusses according to specialist manufacturers’ details :
 - 11.6.13.1.1.1 Provide hoop irons – 1,2x30mm galv. straps built a min. of 600mm into brickwork and blockwork
 - 11.6.13.1.1.2 Positions of hoop irons are to correspond with positions of roof trusses
 - 11.6.13.2 Roof covering – 0,53 mm IBR-profile with AZ200 coating in accordance with SANS-9364. Continuous hot-dip aluminium/ zinc coated steel sheeting (or equivalent and approved product) with non-corrosive timbre tec (or equivalent and approved product) roof screws to purlins :
 - 11.6.13.2.1 Ridge and gable end cappings – to match roof sheeting cappings size 200x200 (or equivalent and approved product)
 - 11.6.13.2.2 Colour of roof – Ultimate Grey
 - 11.6.13.3 Underlay between roof trusses and purlin – double-sided Raidenshield (or equivalent and approved product)
 - 11.6.13.4 Purlins to be nailed to trusses as per manufacturers’ specifications. Secure with a 150mm length “SPAX” (or equivalent and approved product) screw in conjunction with skew nailing
 - 11.6.13.5 Fascias to gutter end and sides – 200x12 fibre cement facias screw fixed with stainless steel screws to end of trusses
 - 11.6.13.6 Trusses, bracing, truss centres, etc. to specialist manufacturers’ design and details. Allow for the following :
 - 11.6.13.6.1 Trusses, timbers and fascias (or equivalent and approved product)
 - 11.6.13.6.2 Roof covering
 - 11.6.13.6.3 Timbatec (or equivalent and approved product) roof screws 65mm length
 - 11.6.13.6.4 3” and 4” nails
 - 11.6.13.6.5 150mm length Spax screws (or equivalent and approved product)
 - 11.6.13.6.6 Truss hangers, bolts and clout nails
 - 11.6.13.6.7 50x5 stainless steel screws to secure fascias
 - 11.6.14 **Ceilings, beam filling and truss rendering :**
 - 11.6.14.1 There are no ceilings and cornices to the entire block
 - 11.6.14.2 Take note of the walls which must be constructed to the underside of the roof sheeting
 - 11.6.14.2.1 Internal walls framing disabled WC
 - 11.6.14.2.2 Rest of walls separating lobby/lockers from ladies and gents toilet areas
 - 11.6.14.2.3 Wall separating ladies and gents toilet areas
 - 11.6.14.3 Beam filling built between trusses to underside of roof sheeting. Use cement bricks from wallplate up
 - 11.6.14.4 Truss rendering :
 - 11.6.14.4.1 Trusses and purlins internally and externally to be painted prior to installing roof sheeting
 - 11.6.14.4.1.1 1 x coat pink wood primer
 - 11.6.14.4.1.2 1 x coat universal undercoat
 - 11.6.14.4.1.3 2 x coats high gloss enamel colour
 - 11.6.15 **Doors and frames :**
 - 11.6.15.1 All doors and frames to be meranti timber. Door frames built into walls with galv. screw in anchors 6 per door
 - 11.6.15.2 Doors manufactured according to door schedule
 - 11.6.15.3 Take note of D2 design on the door schedule which must be read in conjunction with the typical disabled door design to include :
 - 11.6.15.3.1 Kickplate both sides just below ventilation louvre

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11.6.16 Gutters and downpipes:

- 11.6.16.1 Gutters – 100mm Ø UPVC gutters secured to fascias with PVC brackets every 1000
- 11.6.16.1.1 Screw fixing 3 per bracket self-tappers 15x4,5 galv
- 11.6.16.1.2 Stop ends internal corners joins and outlets to suite roof layout
- 11.6.16.2 Downpipes – 80mm Ø UPVC downpipes connected to outlets
- 11.6.16.2.1 Each downpipe secured to wall with holderbats. 3 per downpipe (screws and fixings included in holderbat set)
- 11.6.16.2.2 Bends, extensions and shoes to suit roof layout and roof overhang
- 11.6.16.3 PVC glue for all joins, connectors, etc. use “Tangit” PVC glue or equivalent and approved

11.6.17 Plumbing and drainage:

- 11.6.17.1 Only “Cobra” (or equivalent & approved product) SABS piping used for water supply
- 11.6.17.2 New drainage (see drainage plan):
- 11.6.17.2.1 Invert level of connection point must first be determined prior to laying of any new drainage runs. The shortest route must be used in order to achieve the required fall to the connection point
- 11.6.17.2.2 New drainage run vented with a GI vent valve as indicated
- 11.6.17.2.3 Rodding eyes as required max spacing 25mm
- 11.6.17.2.4 Any drainage pipes laid under floors or foundations to be cast in a 300x300 concrete sheath
- 11.6.17.2.5 All waste fittings must be connected to drainage system with 50mm Ø PVC piping and where relevant anti-vac traps to be fitted to prevent anti-syphonage
- 11.6.17.2.6 Layout drawings must be provided by the Contractor for approval by the Employer for the following:
 - 11.6.17.2.6.1 Drainage runs including junctions, vent pipes and sizing of piping
 - 11.6.17.2.6.2 Cold and hot water supply including pipe sizing
- 11.6.17.2.7 New gulleys to be fitted with a 450x450 manhole cover and to be flush with the surrounding paving level (resin type cover)

11.6.18 Door furniture and ironmongery :

11.6.18.1 External door to Disabled toilet D2 :

- 11.6.18.1.1 Hinges ball bearing butt hinges 75mm x 100mm x 3mm (stainless steel) (“Dorma” or equivalent and approved product)
- 11.6.18.1.2 Handles – aluminium lever handle on plate – “Julia” (or equivalent and approved product)
- 11.6.18.1.3 Lock – Cisa (or equivalent and approved product) cylinder lock (stainless steel)
- 11.6.18.1.4 Indicator bolt – bathroom mortise lock deadbolt only with thumb-turn and coin release with indicator (“Dorma” or equivalent and approved product)
- 11.6.18.1.5 Pull handle on door internally and externally to be 300 length with a shank diameter of 25mm
- 11.6.18.1.6 Kick plate – brushed aluminium both sides of door 150mm height epoxy fixed to door

11.6.18.2 External door no. D3 and D4 :

- 11.6.18.2.1 Hinges – ball bearing butt hinges 75mmx100mmx3mm (stainless steel) (“Dorma” or equivalent and approved product)
- 11.6.18.2.2 Handles – aluminium lever handle on plate – “Julia” (or equivalent and approved product)
- 11.6.18.2.3 Lock – “Cisa” (or equivalent and approved product) cylinder lock (stainless steel)
- 11.6.18.2.4 Cylinder – 63mm length cylinder – thumb turn internally and key externally

11.6.18.3 Internal doors to WC’s and showers :

- 11.6.18.3.1 Dorma or equivalent and approved stainless steel butt hinges secured to side stiles with 45mmx45mm stainless steel screws (3 hinges per door)
- 11.6.18.3.2 Purpose-made stainless steel sliding barrel bolt with external indicator (allow R450-00/door for manufacturing only)

11.6.19 Sanitaryware to paraplegic WC :

11.6.19.1 WC & basin

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- 11.6.19.1.1 Paraplegic WC complete Lecico (or equivalent and approved product)
- 11.6.19.1.2 White wood toilet seat TSW1 (or equivalent and approved product)
- 11.6.19.1.3 Grab rail - Dogleg DL2 railman (or equivalent and approved product)
- 11.6.19.1.4 Grab rail - GRC cistern rail 670mm (or equivalent and approved product) product)
- 11.6.19.1.5 Basin – white Hibiscus – V 2TH 510 (or equivalent and approved product)
- 11.6.19.1.6 Trap - 32mm PVC basin “P” trap
- 11.6.19.1.7 Basin waste - W/P brass 303-32
- 11.6.19.1.8 Basin fixing bolts – bolt set FIXG: 8448Z0#1500212 (or equivalent and approved product)
- 11.6.19.1.9 Taps 503-21B (or equivalent and approved product) – Elbow pillar taps
- 11.6.19.1.10 Angle valves – Benkiser ½ GI0 (or equivalent and approved product) angle valves
- 11.6.19.1.11 Connecting hose – flexible connected braided

11.6.20 **Sanitaryware to ladies and gents :**

11.6.20.1 **Gents ablutions**

11.6.20.1.1 WC’s

- “Lecico Neon” box suite including seat **or equivalent and approved**
- Cut-off angle valve (one per WC)
- Braided connector hose (one per WC)

11.6.20.1.2

Basins

- “Coral” white wall mounted basin and floor pedestal set size 810(h)x570mm(w)x465mm(d) **or equivalent and approved**
- Chrome pop-up basin waste
- Universal PVC p-trap

11.6.20.1.3

Urinals

- “Lecico BS550” urinal including brackets and waste **or equivalent and approved**
- DPE 400mm bottle trap
- “Walcro” 330 UR 15mm Ø BSP exposed chrome DZR brass urinal flushing valve, strainer and no hold feature for single bowl urinal **or equivalent and approved**

11.6.20.1.4

Basin mixer

- “Cobra Noka” basin mixer **or equivalent and approved**

11.6.20.1.5

Shower mixer

- “Cobra Zambezi” **or equivalent and approved**

11.6.20.1.6

Shower arm and rose

- “Cobra 026” shower arm with wall flange shrome MXM **or equivalent and approved**
- Shower rose
- “Cobra Alto” shower head – 5 function **or equivalent and approved**

11.6.20.1.7

Shower trap

- “Cobra Square” showerwaste 323 s and p-trap **or equivalent and approved**

11.6.20.2

Ladies ablutions

11.6.20.2.1

WC’s

- “Lecico Neon” box suite including seat **or equivalent and approved**
- Cut-off angle valve (one per WC)
- Braided connector hose (one per WC)

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- 11.6.20.2.2 Basins
 - "Coral" white wall mounted basin and floor pedestal set size 810(h)x570mm(w)x465mm(d) **or equivalent and approved**
 - Chrome pop-up basin waste
 - Universal PVC p-trap

- 11.6.20.2.3 Basin mixer
 - "Cobra Noka" basin mixer **or equivalent and approved**

- 11.6.20.2.4 Shower mixer
 - "Cobra Zambezi" **or equivalent and approved**

- 11.6.20.2.5 Shower arm and rose
 - "Cobra 026" shower arm with wall flange chrome MXM **or equivalent and approved**
 - Shower rose
 - "Cobra Alto" shower head – 5 function **or equivalent and approved**

- 11.6.20.2.7 Shower trap
 - "Cobra Square" showerwaste 323 s and p-trap **or equivalent and approved**

- 11.6.21 **Bathroom accessories :**
 - 11.6.21.1 Franke toilet roll holder RODX71 (or equivalent and approved product) – 1 per cubicle
 - 11.6.21.2 Franke hand dryer jet stream (or equivalent and approved product) – 1 per facility
 - 11.6.21.3 1,25 litre stainless steel pump action soap dispenser – 1 per facility
 - 11.6.21.4 Stunning role hook **or equivalent and approved**
 - 11.6.21.4.1 One in disabled facility
 - 11.6.21.4.2 One behind each door of WC's and shower cubicle
 - 11.6.21.4.3 2 Randomly spaced on walls in men's toilets and 2 in ladies toilets

- 11.6.22 **Wall tiling :**
 - 11.6.22.1 Read this in conjunction with the plastering specification which reflects the extent of the tiling
 - 11.6.22.2 Allow PC amount of R180-00/m² exclusive of VAT for tiles only
 - 11.6.22.3 Include labour, adhesive and grout separately
 - 11.6.22.4 Porcelain tile adhesive
 - 11.6.22.5 Tile grout colour to team leaders choice
 - 11.6.22.6 to all walls tile in a Pencil Listello at ±1100 height to correspond with full tile sizes
 - 11.6.22.6.1 Pencil Listello – 10mm(w)x8mm(d) bright silver anodized finish as supplied by Kirk Marketing **or equivalent and approved**

- 11.6.23 **Floor finish :**
 - 11.6.23.1 All floors to be coated as follows (including the shower floor) :
 - 11.6.23.1.1 Polymer modified mortar
 - 11.6.23.1.1.1 1 x Coat twin pack polyurethane sealer
 - 11.6.23.1.1.2 Apply silica sand evenly to floor @ 50 grams/m²
 - 11.6.23.1.1.3 Apply 2 x coats twin pack polyurethane sealer

- 11.6.24 **Timber benches :**
 - 11.6.24.1 Purpose-made Garappa benches where indicated on floor plan
 - 11.6.24.2 Support structure :
 - 11.6.24.2.1 38mmx38mmx4mm Square tubing
 - 11.6.24.2.2 See detail drawings for benches 1 to 6
 - 11.6.24.2.3 Secure 38mmx38mm extension supports 150mm into wall with "ABE" chemical anchor "GP" **or equivalent and approved** chemical anchor
 - 11.6.24.2.3.1 Pre-drill (core drill) hole 50mm Ø 150mm deep into brickwork to secure extension supports
 - 11.6.24.2.3.2 At front, weld on a 38mmx25mm lug pre-drilled to take 10mm Ø coach bolt

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11.6.24.2.3.3 Secure at front edge with 10mmx75mm stainless steel coach bolt

11.6.24.2.4 Timbers 100mmx22mm Garappa timbers to seat spaced 10mm apart

11.6.24.2.5 Front edge 65mmx22mm Garappa timbers

11.6.24.2.6 Secure planks to 38mmx38mm posts with 75mmx5mm recessed head machine bolts – see position of bolts on top view of seating

11.6.25 **Electrical and light fittings :**

11.6.25.1 All switch fittings – Schneider Series 2000 (or equivalent and approved product) to match the existing

11.6.25.2 Make provision for the following :

11.6.25.2.1 2 light points in ladies toilets

11.6.25.2.2 2 light points in men’s toilets

11.6.25.2.3 2 light points in lobby area

11.6.25.2.4 1 light point at disabled toilet

11.6.25.2.5 3 Hand dryer points

11.6.25.2.6 1 day-night sensor

11.6.25.2.7 2 light points externally

11.6.25.3 Light fittings as follows :

11.6.25.3.1 LED double tube fluorescent (1200 length) – Code KKA25 (or equivalent and approved product) to :

11.6.25.3.1.1 Men’s and ladies

11.6.25.3.1.2 Lobby area

11.6.25.3.2 Round LED fluorescent to :

11.6.25.3.2.1 Disabled toilet

11.6.25.3.3 Light fitting bulkhead LED round 13 W (4000K). White LGW 5201/25 ceiling mounted lights (or equivalent and approved product) :

11.6.25.3.3.1 Outside under eaves

11.6.26 **Burglar proofing to windows :**

11.6.26.1 Manufacture burglar proofing to all windows according to detail drawings on sheet 2 of 3

11.6.26.1.1 Framework manufactured with 12x12 square bar (solid)

11.6.26.1.2 Sides and face clad with 50x25 apertures expanded mesh (Ref 346)

11.6.26.1.3 To each corner weld on a 10mm, 120 length re-bar

11.6.26.1.4 Galvanize completed burglar proofing (hot-dip galvanized)

11.6.26.1.5 Secure burglar proofing in walls with “Sikadur” (or equivalent and approved product) epoxy

11.6.27 **Security gates :**

11.6.27.1 Manufacture the following security gate :

11.6.27.1.1 Security gate at boardroom 900 (w) x 2100 (h)

11.6.27.2 Gate design :

11.6.27.2.1 Outer frame 38x38x2,5mm. Top, bottom and sides to all units including the fixed units at standing area

11.6.27.2.2 Gates framework 38x38x2,5mm to fit inside outer frame, i.e. flush with frame

11.6.27.2.4 Hinges – heavy duty bullet hinges welded to frame and gate prior to galvanizing.

11.6.27.2.5 Horizontals in gate (see elevations) 30x5mm flatbar equidistantly spaced from top to bottom

11.6.27.2.6 Verticals – 12mm Ø round bar drilled through 30x5mm flatbar and welded to all connections. Bars spaced max. 100mm apart

11.6.27.2.7 Lock – “Cisa” (or equivalent and approved product) steel gate deadlock – Code 42312-550 – with full cylinder key outside and inside. 2 per gate spaced equidistant from top to bottom

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11.6.28 **Mirrors :**

- 11.6.28.1 Above every basin fit a 5mm thickness mirror size 600 (w) x 800 (h)
- 11.6.28.2 Fixing of mirror – mirror mastic

11.6.29 **Painting :**

- 11.6.29.1 Painting specs (all paint to be Plascon (or equivalent and approved product)
 - 11.6.29.1.1 External & internal unpainted masonry
 - 11.6.29.1.1.1 One coat masonry primer
 - 11.6.29.1.1.2 Two coats "Wall and All" (or equivalent and approved product)
 - 11.6.29.1.2 Exposed rafters, new timber doors and frames
 - 11.6.29.1.2.1 One coat pink wood primer
 - 11.6.29.1.2.2 One coat universal undercoat
 - 11.6.29.1.2.3 Two coats high gloss enamel (colour to Employers' specification)
 - 11.6.29.1.3 Fascias
 - 11.6.29.1.3.1 One coat ARP primer
 - 11.6.29.1.3.2 Two coats good quality acrylic

11.6.30 **Steel lockers :**

- 11.6.30.1 Supply steel lockers as per locker elevation and floor plan layout

Locker sizes as follows :

- 300mm(w)x450mm(d)x1800(h). Lockers 33 to 97 (5 tier height)
- 300mm(w)x450mm(d)x1500(h). Purpose made (4 tier height)

- 11.6.30.2 Lockers to be supplied by "Steel Lockers" **or equivalent and approved**
- 11.6.30.3 Colour two-tone ivory
- 11.6.30.4 Secure lockers to wall with coach bolt and plug size 75mmx8mm (2 per locker)

11.6.31 **Winbloks and wingrid or equivalent and approved :**

- 11.6.31.1 To the northern wall build in two 600mmx600mmx260mm "winbloks" **or equivalent and approved**
- 11.6.31.2 Secure "wingrid" **or equivalent and approved** in place with non-ascetic silicone sealant

11.6.32 **Paving :**

- 11.6.32.1 Paving around building as indicated on drawing :
 - 120mmx120mmx40mm FG Econo Cobble colour granite as supplied by Cape Stone **or equivalent and approved**
- 11.6.32.2 Border pavers bedded in mortar :
 - Mortar bed to be at least 400mm(d)x250mm(w) for the full perimeter of the paving
- 11.6.32.3 Treat soil underneath with poison against ant infestation
- 11.6.32.4 Paving layed on well compacted clean sand
- 11.6.32.5 Grout paving with a 50/50 sand cement mix and wash down paving well after grouting

11.6.33 Solar installation :

- 11.6.33.1 Install a solar flat panel "ITS FLP 2.0-vertical" as supplied by "It's Solar" **or equivalent and approved**

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- 11.6.33.2 Panel size 2000mmx1000mmx80mm
- 11.6.33.3 Install a solar powered pump for water circulation between solar geyser and panel

12. INFORMATION TO BE PROVIDED BY THE BIDDER

12.1 Tenderers to provide proof of the following :

Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
12.1.1	Details of Health and Safety company to be appointed			
12.1.2	Details of registered Plumber to be employed with Plumber's registration number			
12.1.3	Details of registered Electrician to be employed with Electrician's registration number			
12.1.4	Details of Engineer to be employed to provide Engineer's required certification for compaction and roof			

12.2 The bidder must confirm that he has read and understands the content of the following facets of the project as set out under the Technical Specifications as described and that the work will be completed accordingly. The bidder must also indicate that he undertakes to provide the relevant COC's and guarantees

Description of requirements		Please indicate with an "X" whether the offer complies with the requirements.		
		Yes	No	Comment
12.2	Drawings by Engelbrecht & Scorgie Architectural Office			
12.3	Site and building restraints			
12.4	Protection and security			
12.5	COC's to be provided on completion of project:			
	12.2.5.1 Electrical COC			
	12.2.5.2 Plumbing COC			
	12.2.5.3 Engineer's COC			
	12.2.5.4 Guarantees and product information for all sanitaryware, taps, locks, doors, etc.			
12.2.6	Construction specifications:			
	12.2.6.1 Requirements related to Structural Engineer and A19 certificate			
	12.2.6.2 Foundations			
	12.2.6.3 Floors & screeds & floor finish			
	12.2.6.4 Roof			
	12.2.6.5 Walls			
	12.2.6.6 Plumbing, drainage and guttering			
	12.2.6.7 Painting			
	12.2.6.8 Carpentry finishes & fittings			
	12.2.6.9 Sanitary ware and accessories			
	12.2.6.10 Burglar proofing & security gate			
	12.2.6.11 Tiling			
	12.2.6.13 Windows			
	12.2.6.14 Electrical and light fittings			

Signature		Name (print)	
Capacity		Date	
Name of firm			



BILLS OF QUANTITIES

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Signature		Name (print)	
Capacity		Date	
Name of firm			

Item	Description	Unit	Quantity	Rate	Amount
<u>BILL NO.1</u>					
<u>Preliminaries & General</u>					
1.1	Site clearance	sum	1,00		
1.2	Site establishment , hut, toilet, fence.	sum	1,00		
1.3	Land surveyor setting out.	sum	1,00		
1.4	Site admin and management	sum	1,00		
1.5	Contractors All Risk Insurance	sum	1,00		
1.6	Health and Safety	sum	1,00		
1.7	Notice Board	sum	1,00		
<u>TIME RELATED COSTS</u>					
1.8	Site admin and management	sum	1,00		
1.9	Health and safety	sum	1,00		
1.10	Rubble removal	m3	4,00		
1.11	Hire of hut per month	mnth			
1.12	Chemical Flushing Toilet	mnth			
1.13	Fencing/Protection to construction site	sum	1,00		
Carried Forward to Summary				R	

Signature		Name (print)	
Capacity		Date	
Name of firm			



Item	Description	Unit	Quantity	Rate	Amount
	<u>BILL NO.2</u>				
	Earthworks, foundations & floorslabs				
2.1	Excavate to platform level	sum	1,00		
	MAIN BUILDING				
2.2	Excavate Strip Footings: 750 x 500	m3	20,33		
2.3	Cast Strip Footings : 750 x 230 (20 MPA)	m3	8,47		
2.4	Brickwork to ground walls: 390mm	m2	0,27		
2.5	Brickwork to ground walls: 230mm	m2	2,11		
2.6	Brickwork to ground walls : 190mm	m2	15,81		
2.7	Fill Under Floor Slab : Compacted to 98% (100% for Sand)	sum	1,00		
2.8	DPM 300 Micron: Under slab DPC	m2	50,64		
2.9	Cast Surface Beds 100mm , 15 Mpa/19mm	m3	5,06		
2.10	Mechanical Breaking of Rock and remove off site	sum	1,00		
2.11	Reinforcing to Slabs: Ref 100 mesh	m2	50,64		
Carried Forward to Summary				R	

Signature		Name (print)	
Capacity		Date	
Name of firm			



Item	Description	Unit	Quantity	Rate	Amount
BILL NO.3					
Superstructure brickwork ground floor					
3.1	Brickwork to 390mm walls.	m2	2,06		
3.2	Brickwork to 230mm walls(incl Air bricks as specified) :	m2	11,91		
3.4	Brickwork to 190mm walls :	m2	128,86		
3.5	Brickwork to 115mm screen walls 600x600x260mm winblocks(or equivalent and approved) built in.Secure wingrid(or equivalent and approved)with non-asthetic	m2	20,00		
3.5.1	silicone sealant	no	2,00		
3.6.1	150mm width galv brickforce for 190mm width walls	l/m	312,85		
3.6.2	150mm brickforce for 230mm width walls	l/m	26,74		
3.6.3	75mm brickforce for 110mm width walls	l/m	36,00		
3.7	Build in Doorframes (single)	ea	11,00		
3.8	Build in Window Frames	ea	10,00		
3.9	Pre-cast lintels 2 x 110(w) layed side by side	l/m	12,80		
3.10	Beamfilling around roof trusses	l/m	29,74		
3.11	Build in window cills - sloped	l/m	7,20		
Carried Forward to Summary					R

Signature		Name (print)	
Capacity		Date	
Name of firm			

MUNISIPALITEIT



MUNICIPALITY

Item	Description	Unit	Quantity	Rate	Amount
	BILL NO.4				
	Roofing, ceilings & rainwater goods				
4.1	Erect Roof Trusses as per engineers spec	m2	59,59		
4.1.2	Supply roof trusses and Timber Complete	sum	1,00		
4.1.3	provide hoop irons- 1,2x30 galv straps built min of 600mm into brick work and blockwork	sum	1,00		
4.2.1	Roof Covering- 0,53mm IBR-profile with AZ200 coating in accordance with SANS-9364 continous hot-dip aluminium/zinc coated steel sheeting(or equivalent and approved product) with non-corrosive fibre tec roof screws to purlins	m2	59,59		
4.2.2	Ridge and gable cappings- to match roof sheet cappings size 200x200 or equivalent and approved product	l/m	8,04		
4.2.3	Colour of roof- Ultimate grey	m2	59,59		
4.2.4	Underlay between roof trusses and purlin- double sided Radenshield or equivalent and approved product	m2	59,59		
4.2.5	Purlins to be nailed to trusses as per manufacturers specifications. Secure with a 150mm length SPAX (or equivalent and approved product) screw in conjunction with skew nailing	no	800,00		
4.2.6	Fascias to gutter end and sides- 200x12 fibre cement fascias screw fixed with stainless steel screws to end of trusses	l/m	16,50		
	Trusses, brasing, truss centres, etc to specialist manufacturers design and details. Allow for the following:				
4.3.1		sum	1,00		
4.3.2	Trusses, timbers and fascias	m2	59,59		
4.3.3	Roof covering	m2	59,59		
4.3.5	Timbatec(or equivalent and approved product) roof screws 65mm length	no	500,00		
4.3.6	3" and 4" nails	kg	4,00		
4.3.7	150mm length spax sscrews(or equivalent and approved product)	no	800,00		
4.3.8	Truss hangers, bolts and clout nails	no	40,00		
4.3.9	bolts	kg	8,00		
4.3.10	Clout nails	kg	5,00		
4.3.11	50x5 stainless steel screws to secure fascias	no	68,00		
4.4.1	Ceiling, beam and truss rendering:	sum	1,00		
4.4.2	Trusses and purlins internally and externally to be painted prior to installing roof sheeting:				
4.4.3	1x coat pink wood primer				
4.4.4	1x coat universal undercoat				

Signature		Name (print)	
Capacity		Date	
Name of firm			



4.4.5	2x coats high gloss enamel colour				
	Carried Forward				R
	Brought Forward				R
4.5.1	Gutters and downpipes:				
	100mm uPVC gutter secured to fascias with pvc brackets every				
4.5.2	1000mm	l/m	3,99		
4.5.3	screw fixing 3 per bracket self tappers 15x4,5 galv	no	12,00		
4.5.4	Stop ends internal corner joins and outlets to suite roof layout	no	2,00		
4.5.5	Downpipes- 80mm diameter UPVC downpipes connected to outlets	l/m	2,15		
	Downpipe secured to wall with holderbats. 3 per downpipe				
4.5.6	(screws and fixings included in holderbat set	no	6,00		
4.5.7	Bends, extensions and shoes to fit roof layout and roof overhang	sum	1,00		
4.5.8	PVC glue for all joins, connectors, etc use Tangit PVC glue or equivalent and approved product	sum	1,00		
	Carried Forward to Summary				R

Signature		Name (print)	
Capacity		Date	
Name of firm			

Item	Description	Unit	Quantity	Rate	Amount
<u>BILL NO.5</u>					
Doors, ironmongery & carpentry work					
5.1	Labour to hang doors and gates (per leaf)	ea	11,00		
5.2.1	Manufacture and supply D1 gate as per specifications				
5.2.2	Outer frame 38x38x2.5	l/m	6,10		
5.2.3	Verticals: 12mm round bar	l/m	16,61		
5.2.4	30x5 flat bar	l/m	0,81		
5.2.5	Cisa cylindrical lock as per specifications	no	2,00		
5.2.6	Heavy duty bullet hinges as per specifications	no	3,00		
5.3.1	Manufacture and install Door 2 as per specifications				
5.3.2	Door frames: marenti timber as per specifications	l/m	5,10		
5.3.3	6 anchors per frame	no	6,00		
5.3.4	75x100x3 stainless steel hinges	no	3,00		
5.3.4	indicator bolt dorma type	no	1,00		
5.3.5	Internal and external pull handle at least 300mm long and the shank must be at least 25mm	no	2,00		
5.3.6	Aluminium kick plate epoxy fixed to door	no	1,00		
5.3.7	900x2100 solid timber door with 500x500 aluminium louver	no	1,00		
5.4.1	Manufacture and install Doors 3 & 4 as per specifications				
5.4.2	Door frames: marenti timber as per specifications	l/m	10,20		
5.4.3	6 anchors per frame	no	12,00		
5.4.4	75x100x3 stainless steel hinges	no	6,00		
5.4.5	Aluminium lever handle on plate	no	2,00		
5.4.6	63mm stainless steel cylinder lock as per specification	no	2,00		
5.4.7	900x2100 solid timber door with 500x500 aluminium louver	no	2,00		
5.5.1	Internal doors to WC and showers D5,6,7,8,9				
5.5.2	Door frames: Marenti timber 45x45 stiles	l/m	19,50		
5.5.3	Dorma approved stainless steel butt hinges secured to side stiles 45x45	no	15,00		
5.5.4	purpose made stainless steel sliding barrel bolt with external indicator	no	5,00		
5.5.5	900x2000 semi solid timber doors with 150mm undercut	no	5,00		
Carried Forward				R	

Signature		Name (print)	
Capacity		Date	
Name of firm			

		Brought Forward		
Item	Description	Unit	Quantity	R Amount
5.6.1	Supply and install Doors 10,11			
5.6.2	Door frames: Marenti timber 45x45 stiles	l/m	7,80	
5.6.3	Dorma approved stainless steel butt hinges secured to side stiles	no	6,00	
5.6.4	purpose made stainless steel sliding bolt with external indicator	no	2,00	
5.6.5	760x2000 semi solid timber door with 150mm undercut	no	2,00	
5.7.1	Purpose-made Garappa benches			
5.7.2	38x38x4mm square tubing	l/m	12,21	
5.7.3	Secure 38x38 extensions supports 150mm into wall with "ABE" chemical anchor "GP" or equivalent and approved anchor	no	9,00	
5.7.4	Pre-drill 50mm diameter hole 150mm deep into brickwork to secure extension joints	no	9,00	
5.7.5	At front weld on a 38mmx25mm lug pre-drilled to take a 10mm coach bolt	no	9,00	
5.7.6	Secure at front edge with 10mmx75mm stainless steel coach bolt	no	9,00	
5.7.7	Timbers 100mmx22mm garappa timbers to seat spaced 10mm apart	l/m	10,88	
5.7.8	front edge 65mmx22mm garappa timbers	l/m	2,72	
5.7.9	Secure planks to 38mmx38mm posts with 75mmx5mm recessed head machine bolts	no	84,00	
5.8.1	Windows			
5.8.2	All windows to be white powder coated aluminium	no	10,00	
5.8.3	All windows fitted with safety glass	no	9,00	
5.8.4	Disabled toilet window to be fitted with obscure safety glass	no	1,00	
5.8.5	On completion of building works - all external windows and louvres are to be saled all round with "Sikaflex" or equivalent and approved product	sum	1,00	
5.9.1	Steel lockers:			
5.9.2	Supply steel lockers as per locker elevation and floor plan layout:	sum	1,00	
5.9.3	Locker sizes as follows:			
5.9.4	300mm(w)x450mm(d)x1800(h). Lockers 33 to 97(5 tier height)	sum	1,00	
5.9.5	300mm(w)x450mm(d)x1500(h). Purpose made(4 tier height)	sum	1,00	
5.9.6	Lockers to be supplied by "steel lockers" or equivalent and approved			
5.9.7	Colour: two-tone ivory			
5.9.8	Secure lockers to wall with coach bolt and plug size 75mmx8mm (2 per locker)	no	4,00	
Carried Forward				R

Signature		Name (print)	
Capacity		Date	
Name of firm			



		Brought Forward		R	
Item	Description	Unit	Quantity	Rate	Amount
5.10.1	Burglar proofing to windows				
5.10.2	Manufacture burglar proofing to all windows according to detail drawings				
5.10.3	Framework manufactured with 12x12 square bar (solid) Sides and face clad with 50x25 apertures expanded mesh (Ref 346)	l/m	24,00		
5.10.4	To each corner weld on a 10mm, 120 length re-bar secure bruglar proofing in walls with "sikadur" or equivalent and approved epoxy	m2	8,24		
5.10.5		l/m	4,80		
5.10.6		sum	1,00		
Carried Forward to Summary				R	

Signature		Name (print)	
Capacity		Date	
Name of firm			



Item	Description	Unit	Quantity	Rate	Amount
	<u>BILL NO. 6</u>				
	Plasterwork				
6.1.1	External Plasterwork:	m2	78,76		
6.1.2	Internal Plasterwork as per specifications	m2	38,65		
6.2.1	Bagged cement brick and painted internal	m2	150,92		
6.2.2	Bagged cement brick and painted external	m2	11,04		
6.3.1	Plastered cills	lin m	7,20		
6.1.1	External Plasterwork:	m2	78,76		
6.1.2	Internal Plasterwork as per specifications	m2	38,65		
6.2.1	Bagged cement brick and painted internal	m2	150,92		
6.2.2	Bagged cement brick and painted external	m2	11,04		
6.3.1	Plastered cills	lin m	7,20		
6.1.1	External Plasterwork:	m2	78,76		
Carried Forward to Summary				R	

Signature		Name (print)	
Capacity		Date	
Name of firm			

Item	Description	Unit	Quantity	Rate	Amount
	<u>BILL NO.7</u>				
	Floor & wall coverings				
	Floor finish: all floors to be coated as follows (including the shower floor):				
7.1.1		m2	50,64		
7.1.2	Polymer modified mortar	m2	50,64		
7.1.3	1 x coat twin pack polyurethane sealer	m2	50,64		
7.1.4	apply silica sand evenly to floor @ 50 grams/m2	m2	50,64		
7.1.5	Apply 2 x coats twin pack polyurathane sealer	m2	50,64		
7.2.1	Wall tiling	m2	38,65		
7.2.2	Allow PC amount of R180-00/m2 exclusive of VAT for tiles only	m2	38,65		
7.2.3	Labour to tiling	sum	1,00		
7.2.4	Porcelain tile adhesive	m2	38,65		
7.2.5	Tile grout (colour to team leaders choice)	sum	1,00		
7.2.6	All walls tile in a Pencil Listello at 1100 height to correspond with full tile sizes. Pencil Listello- 100mm(w)x8mm(d) bright silver anodized finish as supplied by kirk marketing or equivalent and approved	l/m	14,84		
7.3.1	Paving:				
7.3.2	120x120x40mm FG Econo cobble colour granite as supplied by Cape stone or equivalent and approved product	m2	18,28		
7.3.3	Border pavers bedded in mortar: mortar bed to be at least 400(d)x250(w) for the full perimeter of paving				
7.3.4	Treat soil underneath with poison against ant infestation	m2	18,28		
7.3.5	Paving to be laid on well compacted clean sand	m2	18,28		
7.3.6	Grout paving with a 50/50 sand cement mix and wash down paving well after grouting	sum	1,00		
7.4	Wheel chair friendly ramp as indicated on drawing	sum	1,00		
	Carried Forward to Summary			R	

Signature		Name (print)	
Capacity		Date	
Name of firm			



Item	Description	Unit	Quantity	Rate	Amount
	BILL NO.8				
	Paintwork				
	Painting: (all paint to be Plascon(or equivalent and approved product)				
8.1.1		m2	191,03		
8.2.1	Internal and external unplastered masonry:	m2	191,03		
8.2.2	1 x coat masonry primer	m2	191,03		
8.2.3	1 x coat universal undercoat	m2	191,03		
8.2.4	2 x coats high gloss enamel (colour to employers specification)	m2	191,03		
	Carried Forward to summary			R	

Signature		Name (print)	
Capacity		Date	
Name of firm			

Item	Description	Unit	Quantity	Rate	Amount
	<u>BILL NO.9</u>				
	Electrical				
9.1	Supply and installation of DB board	no	1,00		
9.2.1	All switches Schneider Series 2000 or equivalent and approved	no	4,00		
9.2.2	Make provision for the following:				
9.2.3	2 light points in the ladies toilets	no	2,00		
9.2.4	2 light points in the Mens toilets	no	2,00		
9.2.5	2 light points in the lobby area	no	2,00		
9.2.6	1 light point in the disabled toilet	no	1,00		
9.2.7	3 hand dryer points	no	3,00		
9.2.8	1 day-night sensor	no	1,00		
9.2.9	2 light points externally	no	2,00		
9.3.1	Light fittings:				
9.3.2	LED double tube fluorescent (1200 length)- Code KKA25 or equivalent and approved	no	2,00		
9.3.3	Round LED fluorescent to Disabled toilet	no	1,00		
9.3.4	Light fitting bulkhead LED round 13 W (4000K). White LGW 5201/25 ceiling mounted lights or equivalent and approved product (outside under eaves)	no	2,00		
9.4.1	Solar installation:				
9.4.2	Install a solar flat panel "ITS FLP 2.0 vertical" as supplied by "its Solar" or equivalent and approved	no	1,00		
9.4.3	Panel size: 2000x1000x80mm				
9.4.4	Install a solar powered pump for water circulation between solar geyser and panel	no	1,00		
	Carried Forward to Summary			R	

Signature		Name (print)	
Capacity		Date	
Name of firm			

Item	Description	Unit	Quantity	Rate	Amount
<u>BILL NO.10</u>					
Plumbing & Drainage					
10.1.1	Plumbing Labour and Piping	sum	1,00		
10.1.2	Only Cobra or equivalent and approved SABS piping to be used for water supply	sum	1,00		
10.1.3	New drainage run vented with GI vent valve as indicated	l/m	2,50		
10.1.4	Rodding eyes as required max spacing 25m	sum	1,00		
10.1.5	Any drainage pipes laid under floors or foundations to be cast in a 300x300 concrete sheath	sum	1,00		
10.1.6	All waste fitting must be connected to drainage system with a 50mm diameter PVC piping and where relavent anti-vac traps to be fitted to prevent anti-syphonage	sum	1,00		
10.1.7	New gulleys to be fitted with a 450x450 manhole cover and to be flush with the surrounding paving level	sum	1,00		
10.1.8	Installation of Solar panel and Solar geyser	sum	1,00		
10.2.1	Sanitaryware:				
	Paraplegic WC:				
10.2.2	Paraplegic WC complete Lecico or equivalent and approved product	no	1,00		
10.2.3	White wood toilet seat TSW1 or equivalent and approved product	no	1,00		
10.2.4	Grab rail- dogleg DL2 railman or equivalent and approved product	no	1,00		
10.2.5	Grab rail- GRC cistern rail 670mm or equivalent and approved product	no	1,00		
10.2.6	Basin white Hibiscus V 2H 510 or equivalent and approved product	no	1,00		
10.2.7	Trap- 32mm PVC basin P trap	no	1,00		
10.2.8	Basin waste- W/P brass 303-32	no	1,00		
10.2.9	Basin fixing bolts- bolt set FIXG: 8448Z0#1500212 or equivalent and approved product	no	1,00		
10.2.10	Taps 503-21B - Elbow pillar taps or equivalent and approved product	no	1,00		
10.2.11	Angle valves- Benkiser 1/2 G10 angle valves or equivalent and approved product	no	1,00		
10.2.12	Connecting hose - flexibale connected braded	no	1,00		
10.3.1	Sanitaryware to ladies and gents:				
	WC's				
10.3.2	Lecico Neon box suite including seat or equivalent and approved product	no	5,00		
10.3.3	Cut-off angle valve (one per WC)]	no	5,00		
10.3.4	Braided connector hose (one per WC)	no	5,00		

Signature		Name (print)	
Capacity		Date	
Name of firm			

		Carried Forward			R
		Brought Forward			R
Item	Description	Unit	Quantity	Rate	Amount
10.4.1	Basins				
10.4.2	Coral white wall mounted basin and floor pedestal set size 810x570x465 or equivalent and approved product	no	4,00		
10.4.3	Chrome pop-up basin waste	no	4,00		
10.4.4	Universal PVC P-trap	no	4,00		
10.5.1	Urinals				
10.5.2	Lecico BS550 urinal including brackets and waste or equivalent and approved product	no	3,00		
10.5.3	DPE 400mm bottle trap	no	3,00		
10.5.4	Walcro 330 UR 15mm diameter BSP exposed chrome DZR brass urinal flushing valve, strainer and no hold feature for single bowl urinal or equivalent and approved product	no	3,00		
10.6.1	Basin mixer				
10.6.2	Cobra Noka or equivalent and approved	no	4,00		
10.7.1	Shower mixer				
10.7.2	Cobra zambezi or equivalent and approved product	no	2,00		
10.8.1	Shower arm				
10.8.2	Cobra 026 shower arm with wall flange chrome MXM or equivalent and approved product	no	2,00		
10.9.1	Shower rose				
10.9.2	Cobra alto shower head- % function or equivalent and approved product	no	2,00		
10.10.1	Shower trap				
10.10.2	Cobra Square showerwaste 323 S and P-trap or equivalent and approved	no	2,00		
10.11.1	Bathroom accessories				
10.11.2	Franke toilet roll holder RODX71 or equivalent and approved product	no	6,00		
10.11.3	Franke hand dryer jet stream or equivalent and approved product	no	3,00		
10.11.4	1,25 litre stainless steel pump action soap dispenser	no	3,00		
10.11.5	stunning robe hook or equivalent and approved product	no	6,00		
10.12	Mirrors: Above every basin fit a 5mm thickness mirror size 600(w)x800(h) fixed with mirror mastic	no	4,00		
Carried Forward to Summary					R

Signature		Name (print)	
Capacity		Date	
Name of firm			



Item	Description	Unit	Quantity	Rate	Amount
	<p><u>BILL NO.11</u></p> <p>PROVISIONAL AMOUNTS</p> <p>NOTE: All tenderers are advised to study the Model Preambles for Trades before pricing this bill</p> <p>NOTE: Tenderers are referred to the definition of general attendance on nominated sub-contractors given in Clause 9 of the JBCC Preliminaries</p> <p>NOTE: All Provisional and Prime Cost Amounts are NET i.e: there is no cash discount</p> <p>NOTE: Under no circumstances may any Prime Cost – Provisional Amount, etc be extended at an amount lower than the amount given in the Bill</p> <p><u>STRUCTURAL ENGINEER</u></p> <p>Allow the Provisional Amount of R30,000.00 (Thirthy Thousand Rand) NET for Structural Engineering services</p> <p>Add for profit</p>				
1			Item		30,000
			%		
	Carried Forward to Summary			R	

Signature		Name (print)	
Capacity		Date	
Name of firm			

14. SUMMARY OF BILL OF QUANTITIES

- 14.1 The successful bidder should be able to provide a detailed breakdown of rates as per the BOQ as supplied by the Quantity Surveyor. The Tender must include contingency amount as stipulated and the retention will be applicable as per JBCC Minor Works Building Contract. All PC amounts to be included and are exclusive of VAT.
- 14.2 The Tendered Price must Include VAT. If the bidder is not a registered VAT vendor, it must be indicated as such in the summary of Bill of Quantities below
- 14.3 Tenderers are to allow for all labour and materials required for the complete execution of the works. The costs as reflected in the pricing schedule must reflect both.

Item #	Description	Amount (Cost of labour and materials)
	SUMMARY	
1	P&G's	
2	Earthworks, foundations & floorslabs	
3	Superstructure brickwork ground floor	
4	Roofing, ceilings & rainwater goods	
5	Doors, ironmongery & carpentry work	
6	Plasterwork	
7	Floor & wall coverings	
8	Painting	
9	Electrical	
10	Plumbing & drainage	
11	Provisional sums	
	SUB TOTAL	
	<u>Contingency amount</u>	R45 000-00
	SUB TOTAL	
	VAT 15%	
	TOTAL	
	Overstrand Municipality reserve the right not to award all the PC amount items	

Signature		Name (print)	
Capacity		Date	
Name of firm			

20. SCHEDULE OF SOCIAL RESPONSIBILITY PROJECTS

1. As part of the tender conditions bidders must participate in the social responsibility (community investment) initiative of the Municipality. It is therefore compulsory for Bidders to participate in at least one or more of the projects in paragraph 3 below.
2. The Tenderer's proposed implementation of social responsible projects must be provided in order to determine whether the Municipality's procurement is socially responsible.
3. Tenders can propose the following socio-economic project practices for consideration or identify additional projects:
 - 3.1. On the job training and development of staff (learnerships), particularly for the unemployed or young people including the recruitment of long-term job seekers and handicapped people;
 - 3.2. Young women / mothers upliftment / leadership programme;
 - 3.3. Skills development initiatives (technical and soft skills) must be provided by accredited and recognized institutions;
 - 3.4. Financial support / bursaries to previously disadvantaged youth;
 - 3.5. Youth leadership and empowerment projects;
 - 3.6. Early childhood development;
 - 3.7. Projects can be in collaboration with Local Community Based Organisations (CBOs), Non-Government Organisation (NGOs) and relevant local institutions;
 - 3.8. Business skills and enterprise support including mentoring of local enterprises; and
 - 3.9. Development of Parks and open spaces.

We hereby certify that it is our intention to implement the following social responsibility project(s) within the Overstrand Municipal area during the duration of this contract:

#	Description of Project	Designated Group and Community to be benefitting	Proposed Schedule of Implementation	Estimated monetary value of project (Including VAT)
1.				
2.				

MUNISIPALITEIT



MUNICIPALITY

#	Description of Project	Designated Group and Community to be benefitting	Proposed Schedule of Implementation	Estimated monetary value of project (Including VAT)
3.				
4.				
5.				

Number of pages attached to this page:	<input type="text"/>
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I, the undersigned, who warrants that I am duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule and attachments hereto are within my personal knowledge and are to the best of my belief both true and correct.



21. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER

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

Attach more pages if necessary.

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY		NAME OF FIRM			



22. FORM OF OFFER AND ACCEPTANCE

- NOTES:**
1. This form must be completed by both the successful bidder (Part 1) and the purchaser (Part 2).
 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.

1. OFFER

- 1.1. The employer, identified in the acceptance signature block, has solicited offers to enter into a contract in respect of the following works:
- 1.2. The bidder, identified in the offer signature block, has examined the draft contract as listed in the acceptance section and agreed to provide this offer.
- 1.3. By the representative of the bidder, deemed to be duly authorised, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the employer under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:	
In figures:	R
In words:	

- 1.4. This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the bid data, whereupon the bidder becomes the party named as the contractor in the conditions of contract identified in the contract data.

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



2. ACCEPTANCE

- 2.1. By signing this part of this form of offer and acceptance, the employer identified below accepts the bidder's offer. In consideration thereof, the employer shall pay the contractor the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the bidder's offer shall form an agreement between the employer and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 2.2. Deviations from and amendments to the documents listed in the bid data and any addenda thereto listed in the returnable schedules as well as any changes to the terms of the offer agreed by the bidder and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 2.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the bid documents and the receipt by the bidder of a completed signed copy of this agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

FOR OFFICIAL USE ONLY

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



23. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES

NOTE:

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

PART 1 (to be completed by the TENDERER)

1. I hereby undertake to render services described in the attached bidding documents to **Overstrand Municipality**, in accordance with the requirements and task directives / proposals specifications stipulated in Tender Number **SC2251/2021: New Ablution Facility at Kleinmond Municipal Yard.**, at the price(s) quoted as per pricing schedule.
2. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
3. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - Bidding documents, viz
 - (a) Invitation to bid
 - (b) Tax clearance certificate
 - (c) Pricing schedule(s)
 - (d) Filled in task directive/proposal
 - (e) Preference claims in terms of the Preferential Procurement Regulations 2017
 - (f) Declaration of interest
 - (g) Special Conditions of Contract; and
 - (h) General Conditions of Contract.
4. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

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



CONTRACT FORM - RENDERING OF SERVICES

PART 2 (to be completed by OVERSTRAND MUNICIPALITY)

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

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

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

24. DECLARATION BY TENDERER

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

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

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

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

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

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



PART C – DATABASE REGISTRATION

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

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



FOR OFFICE USE ONLY

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

PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

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

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

1.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

1.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

1.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

1.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

1.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

2 BID DECLARATION

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

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

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

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

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

Handtekening / Signature / Osayinileyo	Getuie / As Witness / Njengengqina



DECLARATION BY SUPPLIER

1. This document serves as a declaration to be used by the municipality in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. No Registration will be accepted from persons in the service of the state*.

2.(a) Any prospective supplier, having a kinship with persons in the service of the state, including a blood relationship, may in terms of current legislation register on the Municipality's Database. In view of possible allegations of favouritism, should a resulting bid, or part thereof, be awarded to suppliers connected with or related to persons in the service of the state, it is required that the supplier or his/her authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

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

- (i) abused the municipality's supply chain management system or committed any improper conduct in relation to such system;
- (ii) been convicted for fraud or corruption during the past five years;
- (iii) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years;
- (iv) being a person whose tax matters are not cleared by the South African Revenue Services; or
- (v) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

3.	In order to give effect to the above, the following questionnaire must be completed and signed before a Commissioner of Oaths.			
3.1	Print full Name:			
3.2	Company/CC Registration or ID Number:			
3.3	Are you presently <i>in the service of the state</i> ? *	YES	NO	
3.3.1	If so, furnish particulars.			
3.4	Have you been <i>in the service of the state</i> for the past twelve months?	YES	NO	
3.4.1	If so, furnish particulars.			
3.5	Do you, have any relationship (family, friend, other) with persons <i>in the service of the state</i> and who may be involved with the evaluation and or adjudication of any prospective bid?	YES	NO	
3.5.1	If so, furnish particulars.			
3.6	Are you, aware of any relationship (family, friend, other) between a supplier and any persons <i>in the service of the state</i> who may be involved with the evaluation and or adjudication of any bid?	YES	NO	
3.6.1	If so, furnish particulars.			
3.7	Are any of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
3.7.1	If so, furnish particulars.			
3.8	Is any spouse, child or parent of your company's directors, managers, principle shareholders or stakeholders <i>in the service of the state</i> ?	YES	NO	
3.8.1	If so, furnish particulars.			
3.9	Is the supplier or any of its directors/partners listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	YES	NO	
3.9.1	If so, furnish particulars.			



3.10	Is the supplier or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	YES		NO	
3.10.1	If so, furnish particulars.				
3.11	Was the supplier or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	YES		NO	
3.11.1	If so, furnish particulars.				
3.12	Does the supplier or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	YES		NO	
3.12.1	If so, furnish particulars.				
3.13	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES		NO	
3.13.1	If so, furnish particulars.				

CERTIFICATION

I, the undersigned, _____, certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.

Signature	Position	Date

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

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

COMMISSIONER OF OATHS

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

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

COMMISSIONER OF OATHS:-

Position: _____

Address: _____

Tel: _____

Apply official stamp of authority on this page:



MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

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

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

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

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

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

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

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

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

NB: Please attach certified copy(ies) of ID document(s)

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

Signature	Position	Date

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



National Small Business Act No. 102 of 1996 Classification

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



KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

<p>Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge te vereffen. Verskaf meegaande inligting en verkry asb. U bankiers se bevestiging.</p>	<p>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.</p>	<p>Yinkqubo kaMasipala waseOverstrand ukuhlawula abo kufuneka bebahlawule ngokufaka imali ebhankini. Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.</p>
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BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:												
Naam / Name / Igama												
Adres / Address / Idilesi												

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

1 =	Tjekrekening Cheque Account I-akhawunti yetshekhi	2 =	Transmissierekening Transmission Account I-akhawunti yokugqithisela	3 =	Soaarrekening Savings Account I-akhawunti vemali eqciniweyo
4 =	Verbandrekening Bond Account I-akhawunti yebhondi	5 =	(Nie in gebruik) (Not in use) Avisetvenziswa	6 =	Subskripsieaandeelrekening Subscription Share Account I-akhawunti vomrhumo wezabelo

<p>Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer.</p> <p>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.</p> <p>Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegetydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetalde geregistreerde pos.</p>	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Mna/Thina sicela/sigunyazisa uMasipala waseOverstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki yam/yethu.</p> <p>Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo.</p> <p>Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam/zethu zitshintshile kwaye ndiza/siza kubanika isaziso seentsuku ezingama-30 ndisi/sisthumele ngeleta erejistarishiweyo.</p>
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GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / USAYINO OLOGUNYAZISIWEYO	
VOORLETTERS EN VAN / INITIALS AND SURNAME / OONOBUMBA BOKUQALA BEGAMA KUNYE NEFANI	
TELEFOONNOMMER / TELEPHONE NUMBER / INOMBOLO YEFOWUNI	DATUM / DATE / UMHLA

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



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			