



TENDER NO.: SC 1531/2014

**THE COMPILATION AND MAINTENANCE OF THE GENERAL- AND
SUPPLEMENTARY VALUATION ROLLS FOR THE FINANCIAL YEARS
1 JULY 2015 TO 30 JUNE 2017**

PROCUREMENT DOCUMENT

NAME OF TENDERER:	
Total Bid Price (Inclusive of VAT)	REFER TO PRICING SCHEDULE ON PAGES 81 TO 82

OCTOBER 2014

PREPARED AND ISSUED BY:

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

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Carien de Beer
Administrative Officer: Valuations
Tel. Number: 028 313 8133

KLEINMOND Private Bag X3 Kleinmond; 7195 Tel: 028 271 8100 Fax: 028 271 4678	HERMANUS PO Box 20 Hermanus; 7200 Tel: 028 313 8000 Fax: 028 313 8048	STANFORD PO Box 84 Stanford; 7210 Tel: 028 341 0640 Fax: 028 341 0445	GANSBAAI PO Box 26 Gansbaai; 7220 Tel: 028 384 0111 Fax: 028 384 0241
TENDER DETAILS			
TENDER NUMBER:	SC1531/2014		
TENDER TITLE:	THE COMPILATION AND MAINTENANCE OF THE GENERAL- AND SUPPLEMENTARY VALUATION ROLLS FOR THE FINANCIAL YEARS 1 JULY 2015 TO 30 JUNE 2017		
CLOSING DATE:	2014/11/21	CLOSING TIME:	12H00
SITE MEETING:	DATE: N/A	TIME:	N/A COMPULSORY: N/A
SITE MEETING ADDRESS:	N/A		
CIDB GRADING REQUIRED:	NO	LEVEL AND CATEGORY:	N/A
BID BOX NO:	5	SITUATED AT: Overstrand Municipal Building, Magnolia Avenue, Hermanus. The bid box is generally open 24 hours a day, 7 days a week.	
OFFER TO BE VALID FOR:	90	DAYS FROM THE CLOSING DATE OF BID.	
TENDERER DETAILS			
NAME OF TENDERER:			
NAME OF CONTACT PERSON:			
PHYSICAL ADDRESS:		POSTAL ADDRESS:	
TELEPHONE #:		FAX NO.	
E-MAIL ADDRESS:			
DATE:			
SIGNATURE OF TENDERER:			
CAPACITY UNDER WHICH THIS BID IS SIGNED:			
PLEASE NOTE:			
1. Tenders that are deposited in the incorrect box will not be considered.			
2. Tender box deposit slot is 28cm x 2.5cm.			
3. Mailed, telegraphic or faxed tenders will not be accepted.			
4. If the bid is late, it will not be accepted for consideration.			
5. Bids may only be submitted on the Bid Documentation provided by the Municipality.			
ENQUIRIES MAY BE DIRECTED TO:			
	ENQUIRIES REGARDING BID PROCEDURES	TECHNICAL ENQUIRIES	
CONTACT PERSON:	BLAKE D'OLIVEIRA	CARIEN DE BEER	
TEL. #	028 313 5016	028 313 8133	

CONTENTS

	PAGE NUMBER
PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY	4
1. CHECKLIST	5
2. TENDER NOTICE & INVITATION TO TENDER	6
3. AUTHORITY TO SIGN A BID.....	7
4. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT	9
5. GENERAL CONDITIONS OF TENDER	18
6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS	20
7. MBD 4 – DECLARATION OF INTEREST	21
8. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 – PURCHASES/SERVICES (90/10).....	24
9. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES.....	30
10. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION.....	32
11. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES.....	34
12. MBD 16 – KEY PERFORMANCE INDICATORS	35
PART B – SPECIFICATIONS AND PRICING SCHEDULE	36
13. SPECIFICATIONS	37
14. SCHEDULE 1A - AFFIDAVIT, NOMINATION AND DECLARATION OF MUNICIPAL VALUER.....	60
15. SCHEDULE 1B - AFFIDAVIT, NOMINATION AND DECLARATION OF SUBSTITUTE MUNICIPAL VALUER	63
16. SCHEDULE 1 (C) - AFFIDAVIT, NOMINATION AND DECLARATION OF ASSISTANT MUNICIPAL VALUER	66
17. SCHEDULE 2 – HUMAN RESOURCES	69
18. SCHEDULE 3 – PROOF OF INSURANCE COMPLIANCE	70
19. SCHEDULE 4 – COMPUTER SYSTEMS	71
20. SCHEDULE 5 – DATA BACK UP AND DISASTER RECOVERY PLAN.....	72
21. SCHEDULE 6 – PROJECT WORK PLAN.....	73
22. SCHEDULE 7 – COPIES OF DULY AUTHORISED RESOLUTIONS WHERE THE TENDERER IS NOT A NATURAL PERSON.....	74
23. SCHEDULE 8 – STATEMENT OF ADDITIONAL SERVICES THAT THE TENDERER PROVIDE (IF ANY)	75
24. SCHEDULE 9 – PROOF OF SIMILAR PROJECTS COMPLETED WITHIN LOCAL GOVERNMENT SECTOR.....	76
25. PRE-QUALIFICATION SCORE SHEET.....	77
26. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER.....	79
27. PRICING SCHEDULE.....	80
28. MBD 7.2 – CONTRACT FORM – RENDERING OF SERVICES.....	83
29. DECLARATION BY TENDERER	85
PART C – DATABASE REGISTRATION	86



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

1. CHECKLIST

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

Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes	No	
Tax Clearance Certificate - Is an ORIGINAL and VALID Tax Clearance Certificate attached?	Yes	No	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes	No	
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	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes	No	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes	No	
MBD 15 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?	Yes	No	
MBD16 (Key Performance Indicators) - Is the form duly completed and signed?	Yes	No	
Specifications - Is the form duly completed and signed?	Yes	No	
Schedules 1 to 9 - Are the forms duly completed and signed and all requested documents attached?	Yes	No	
Pre-Qualification Criteria - Is the form duly completed and signed?	Yes	No	
Schedule of Work Experience of Tenderer - Is the form duly completed and signed?	Yes	No	
MBD 7.2 (Contract form – Services) - Is the form duly completed and signed?	Yes	No	
DATA BASE REGISTRATION - Is the form duly completed and signed? Are ALL the supporting documents attached?	Yes	No	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

2. TENDER NOTICE & INVITATION TO TENDER**TENDER NO. SC 1531/2014****THE COMPILATION AND MAINTENANCE OF THE GENERAL- AND SUPPLEMENTARY VALUATION ROLLS FOR THE FINANCIAL YEARS 1 JULY 2015 TO 30 JUNE 2017**

Tenders are hereby invited for **The Compilation and Maintenance of the General- and Supplementary Valuation Rolls for the Financial Years 1 July 2015 to 30 June 2017.**

Tender documents, in English, are obtainable from Friday, **31 October 2014**, at the offices of the Supply Chain Management Unit, Overstrand Municipality, Magnolia Avenue, Hermanus; Tel. 028 313 8064 from Ms. Rita Neethling between 08h30 and 15h30 upon payment of a **tender participation fee of R143.00 per set**. Alternatively the document may be downloaded free of charge from the website: www.overstrand.gov.za.

Sealed tenders, with: **Tender No. "SC 1531/2014: The Compilation and Maintenance of the General- and Supplementary Valuation Rolls for the Financial Years 1 July 2015 to 30 June 2017."** clearly endorsed on the envelope, must be deposited in **Tender Box No. 5** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus. Bids may only be submitted on the bid documentation issued by Overstrand Municipality.

The closing date and time of the tender is on **21 November 2014** at **12h00** and tenders will be opened in public immediately thereafter in the Supply Chain Management Committee Room, Hermanus Administration.

Tenders must be valid for 90 days after the closing date. Tenders shall be evaluated in terms of the Preferential Procurement Regulations, 2011 and bidders may claim preference points in terms of their B-BBEE status level of contribution.

The Overstrand Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the **General Conditions of Contract** and the **Supply Chain Management Policy** of the Overstrand Municipality.

Please refer enquiries to **Carien de Beer** at telephone number: **028 313 8133**.



3. AUTHORITY TO SIGN A BID

1. COMPANIES AND CLOSE CORPORATIONS

- 1.1. If a Bidder is a COMPANY, 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. 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**.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

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)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)

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

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



3. 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:	

4. CONSORTIUM

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 tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

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

Full Name of Consortium Member	Role of Consortium Member	% Participa-tion	Signature
SIGNED ON BEHALF OF PARTNER-SHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



4. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing 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.

Initial:	
-----------------	--



- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

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

4. Standards

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

5. Use of contract documents and information; inspection.

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

Initial:	
-----------------	--



- 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.

Initial:	
-----------------	--



- 8.7. Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

9. Packing

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

10. Delivery

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

11. Insurance

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

12. Transportation

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

13. Incidental

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:
 - 13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4. performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - 13.1.5. training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

Initial:	
-----------------	--



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 blue-prints, 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.

Initial:	
-----------------	--



19. Assignment

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

20. Subcontracts

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

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.4. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22 without the application of penalties.
- 21.5. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - 23.1.1. if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - 23.1.2. if the Supplier fails to perform any other obligation(s) under the contract; or
 - 23.1.3. if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess

Initial:	
-----------------	--



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

- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchase actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
 - 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
 - 23.6.2. the date of commencement of the restriction
 - 23.6.3. the period of restriction; and
 - 23.6.4. the reasons for the restriction.

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

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

Initial:	
-----------------	--

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.

Initial:	
-----------------	--



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

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

33. Transfer of contracts

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

34. Amendment of contracts

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

35. Prohibition of restrictive practices.

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

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

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

General Conditions of Contract (revised July 2010)

Initial:	
-----------------	--



5. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the “**Tender Number and Title**” clearly endorsed on the envelope, must be deposited in the **tender box indicated** at the offices of the Overstrand Municipality, Magnolia Avenue, Hermanus.
2. The tender must be lodged by the Tenderer in the tender box in the Main Cash Hall, Hermanus Municipal Offices, Magnolia Avenue, Hermanus

PLEASE NOTE:

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
 - 2.2. Tender box deposit slot is 28cm x 2.5cm.
 - 2.3. Mailed, telegraphic or faxed tenders will not be accepted.
 - 2.4. Documents may only be completed in black ink.
 - 2.5. The use of correction fluid/tape is not allowed.
 - 2.5.1. 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.
 - 2.5.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 2.6. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
 - 2.7. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
3. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 4. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
 5. A separate Tender box is provided for the reception of Tenders and no Tender will be considered which, subsequent to the closing hour for Tenders, may be found in another box.
 6. Tenders shall be opened in public at the Hermanus Municipal Offices as soon as possible after the closing time for the receipt of tenders.
 7. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;
 - 7.1. That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 7.2. The tenderer shall declare **all** the Municipal account numbers in the Overstrand Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
 8. This bid will be evaluated and adjudicated according to the following criteria:
 - 8.1. Relevant specifications
 - 8.2. Value for money
 - 8.3. Capability to execute the contract
 - 8.4. PPPFA & associated regulations

_____ *[insert any other criteria]*

Initial:	
-----------------	--

9. Invoices

All invoices must be forwarded to the following address:

Overstrand Municipality
PO Box 20
Hermanus, 7200

10. Value-Added Tax (VAT)

- 10.1. Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, Act 89 of 1991. The content of the invoice must contain sufficient information for audit purposes.
- 10.2. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 10.3. 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.
- 10.4. The VAT registration number of the Municipality is 4140106396.

11. Standard Payment Terms

- 11.1. All money owed by the municipality must be paid within 30 calendar days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.
- 11.2. Payment Cycles for the first 12 months of business with the Overstrand Municipality to Survivalist enterprises / Micro-enterprises
- 11.3. Survivalist enterprises / Micro-enterprises are entitled to a weekly payment cycle by the municipality.
- 11.4. In order to qualify for a weekly payment, a supplier must be classified as a Survivalist enterprises / Micro-enterprises on the Municipality's supplier database.
- 11.5. A weekly payment to Survivalist enterprises / Micro-enterprises is not a right in terms of this policy. Survivalist enterprises / Micro-enterprises may request such payments which may be made at the discretion of the Municipality.

Initial:	
-----------------	--



6. MBD 2 – TAX CLEARANCE CERTIFICATE REQUIREMENTS

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

1. In order to meet this requirement, bidders are required to complete in full the TCC 0001 form, “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be accepted.
4. In bids where Consortia / Joint Ventures / Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za
6. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as e-Filers through the website www.sars.gov.za

Initial:	
-----------------	--



7. MBD 4 – DECLARATION OF INTEREST

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

3.1.	Full Name of bidder or his or her representative																
3.2.	Identity Number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>															
3.3.	Position occupied in the Company (director, shareholder ² etc.)																
3.4.	Company Registration Number																
3.5.	Tax Reference Number																
3.6.	VAT Registration Number																

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

¹ MSCM Regulations: "in the service of the state" means to be –

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.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



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



3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

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

4. DECLARATION

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

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

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

³ MSCM Regulations: "in the service of the state" means to be –

1. a member of –
 2. any municipal council;
 3. any provincial legislature; or
 4. the National Assembly or the National Council of Provinces;
5. a member of the board of directors of any municipal entity;
6. an official of any municipality or municipal entity;
7. 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);
8. a member of the accounting authority of any national or provincial public entity; or
9. an employee of Parliament or a provincial legislature.



8. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 – PURCHASES/SERVICES (90/10)

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, 2011.

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 R1,000,000 (all applicable taxes included); and
- 1.1.2. the 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included).

1.2. The value of this bid is estimated to exceed R1,000,000 (all applicable taxes included) and therefore the 90/10 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
1.4.1. Price	90
1.4.2. B-BBEE status level of contribution	10
Total points for Price and B-BBEE must not exceed	100

1.5. Failure on the part of a bidder to fill in and/or to sign this form will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6. Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.7. The Municipality 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 Municipality.

2. DEFINITIONS

- 2.1. *“All Applicable Taxes”* includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2. *“B-BBEE”* means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3. *“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;
- 2.4. *“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;
- 2.5. *“Broad-Based Black Economic Empowerment Act”* means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6. *“Comparative Price”* means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7. *“Consortium or Joint Venture”* means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8. *“Contract”* means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9. *“EME”* means any enterprise with an annual total revenue of R5 million or less (except where Sector Charter Thresholds apply);
- 2.10. *“Firm Price”* means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11. *“Functionality”* means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12. *“Non-firm Prices”* means all prices other than “firm” prices;
- 2.13. *“Person”* includes a juristic person;
- 2.14. *“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;
- 2.15. *“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;
- 2.16. *“Total Revenue”* bears the same meaning assigned to this expression 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 and promulgated in the Government Gazette on 9 February 2007;
- 2.17. *“Trust”* means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18. *“Trustee”* means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1. The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3. Points scored must be rounded off to the nearest 2 decimal places.
- 3.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.



4. POINTS AWARDED FOR PRICE

4.1. 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:

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

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

5.1. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2. 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.
- 5.3. 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.
- 5.4. 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.
- 5.5. 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.
- 5.6. 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.
- 5.7. 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.
- 5.8. 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.

6. BID DECLARATION



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

6.1.1. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1	
6.1.1.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate	
6.1.1.2. 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).

7. SUB-CONTRACTING

7.1. Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i>	YES		NO	
7.1.1. If yes, indicate:				
7.1.1.1. what percentage of the contract will be subcontracted?				%
7.1.1.2. the name of the sub-contractor?				
7.1.1.3. the B-BBEE status level of the sub-contractor?				
7.1.1.4. whether the sub-contractor is an EME? <i>(Tick applicable box)</i>	YES		NO	

8. DECLARATION WITH REGARD TO COMPANY/FIRM

Name of Enterprise			
VAT registration number			
Company registration number			
TYPE OF ENTERPRISE <i>(Tick applicable box)</i>	Partnership / Joint Venture / Consortium		
	One person business / sole proprietor		
	Company		
	Close Corporation		
Describe principal business activities			
Company Classification <i>(Tick applicable box)</i>	Manufacturer		
	Supplier		
	Professional service provider		
	Other service providers, e.g. transporter, etc.		
TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS			



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-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 9.1. The information furnished is true and correct;
 - 9.2. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
 - 9.3. In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - 9.4. If the B-BBEE status level of contribution 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 –
 - 9.4.1. disqualify the person from the bidding process;
 - 9.4.2. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - 9.4.3. 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;
 - 9.4.4. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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
 - 9.4.5. forward the matter for criminal prosecution

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

FOR INFORMATION PURPOSES ONLY

PLEASE NOTE THE FOLLOWING REQUIREMENTS REGARDING VALIDATION OF B-BBEE SCORE.

1. EME B-BBEE STATUS LEVEL CERTIFICATES ISSUED BY AUDITORS AND ACCOUNTING OFFICERS AS CONTEMPLATED IN THE CLOSE CORPORATION ACT

- 1.1. Certificates issued by an Auditor or Accounting Officer will be issued on his or her letterhead with the practice number and contact number clearly specified on the face of the Certificate.
- 1.2. When confirming the validity of such a certificate, the following should be detailed on the face of the certificate:
 - 1.2.1. The Auditor's / Accounting Officer's letterhead with **FULL contact details**;
 - 1.2.2. The Auditor's / Accounting Officer's **practice number**;
 - 1.2.3. The name and **physical location of the measured entity**;
 - 1.2.4. The registration number and, where applicable, the VAT number of the measured entity;
 - 1.2.5. **The date of issue and date of expiry**;
 - 1.2.6. The B-BBEE Status Level of Contribution obtained by the measured entity; and
 - 1.2.7. The **total black shareholding** and **total black female shareholding**.

2. BIDDERS OTHER THAN EMES

These bidders **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.



9. 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:			



10. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁴ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

OVERSTRAND MUNICIPALITY

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - 5.1. has been requested to submit a bid in response to this bid invitation;

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

⁵ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



11. MBD 15 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003) - (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)
If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.**

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>
---	---



12. 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		
1.4.	OTHER:		
	(a)		
	(b)		
	(c)		
	(d)		
	(e)		
<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	



PART B – SPECIFICATIONS AND PRICING SCHEDULE

13. SPECIFICATIONS

1. INTRODUCTION (PROJECT BRIEF)

The Overstrand Municipality hereby invites tenders from experienced and suitably qualified valuers for the compilation and maintenance of a General Valuation Roll and Supplementary Valuation Rolls in terms of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), as amended, hereinafter referred to as the "Act", for all the areas within its area of jurisdiction. This includes:

1.1. Hermanus Administration

- 1.1.1. Fisherhaven
- 1.1.2. Hawston
- 1.1.3. Hermanus
- 1.1.4. Meerenbosch
- 1.1.5. Onrusrivier (Onrustrivier)
- 1.1.6. Rural/Farm area
- 1.1.7. Sandbaai
- 1.1.8. Vermont
- 1.1.9. Zwelihle

1.2. Gansbaai Administration

- 1.2.1. Franskraalstrand
- 1.2.2. Birkenhead
- 1.2.3. De Kelders
- 1.2.4. Gansbaai
- 1.2.5. Kleinbaai (van Dyksbaai)
- 1.2.6. Pearly Beach
- 1.2.7. Rural/Farm area

1.3. Stanford Administration

- 1.3.1. Stanford North
- 1.3.2. Stanford South
- 1.3.3. Rural/Farm area

1.4. Hangklip/Kleinmond Administration

- 1.4.1. Kleinmond
- 1.4.2. Rooi-Els
- 1.4.3. Bettys Bay
- 1.4.4. Pringle Bay
- 1.4.5. Rural/Farm area

The General Valuation Roll has a valuation date of 2 July 2015 and must be implemented on 1 July 2016. The successful Tenderer would thus be required to start work on the commencement date, which will be prior to 1 July 2015.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



The valuation process generates a substantial percentage of the Municipality’s revenue, therefore if the valuation services provided are not accurate, the Municipality could suffer significant loss of income. There is also a considerable customer service focus associated with the valuation process that influences the Municipality’s image.

The successful Tenderer must commit to strict confidentiality both during and after the valuation task.

The successful Tenderer must ensure that no conflict of interest occurs during the valuation process. In order to comply with Section 43(5) of the Act, the successful Tenderer must disclose all information regarding any property in which the Tenderer (or any members of the enterprise) or any spouse, parent, child, partner or business associate has a personal or private business interest.

The Municipality will provide the successful Tenderer with certain data as detailed in paragraph 14 of this document. Any additional data or information needed to fulfil the requirements of the Act and the specific requirements of the Municipality shall be for the sole account and responsibility of the successful Tenderer.

The Tenderer is obliged to complete Schedules 1 – 9, the pricing schedule and the pre-qualification criteria (even if the mentioned schedules and documents are not directly referred to in the tender specification information) as well as all the Procurement Documentation attached to this tender. **Failure to do so can result in disqualification.** This includes the submission of a project work plan in terms of Schedule 6 which will require that the Tenderer keeps to the time schedules detailed therein, as well as to the time schedules in paragraph 17 and 18 of this document.

2. DEFINITIONS

- 2.1. “Act”: means the Local Government: Municipal Property Rates Act, 2004 (Act No 6 of 2004), as amended, and any regulations made in terms of section 83 thereof;
- 2.1.1. “Assistant Municipal Valuer”: means a valuer as defined in terms of section 39 (2) of the Act;
- 2.1.2. “Commencement Date”: shall mean the first day following the signature date;
- 2.1.3. “Data Ownership”: all data obtained, collected and/or utilised in the compilation and maintenance of the General Valuation Roll and Supplementary Valuation Rolls belongs to the Municipality;
- 2.1.4. “Data Transfer”: all data utilised and/or collected by the Tenderer including that of the data capturers, will be transferred by the Tenderer to the Municipality on a minimum of a yearly basis and in a format mutually agreed upon;
- 2.1.5. “Date Draft Submission”: means the date upon which the Municipality if so required by them, needs the nominated person to submit data relevant to the Valuation Roll to enable the Municipality to use such data in the preparation of their rates policy and tariffs and to monitor the correctness of the Roll;
- 2.1.6. “Date of Final Submission”: shall mean the date upon which the certified roll/s are handed to the Municipal Manager by the nominated person;
- 2.1.7. “Date of valuation”: shall mean 2 July 2015;

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 2.1.8. “Good Standing”: means that the Tenderer and/or nominated person shall not be in any way lawfully indebted to the Municipality, and/or that such indebtedness shall not be older than thirty (30) days and/or that the Tenderer and/or nominated person has concluded an agreement or compromise to settle the indebtedness and is not in breach of such agreement or compromise;
- 2.1.9. “Final Delivery Certificate”: means the document issued by the Municipality confirming that all known errors and defects have been rectified and that the services and valuation rolls have been rendered in compliance with the Act together with all other terms and conditions of this tender;
- 2.1.10. “Letter of Acceptance”: means the written communication by the Municipality to the Tenderer recording the acceptance by the Municipality of the Tenderer(s) tender subject to any further terms and conditions to be included in the tender by agreement between the Tenderer and the Municipality;
- 2.1.11. “Municipality”: shall mean the Overstrand Municipality;
- 2.1.12. “Municipal Valuer”: means a valuer as defined in terms of section 39(1) of the Act;
- 2.1.13. “Nominated Person”: means a valuer nominated by the Tenderer who will comply with either the provisions of section 39(1) or section 39(2) of the Act;
- 2.1.14. “Section”: means a section of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004), as amended, and any regulations made in terms of Section 83;
- 2.1.15. “Signature Date”: means the date of the signed letter of acceptance;
- 2.1.16. “Specialised properties”: specialised properties are all properties other than residential dwellings, agricultural farming units, typical income producing properties and include inter alia the following type of properties:-
 - a. Regional shopping centres.
 - b. Hotels.
 - c. Conference centres.
 - d. Quarries.
 - e. Mines.
 - f. Grain depots.
 - g. Private hospitals.
 - h. Provincial and/or State buildings such as Civic Centres, Prisons, etc.
 - i. Harbours.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 2.1.17. "Substitute Nominated Person": means the person nominated to substitute the Municipal Valuer; shall include the form of tender and declaration, general tender conditions, tender specifications, all schedules and proposals completed and submitted by the Tenderer as the basis of services to be rendered and any further agreement entered into by the Tenderer in terms of the Municipality's General Conditions of Contract and all other schedules thereto;
- 2.1.18. "Tender": shall include: the form of tender and declaration, general tender conditions, tender specifications, all schedules and proposals completed and submitted by the Tenderer as the basis of services to be rendered and any further agreement entered into by the Tenderer in terms of the Municipality's general conditions or contract and all other schedules thereto;
- 2.1.19. "Tenderer(s)": means the Tenderer whose tender has been duly accepted by the Municipality; and
- 2.1.20. "Validity Period": shall be ninety (90) days from the closing date of this tender.

3. QUALIFICATIONS OF THE MUNICIPAL VALUER

In terms of Section 39(1) (a) of the Act only a person registered as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, 47 (Act No. 47 of 2000) may be designated as the Municipal Valuer.

The Tenderer must nominate the person to be designated as the Municipal Valuer by completing Schedule 1, this includes proof of registration as a Professional Valuer or Professional Associated Valuer as well as a detailed Curriculum Vitae. In Schedule 2, the Tenderer must provide a full list of names of all persons who will be involved in carrying out the valuations, as well as information about the capacity, qualifications and experience of each person involved. If new or replacement staff are appointed before or during the course of the valuation, the Municipality must be provided with a new list of names within ten (10) days after such appointment/amendment.

The Municipality reserves the right to fully investigate the qualifications, experience and performance of the Tenderer's nominated persons in terms of Schedule 1 and Schedule 2 hereof by reference to/from:

- 3.1. Previous Valuation Board hearings;
- 3.2. Appeal Board hearings;
- 3.3. Arbitration and Supreme Court hearings;
- 3.4. General standing of the nominated person/s within the valuation profession;
- 3.5. Any institutions/municipalities that similar services were provided to;
- 3.6. Any professional body that the nominated person/s is associated with; and
- 3.7. Interviews with the nominated person/s.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



The Tenderer’s nominated person/s if, appointed by the Municipality as either the Municipal Valuer and/or Assistant Municipal Valuer, may not cede or assign his appointment to any other valuer unless such cession and/or assignment has been approved in writing by the Municipality. Should such person/s for any reason whatsoever no longer be associated with or employed by the Tenderer, the Municipality reserves the right to cancel this agreement and hold the Tenderer and/or appointed Municipal Valuer liable for any damages it may suffer as a result thereof.

The Municipality shall not be obliged to approve any request for cession and/or assignment.

The nominated and designated Municipal Valuer and/or Assistant Municipal Valuer will be responsible for the full compliance of the functions and duties of the valuer as set out in the Act as well as fulfilling all the requirements of this tender.

The Municipal Valuer does by his signing of Schedule 1, bind himself jointly and individually with the Tenderer to fulfil all terms and conditions of this Tender together with all schedules.

The Municipal Valuer will be required upon appointment, to adhere in terms of Section 43(1) (c) with the Code of Conduct set out in Schedule 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

4. SERVICES REQUIRED

To compile and maintain a General Valuation Roll and Supplementary Valuation Rolls for the period: **1 July 2015 to 30 June 2017**, (The General Valuation Roll must be implemented on 1 July 2016) in terms of the Act and current and future related requirements.

The Tenderer’s nominated person/s will be required to undertake the following functions and/or services:

- 4.1. Designate in every Valuation Roll the usage of each property and in the case of Supplementary Valuation Rolls, the relevance of Section 78 of the Act.
- 4.2. Valuation of multiple purpose properties in terms of Section 9 of the Act and the review thereof.
- 4.3. Compile valuations in terms of Section 7(1) of the Act and subject to the provisions of Section 30(2) of the Act, where applicable.
- 4.4. Compliance with the provisions of Section 30 of the Act.
- 4.5. Compile the Valuation Rolls as at the date of valuation in terms of Section 31 of the Act [2 July 2015].
- 4.6. Comply fully with Section 34 of the Act - Functions of Municipal Valuer.
- 4.7. Assume responsibility for the performance of Data Collectors.
- 4.8. Comply with Section 37 of the Act - Delegation where applicable and if necessary.
- 4.9. Comply with Section 39 of the Act -Qualifications of municipal valuers.
- 4.10. Comply with Section 40 of the Act - Prescribed declarations.
- 4.11. Comply with Section 41 of the Act - Inspection of property within defined days and times.
- 4.12. Comply with Section 42 of the Act- Access to information.
- 4.13. Comply with Section 43 of the Act - Conduct of valuers.
- 4.14. Comply with Section 44 of the Act- Protection of information.
- 4.15. Comply with Section 45 of the Act-Valuation methodology and paragraph 13 hereof.
- 4.16. Comply with Section 46 of the Act - General basis of valuation.
- 4.17. Comply with Section 47 of the Act - Sectional title schemes.
- 4.18. Comply with Section 48 of the Act - Contents of Valuation Roll including any additional information that the Municipality may require in terms of this tender.
- 4.19. Comply with Section 51 of the Act - Objections will be received and recorded by the Municipality.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 4.20. Comply with Section 52 of the Act- Compulsory review.
- 4.21. Comply with Section 53 of the Act - Notification.
- 4.22. Comply with Section 69 of the Act - Decision of Valuation Appeal Board and Section 34(f).
- 4.23. Comply with Section 78 of the Act - Supplementary Valuations including annual reviews of multiple properties in terms of Section 9 and properties affected in terms of Section 15 of the Act.
- 4.24. Comply with Section 81 & 82 of the Act. The Tenderer shall provide and make available all data and valuations for purposes of internal monitoring by the Municipality as well as monitoring by the MEC for local government in terms of Section 81(1) of the Act and the Minister in terms of Section 82(1) of the Act. Such data will be available in a format that is easy to read, understand and interpret.

5. PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000

The Tenderer, as part of his function in collecting data on behalf of the Municipality, will be required to comply with the provisions of the Promotion of Access to Information Act, Act 2 of 2000.

In terms of the Promotion of Access to Information Act, the Municipality is obliged to provide certain information to the public.

Accordingly, the successful Tenderer will be required to compile a manual as required in terms of Section 51 of the above-mentioned Act, and submit that manual within two (2) weeks after the appointment date.

The Tenderer will not be required to provide information obtained in terms of Section 42 of the Act that is of a confidential nature, unless required to do so in terms of Section 44 of the said Act.

The Tenderer will however be required to supply any information that is of a general nature appearing in the Valuation Rolls and that is available to the public in the format prescribed by the Municipality.

Confidential Information is to be considered as data specific to a property and unique thereto where such information is not available to the public. Examples are: rentals, details of leases, purchase and sale of member’s interest in a close corporation, sale of shares in a company owning property, turnover clauses and property owner’s personal and contact details. Such information may only be disclosed in terms of Section 44 of the Act.

6. CONFIDENTIALITY

In the process of collecting data and information in terms of Section 42 of the Act, the Tenderer will have access to sensitive and confidential information. All data accessed, obtained or collected by the Tenderer and/or data collectors must at all times be kept confidential and not be disclosed. The Tenderer will comply in full with the provisions of Section 44 of the Act.

In addition, data may not be used for personal gain by the Tenderer or the Tenderer’s business, any employee, sub-contractor or any agent of the Tenderer or any other person, body or organisation receiving the information or data through the Tenderer, or any of their employees or agents.

Failure to observe these conditions will constitute a breach of contract, which could result in termination of this contract.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



7. DEFAULTS, PENALTIES AND RETENTION

7.1. Defaults

It is a specific condition of this tender that the Tenderer is required to perform his task to acceptable standards and shall be obliged to meet the deadlines determined by the Municipality.

In the event of the Tenderer not conforming to the standards required by the Municipality as contained in the tender document, the Tenderer shall be given thirty (30) days written notice to remedy such default failing which, the Municipality will be allowed to cancel this contract without further notice.

Serious default of this contract shall include, but not be limited to:

- 7.1.1. Non-compliance to submission dates;
- 7.1.2. Breach of confidentiality and/or conflict of interest;
- 7.1.3. Inadequate valuation performance in terms of Sections 51 and 52 of the Act and/or the results of any Valuation Appeal Board hearing arising from this tender;
- 7.1.4. Inadequate valuation results measured against monitoring;
- 7.1.5. Non-compliance with the Act and any other conditions referred to in this tender document;
- 7.1.6. Dishonesty; and
- 7.1.7. Corruption.

In the case of dishonesty or corruption, the Municipality may terminate this appointment with immediate effect on receipt of proof of a conviction. In all of the other events, the Municipality will give the Tenderer thirty (30) days' notice to remedy such default, failing which the Municipality shall cancel this tender without further notice.

The Municipality shall in either situation of: inadequate valuation performance being suspected by the Municipality and/or inadequate valuation results arising from internal, provincial or national monitoring, have the right to appoint a registered professional valuer of not less than ten (10) years registration to act as an adjudicator on behalf of the Municipality to investigate their suspicion. Such person shall consider the merits of the allegations made by the Municipality.

The nominated person as well as the Tenderer shall be obliged to provide all documentation required by such adjudicator as well as attend all sessions of inquiry and interviews with the said adjudicator. The adjudicator shall, in his findings and deliberations declare whether in his opinion the inadequate performance by the nominated person is a serious default or not. The findings of the adjudicator will be handed to the Municipality, the nominated person and Tenderer. The Municipality shall consider the findings of the adjudicator and shall thereafter take the necessary steps against the nominated person and/or the Tenderer. The nominated person and/or Tenderer shall have the right to reply in full to any questions, allegations or statements made by the adjudicator. The findings of the adjudicator shall be final and binding on both the Tenderer and nominated person.

Should the Municipality suffer any losses as a result of the default of the Tenderer and/or the nominated person/s, the Municipality shall further be entitled to recover all costs or damages, as well as the cost of re-appointing alternative valuers and other financial losses suffered by the Municipality, as a result of the default of the Tenderer and/or the nominated person/s, from the Tenderer.

The Municipality shall in addition to any of its other rights to claim damages from the Tenderer, be entitled to enforce the penalties detailed in section 6.2 of this document.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

7.2. Penalties

Upon failure to comply with deadlines as agreed upon in this contract, the Tenderer will be fined retrospectively to the agreed date on a daily basis to the amount of five hundred Rand (R500.00) per day until the terms of the agreement have been fulfilled. This step will take place notwithstanding the Municipality's rights and remedies and the right to claim damages.

Should it be apparent to the Municipality that, after the Tenderer has been advised in writing by the Municipality, the Tenderer is in default in complying with the deadlines as detailed in Section 13 of this tender document and that the Tenderer has failed to rectify such default within the amended time limit set by the Municipality, then in such event the Municipality shall be entitled to cancel the contract and appoint a substitute Tenderer. In such event, the Tenderer will supply the Municipality with all data collected in his possession and the Municipality reserves the right to offset any payment due to the Tenderer against the cost of appointing another person to fulfil the requirements of this tender. If the cause of delay is due to the Municipality not supplying the Tenderer with agreed data, or other delays caused by the Municipality themselves, then in such event, the Municipality shall not be entitled to enforce this clause.

7.3. Retention

7.3.1. The Municipality shall retain an amount equal to ten per cent (10%) of all payments made. Such retentions shall be paid over to the Tenderer within twenty-one (21) days of the Final Delivery Certificate having been issued by the Municipality in terms of the definition hereof.

8. INSURANCE

8.1. The Tenderer must submit proof in terms of Schedule 3 hereof relating to Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R1,000,000.00 and Public Liability Insurance held by the Tenderer for a minimum value of R5,000,000.00.

9. GENERAL VALUATION SUMMARY

This tender requires a General Valuation Roll to be compiled in terms of Section 34(b) of the Act together with the compilation of annual Supplementary Valuation Rolls.

The following is a summary of the estimated number of properties to be valued:

ITEM NO	DESCRIPTION	ESTIMATED NO. OF PROPERTIES
1.	Residential properties (including Sectional Titles)	30043
2.	Business and Commercial Properties (Includes Industrial and Sectional Titles)	1473
3.	Agricultural properties (including small holdings)	247
4.	State owned – use for Public Service Purposes	34
5.	Public Service Infrastructure (PSI) / Public Open Space (POS)	736
6.	Public Benefit Organisations	170
7.	Multiple purpose properties	72
8.	Vacant Land	6947
9.	Municipal properties (including vacant land, PSI etc.)	1782
10.	Protected Areas	113
TOTAL ESTIMATED NUMBER OF ENTRIES		41617

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



The Tenderer shall base their tender on the number of entries above. Upon submission of the certified General Valuation Roll, an adjustment based on the actual number of entries as reflected in the Property Master will be made and compared to the above estimate. The tender price will then be adjusted *pro rata* on the difference of entries and the price will be calculated on the type of category relating to the entry under item 1.1 to 1.10 of the Pricing Schedule hereof.

10. SUPPLEMENTARY VALUATIONS

A Supplementary Valuation Roll must be compiled at least once a year for the periods:

- 10.1. July 2015 to 30 June 2016.
- 10.2. 1 July 2016 to 30 June 2017.

The Tenderer will be required to submit a certified Supplementary Valuation Roll to the Municipal Manager no later than three (3) weeks after the end date as determined by the Municipality.

The Municipality will require that the Tenderer maintain a register of all Supplementary Valuations in the course of being compiled by the Tenderer.

All terms, conditions and references applicable to the compilation of the General Valuation Roll shall be applicable to the compilation of the Supplementary Valuation Rolls.

The cost of compiling Supplementary Valuation rolls and the maintenance thereof shall be based on the fees as set out in the Pricing Schedule.

11. OBJECTIONS

The Tenderer must comply with the provisions of Sections 51, 52 & 53 of the Act. The cost of complying with the objection process is reflected in the Pricing Schedule.

12. APPEALS

The Tenderer must attend all hearings of the Valuation Appeal Board. The cost of attending the hearings is reflected in the Pricing Schedule.

13. DATA COLLECTION

The Tenderer will be fully responsible for the obtainment of all data necessary to compile the General Valuation Roll and Supplementary Valuation Rolls.

The data collected by the Tenderer must be capable of being checked, audited, verified and monitored.

The collection of data on behalf of the Municipality is crucial in the determination of true and accurate municipal valuations.

Where the Tenderer has made use of aerial photography and/or satellite imagery such aerial photographs and/or satellite imagery will become the property of the Municipality and the Tenderer shall have no lien thereon.

Notwithstanding Section 45(2) (a) of the Act, whereby inspections are optional, the Tenderer will be required to adhere to the following minimum data collection requirements:

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



13.1. Residential Properties

- 13.1.1. Erf
- 13.1.2. number.
- 13.1.3. Subdivision number (if applicable).
- 13.1.4. Extent of the erf.
- 13.1.5. Date of purchase (where available).
- 13.1.6. Purchase price (where available).
- 13.1.7. Multiple uses (if applicable).
- 13.1.8. Name of owner (including part owners).
- 13.1.9. Physical / street address of the property.
- 13.1.10. Postal address (where available).
- 13.1.11. Category (in terms of Section 8(2) of the Act).
- 13.1.12. Usage of property.
- 13.1.13. Zoning of property.
- 13.1.14. Value of property.
- 13.1.15. Surveyor General Code.
- 13.1.16. Age.
- 13.1.17. Adverse features i.e. next to informal settlement, busy road, etc.
- 13.1.18. Condition and rating.
- 13.1.19. Number of storeys.
- 13.1.20. Quality.
- 13.1.21. Size of dwelling/s, outbuildings and other structures on the property, special features i.e. swimming pool, walling, and topography/slope.
- 13.1.22. View.

13.2. Sectional Title Schemes

- 13.2.1. Erf number.
- 13.2.2. Subdivision number (if applicable).
- 13.2.3. Extent of the erf.
- 13.2.4. Date of purchase (where available).
- 13.2.5. Purchase price (where available).
- 13.2.6. Multiple uses (if applicable).
- 13.2.7. Name of owner (including part owners).
- 13.2.8. Physical / street address of the property.
- 13.2.9. Postal address (where available).
- 13.2.10. Category (in terms of Section 8(2) of the Act).
- 13.2.11. Usage of property.
- 13.2.12. Zoning of property.
- 13.2.13. Value of property.
- 13.2.14. Surveyor General Code.
- 13.2.15. Age.
- 13.2.16. Adverse features.
- 13.2.17. Condition of section.
- 13.2.18. Condition of scheme.
- 13.2.19. Developable Land reserved for future extension to scheme.
- 13.2.20. Exclusive use areas.
- 13.2.21. Floor level.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 13.2.22. Name of scheme.
- 13.2.23. No of storeys in the scheme.
- 13.2.24. Participation quota.
- 13.2.25. Positive features.
- 13.2.26. Registration no of scheme unit and flat no.
- 13.2.27. Unit type i.e. simplex, duplex, etc.
- 13.2.28. View

13.3. Business, Commercial and Industrial Properties (Income Producing Properties)

- 13.3.1. Erf number.
- 13.3.2. Subdivision number (if applicable).
- 13.3.3. Extent of the erf.
- 13.3.4. Date of purchase (where available).
- 13.3.5. Purchase price (where available).
- 13.3.6. Multiple uses (if applicable).
- 13.3.7. Name of owner (including part owners).
- 13.3.8. Physical / street address of the property.
- 13.3.9. Postal address (where available).
- 13.3.10. Category (in terms of Section 8(2) of the Act).
- 13.3.11. Usage of property.
- 13.3.12. Zoning of property.
- 13.3.13. Value of property.
- 13.3.14. Surveyor General Code.
- 13.3.15. Age.
- 13.3.16. Name of the building (if applicable)
- 13.3.17. Name of the establishment.
- 13.3.18. Flat / door number if applicable.
- 13.3.19. Condition rating.
- 13.3.20. Description of units i.e. 12 x 1 bedroom flats, 6 x ground floor shops.
- 13.3.21. Expenditure in relation to the income.
- 13.3.22. Lettable or usable area.
- 13.3.23. Gross building area.
- 13.3.24. Other income factors e.g. car bays.
- 13.3.25. Quality of building rating.
- 13.3.26. Rentals actual and/or estimates provided by agents, tenants, landlords etc.
- 13.3.27. Sales capitalization rates and other information obtained from agents, brokers, purchasers, etc.
- 13.3.28. Remaining land for development.
- 13.3.29. Turnover sales if available.

13.4. Specialised Properties

- 13.4.1. This includes: Regional shopping centres, Hotels, Conference Centres, Quarries, Mines, Grain Depots, Private Hospitals, Harbours and Provincial and/or State buildings such as Civic Centres and Prisons.
- 13.4.2. Erf number.
- 13.4.3. Subdivision number (if applicable).

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 13.4.4. Extent of the erf.
- 13.4.5. Date of purchase (where available).
- 13.4.6. Purchase price (where available).
- 13.4.7. Multiple uses (if applicable).
- 13.4.8. Name of owner (including part owners).
- 13.4.9. Physical / street address of the property.
- 13.4.10. Postal address (where available).
- 13.4.11. Category (in terms of Section 8(2) of the Act).
- 13.4.12. Usage of property.
- 13.4.13. Zoning of property.
- 13.4.14. Value of property.
- 13.4.15. Surveyor General Code.
- 13.4.16. Age.
- 13.4.17. Data relating to specific type of property e.g. number of beds in hospital etc.
- 13.4.18. Schedule reflecting description and use of buildings.
- 13.4.19. Size of all buildings.
- 13.4.20. Where mining land is held under separate mining title all details of the activities relating to the title must be stated in full including inter alias- size and description of buildings and improvements that are not deemed to be plant or equipment

13.5. Agricultural Properties (Including Smallholdings)

- 13.5.1. Farm/ erf number.
- 13.5.2. Subdivision number (if applicable).
- 13.5.3. Extent of the erf.
- 13.5.4. Date of purchase (where available).
- 13.5.5. Purchase price (where available).
- 13.5.6. Multiple uses (if applicable).
- 13.5.7. Name of owner (including part owners).
- 13.5.8. Physical / street address of the property.
- 13.5.9. Postal address (where available).
- 13.5.10. Category (in terms of Section 8(2) of the Act).
- 13.5.11. Usage of property.
- 13.5.12. Zoning of property.
- 13.5.13. Value of property.
- 13.5.14. Surveyor General Code.
- 13.5.15. Age.
- 13.5.16. Analysis of land use e.g. Irrigation, dry land, grazing, homestead land etc.
- 13.5.17. Description of all buildings including use, condition and functionality.
- 13.5.18. Schedule of estimated building sizes.
- 13.5.19. Investigation of land claims, land tenure etc.

13.6. Urban Vacant Land

- 13.6.1. Erf number.
- 13.6.2. Subdivision number (if applicable).

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 13.6.3. Extent of the erf.
- 13.6.4. Date of purchase (where available).
- 13.6.5. Purchase price (where available).
- 13.6.6. Multiple uses (if applicable).
- 13.6.7. Name of owner (including part owners).
- 13.6.8. Physical / street address of the property.
- 13.6.9. Postal address (where available).
- 13.6.10. Category (in terms of Section 8(2) of the Act).
- 13.6.11. Usage of property.
- 13.6.12. Zoning of property.
- 13.6.13. Value of property.
- 13.6.14. Surveyor General Code.
- 13.6.15. Age.
- 13.6.16. Adverse features.
- 13.6.17. Positive features.
- 13.6.18. Topography/slope.
- 13.6.19. Soil conditions.
- 13.6.20. Services available.
- 13.6.21. View

13.7. Registered Leases

- 13.7.1. Erf Number.
- 13.7.2. Subdivision number (if applicable).
- 13.7.3. Extent of the erf.
- 13.7.4. Date of purchase (where available).
- 13.7.5. Purchase price (where available).
- 13.7.6. Multiple uses (if applicable).
- 13.7.7. Name of owner (including part owners).
- 13.7.8. Physical / street address of the property.
- 13.7.9. Postal address (where available).
- 13.7.10. Category (in terms of Section 8(2) of the Act).
- 13.7.11. Usage of property.
- 13.7.12. Zoning of property.
- 13.7.13. Value of property.
- 13.7.14. Surveyor General Code.
- 13.7.15. Age.
- 13.7.16. Relevant characteristics of leasehold.

13.8. Public Service Infrastructure / Public Open Space

- 13.8.1. Erf Number.
- 13.8.2. Subdivision number (if applicable).
- 13.8.3. Extent of the erf.
- 13.8.4. Date of purchase (where available).
- 13.8.5. Purchase price (where available).
- 13.8.6. Multiple uses (if applicable).
- 13.8.7. Name of owner (including part owners).
- 13.8.8. Physical / street address of the property.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 13.8.9. Postal address (where available).
- 13.8.10. Category (in terms of Section 8(2) of the Act).
- 13.8.11. Usage of property.
- 13.8.12. Zoning of property.
- 13.8.13. Value of property.
- 13.8.14. Surveyor General Code.
- 13.8.15. Age.
- 13.8.16. All relevant data including description, size and use of buildings.
- 13.8.17. All equipment and/or machinery relating to Public Service Infrastructure must be excluded from the valuation process.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



13.9. General

Property sales are to be comprehensively inspected and analysed during the compilation and maintenance phase of this tender. Such analysis must be fully documented and made available for internal and external monitoring purposes. Sales are to be distinguished between vacant and improved sales.

Records relating to rentals, vacancies, expense ratios, capitalization rates, construction costs and any other data that will have a bearing on the influence of market value are to be documented, recorded and analysed during the duration of this tender.

Building plans are to be verified and checked against actual buildings erected on the property and the data collected must reflect an “as is” situation found on the site. Categories of properties as well as multiple purpose properties are to be reflected.

Actual use and town planning zonings are to be reflected. This includes illegal uses.

All data collected will be internally monitored, verified and checked by the Municipality on an on-going basis.

The Municipality does not guarantee the accuracy or correctness of any data supplied to the Tenderer and it is the responsibility of the Tenderer to check and correct any such data supplied.

All data provided, inclusive of the Valuation Rolls must be fully compatible with the SAMRAS DB4 financial billing system of the Municipality. Data must therefore be submitted to the Municipality in a format that is recognizable by SAMRAS DB4 e.g. the suburb codes, erf numbers and subdivisions must correspond with the current data on the system.

14. INFORMATION AND SERVICES TO BE PROVIDED BY THE MUNICIPALITY AND/OR THE TENDERER

14.1. Upon appointment, the municipality will provide the tenderer with the following data:

- 14.1.1. Current General Valuation Roll.
- 14.1.2. Copies of all Supplementary Valuation Rolls.
- 14.1.3. Other available data such as field sheets, valuation records etc. (Immediately when these are available).

14.2. Data relating to the compilation of valuation rolls

Note: If the Tenderer decides to make use of aerial photography and/or satellite imagery, the cost of this must be included in the total Tender amount. Aerial photography and/or satellite imagery will not be supplied by the Municipality and the Municipality will not refund any costs that the Tenderer might incur by obtaining these aids.

The Municipality will make the following data and information available to the Tenderer.

14.2.1. General valuation roll

- 14.2.1.1. Building plans.
- 14.2.1.2. Property information as recorded on the Municipal Billing system. Deeds information for certain properties (difficult cases/ disputes).
- 14.2.1.3. Geographic Information Systems (GIS) maps and Surveyor General (SG) codes.
- 14.2.1.4. Copies of all consent use applications approved.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



- 14.2.1.5. Copies of all township applications, rezoning, subdivisions, consolidations and notaries approved by the Municipalities.
- 14.2.1.6. Copies of all policy decisions relating to immovable property within the Municipality.
- 14.2.1.7. List of all new water & electricity connections for specified period.
- 14.2.1.8. Development plans
- 14.2.1.9. List of registrations/sales data for specified period.
- 14.2.1.10. Monuments and heritage buildings.
- 14.2.1.11. Occupation certificates where needed and available.
- 14.2.1.12. Reports on properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements.
- 14.2.1.13. Town planning schemes.
- 14.2.1.14. Municipal Property Rates Policy.

14.2.2. Supplementary valuation rolls

- 14.2.2.1. Monthly schedule of completed buildings + building plans.
- 14.2.2.2. Deeds information downloads in respect of property changes.
- 14.2.2.3. GIS maps where needed.
- 14.2.2.4. Monthly copies of all consent use applications approved.
- 14.2.2.5. Monthly copies of all township applications, rezoning, subdivisions, consolidations and notaries approved by the Municipalities.
- 14.2.2.6. Monthly copies of all policy decisions relating to immovable property within the Municipality.
- 14.2.2.7. Monthly list of all new water & electricity connections
- 14.2.2.8. Changes to development plans.
- 14.2.2.9. Monthly list of all new registrations / sales data
- 14.2.2.10. Monuments and heritage buildings declared from time to time.
- 14.2.2.11. Occupation certificates where needed and available.
- 14.2.2.12. Reports on properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements - on-going basis.
- 14.2.2.13. With each approved Township Proclamation or opening of a Township Register: a copy of the proclamation notice, the amendment scheme and services agreement.
- 14.2.2.14. Municipal Property Rates Policy.

15. PRINTING AND BINDING OF VALUATION ROLLS

The Tenderer shall be responsible for providing five (5) certified copies of the General and Supplementary Valuation Rolls. The Valuation Rolls shall be printed in A3 or A4 format, back to back and shall be appropriately indexed.

The Valuation Rolls shall be spirally bound and each volume shall be numbered and contain a cover and back page. All pages of the Valuation Rolls shall be consecutively numbered. The printing and binding of the Valuation Rolls shall be for the account of the Tenderer. In addition, the Tenderer shall provide the Municipality with an electronic copy in Excel format of the Valuation Rolls on the date of submission of the printed versions.

Additional copies of the General Valuation Roll and/or Supplementary Valuation Rolls will be supplied by the Tenderer at a cost as indicated in the Pricing Schedule attached to this document.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



16. VALUATION SYSTEM

In Schedule 4 the Tenderer must submit a detailed inventory of its computer systems and equipment to prove compliance with this tender. The table in Schedule 4 must be completed.

16.1. General

The Tenderer must confirm to the Municipality that its valuation system will be adequately capable of producing the General and Supplementary Valuation Rolls. The minimum, requirements of the Valuation System must be as follows:-

- 16.1.1. The Valuation System must be compatible with the SAMRAS DB4 financial billing system of the Municipality.
- 16.1.2. The Valuation System must have an audit trail and the system must be able to verify all data that has an influence on values.
- 16.1.3. It must have adequate securities and controls to ensure that critical valuation data cannot be manipulated or corrupted.
- 16.1.4. The Valuation System must be capable of recording objections and appeals and must reflect:
 - 16.1.4.1. Name of objector.
 - 16.1.4.2. Name of owner.
 - 16.1.4.3. Objection number.
 - 16.1.4.4. Entry required by objector.
 - 16.1.4.5. Decision of valuer.
 - 16.1.4.6. Reasons of valuer.
 - 16.1.4.7. Decision of Valuation Appeal Board.
 - 16.1.4.8. Historic records of all objections lodged in terms of the Act against the property from date of commencement and for the full duration hereof.
- 16.1.5. The Valuation System must be capable of storing inter alia: Building plan data where used in the valuation process and all other pertinent data. Such data must be capable of being linked to each erf in a way that a full history of all data from date of appointment in terms of this tender, pertaining to that erf can be extracted by reference to that erf.
- 16.1.6. The Valuation System must also be able to extract property information e.g. information on the number of vacant properties, and other information that the Municipality may require for statistical purposes.

16.2. Data Back Up and Disaster Recovery Plan

The Tenderer shall ensure that the data protection policy implemented by the Tenderer is within the specifications and requirements of the Municipality for the full period of this tender, Schedule 5 must be completed in this regard.

All data collected by the Tenderer is the property of the Municipality. The Tenderer will be required at all times to fully protect such data against theft, data corruption, data espionage and data loss.

The maintenance and protection of data on behalf of the Municipality is crucial. The Tenderer will ensure that all data protected and backed up is capable of being restored and re-installed into the Valuation System of either the Municipality or the Tenderer in less than seven (7) working days from date of data disaster.

Where Tenderer utilizes data collection methods such as aerial photographs, electronic measurements, GIS etc. such data will also have to be fully protected and capable of resto-

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

ration in the event of a data disaster. All such data will be made available to the Municipality in a format specified by the Municipality.

The Municipality reserves the right to appoint either its own officials to assess the data protection and disaster recovery procedure or appoint independent specialists to evaluate and consider the merits and adequacy of the plan as set out under Schedule 5 hereof.

The Tenderer will comply with the following minimum requirements for data protection and data recovery:

- 16.2.1. The Tenderer will ensure that all data collected manually on paper is scanned into PDF document 'read only' format.
- 16.2.2. The Tenderer shall keep an original copy of the document in conjunction with the document in electronic PDF format stored on magnetic based media.
- 16.2.3. The Tenderer shall enforce all other static documents formats are set as 'read only' and set the relative permissions on GIS and all third party data.
- 16.2.4. All data stored on any magnetic based media shall be hosted by an operating system capable of setting security permissions down to the individual file level.
- 16.2.5. The Tenderer will ensure that all servers hosting the documents referred to in this paragraph and schedule are protected and accessed at server level by the Tenderer's appointed network administrator/s only.
- 16.2.6. The Tenderer will ensure strong password protection at the administrator level on the servers referred to in this section.
- 16.2.7. The Tenderer will ensure that all metadata stored in custom designed relational database systems, cannot be altered once entered into the database and must be protected by the maximum levels of protection recommended by the manufacturers and as set out in this schedule.
- 16.2.8. All data output from a relational database system will be provided and made available in an approved format to the Municipality.
- 16.2.9. The Tenderer will ensure that all data is properly backed up and safeguarded with due regard to good practice in this regard.

16.3. Data Transfer

Data must be compatible with the SAMRAS DB4 financial billing system used by the Municipality.

Bulk data transfer must be made available to the Municipality in the format specified by the Municipality at any time.

The Tenderer will ensure secure site protocols are enforced for all website/internet available data.

17. KEY TASK FUNCTIONS

The Tenderer(s) will be required to follow the stages set out below and comply with the following deadlines with regards to the General Valuation Roll:-

STAGE	DESCRIPTION	DEADLINE (DATE)
1	Initial data collection, property information on billing system, existing Valuation Roll download, establishment of master file, comparison between newly created property master and existing municipal valuation records.	1 April 2015
2	Obtain new data necessary to compile valuations: Includes inspection, data capture, sales, measurements, rentals, expense ratios, etc.	1 August 2015
3	Compile valuations.	1 October 2015

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

4	Submission of the Draft General Valuation Roll: Monitoring of the roll by both the Tenderer and the Municipality.	1 November 2015
5	Corrections to the Draft General Valuation Roll and Submission of the certified General Valuation Roll to the Municipal Manager.	1 January 2016
6	Completion of the Objections process as prescribed in the Act.	1 April 2016
7	Completion of the Appeals process as prescribed in the Act.	30 June 2016
Implementation of the General Valuation Roll by the Municipality		1 July 2016
8	Submit all data or copies thereof to the Municipality and the issuing of a final delivery certificate.	1 August 2016

The Tenderer must answer to any valuation related queries within seven (7) days after the query was sent to the Tenderer by the Municipality.

Any changes in the deadlines are to be agreed upon by both parties and be confirmed in writing.

18. REQUIREMENTS PER STAGE:

Accurate data collection is critical during the duration of the entire contract. The Tenderer will have to ensure that the data collected can be monitored and verified by the Municipality. Critical data that has a direct effect on valuations, i.e. size, zoning, values, etc. must be able to be fully audited by way of an acceptable audit trail.

Failure to meet the initial deadlines will result in a cumulative knock-on effect with regard to the submission of the certified roll and subsequent rendering of Municipal rates and taxes accounts.

Although stages may overlap each other, it is critical that each stage be completed within the prescribed deadlines. Deadlines may only be changed with the written approval of the Municipality.

18.1. STAGE 1: Initial Data Collection

- 18.1.1. Obtain the following:
- 18.1.2. Copy of the current General Valuation Roll.
- 18.1.3. All Supplementary Valuation Rolls.
- 18.1.4. Cadastre information.
- 18.1.5. All the property information from the Municipal billing system.
- 18.1.6. Download all data onto the Tenderer's Valuation System and create property master.
- 18.1.7. Download other data in terms of Section 48(2).
- 18.1.8. Order aerial/satellite photographs - not provided by the Municipality.

18.2. STAGE 2: Obtaining New Data:

This Stage includes inspections, measurements, extracting sales, completing field sheets, completing data capture forms, updating of historic sales, obtaining relevant data applicable to specific property types, i.e. rentals, turnover, yields, etc.

18.3. STAGE 3: Valuation Compilation:

Analysis of all data and compiling of valuations.

18.4. STAGE 4: Submission of the Draft General Valuation Roll:

The Draft General Valuation Roll must be internally monitored by both the Tenderer and the Municipality.

18.5. STAGE 5: Corrections to the Draft General Valuation Roll and Submission of the Certified General Valuation Roll to the Municipal Manager:

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



The draft Valuation Roll must be amended and/or corrected if necessary after internal monitoring, both by the Tenderer and the Municipality. This includes cross boundary monitoring within the Municipal area if applicable and a review of sales and valuations between date of commencement of the process and date of valuation.

After correcting the draft Valuation Roll, and after receiving confirmation from the Municipality that all is in order, the Tenderer shall bind and certify the roll for submission to the Municipal Manager.

18.6. STAGE 6: Completion of the Objections Process:

The Tenderer will be obliged to attend to the following:

- 18.6.1. Receive objections in terms of Section 50(5) of the Act.
- 18.6.2. Comply with Section 51 and where Section 52(1) is applicable, comply with Section 52(a) of the Act.
- 18.6.3. Comply with Sections 53(1) and 53(3) of the Act.

18.7. STAGE 7: Appeals Process:

In terms of Section 34(f) of the Act, the Tenderer shall be obliged to attend all sittings of the Valuation Appeals Board.

18.8. STAGE 8: Implementation of the General Valuation Roll by the Municipality:

The Tenderer will available during the week of 1 July and 2 weeks thereafter to answer any queries that might arise from the Municipality with regards to the implementation of the Valuation Roll.

18.9. STAGE 9: Submission of all Data or Copies thereof to the Municipality & the Issuing of Final Delivery Certificate

The Tenderer will have to ensure that within 30 (thirty) days of the implementation of the General Valuation Roll and each Supplementary Valuation Roll and thereafter, that a copy of all data in their possession has been provided to the Municipality in both an electronic and hard copy format. A final delivery certificate can only be issued once this provision has been fulfilled.

To enable the Municipality to issue a final delivery certificate, the Tenderer shall issue a signed declaration that he has transferred copies of all data in electronic and hard copy format to the Municipality and will continue to do so at monthly intervals thereafter. The final delivery certificate will only be issued once Stages 1 – 8 have been completed to the satisfaction of the Municipality.

19. PUBLIC PARTICIPATION AND AWARENESS

The Tenderer may be required to attend meetings in regard to the rating policy as well as being involved in public awareness relating to the valuation process.

The Tenderer may be required by the Municipality to handle all valuation enquiries on their behalf particularly during the objection notice period and the months during which the first rates account based on the new Valuation Roll are levied. The costs hereof are set out in the Pricing Schedule attached to this document.

If the Municipality elect to require the Tenderer to participate in public awareness and/or public participation, they shall issue a schedule of their requirements which they will attach to this tender.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

20. METHODS OF PAYMENT:**20.1. General Valuation Roll:**

The Municipality will pay the Tenderer on a progress basis measured against performance of each stage with regards to the General Valuation Roll.

Note: First payment must be claimed after 1 July 2015 on any deliverables received.

Stage No.	Description	% Payment of Total Tender Amount for the GENERAL VALUATION ROLL	Payable on Completion	Payable in Interim Payments
1	Initial Data Collection (Refer to paragraph 17.1)			N/A
2	Obtaining new data (Refer to paragraph 17.2)	20		On certification and approval of progress by the Municipality. Payment of a pro-rata portion of the 20% to be calculated as a percentage (%) of properties completed and proof and information thereof received. (First payment to be claimed after 1 July 2015)
3	Valuation compilation (Refer to paragraph 17.3)	20		On certification and approval of progress by the Municipality. Payment of a pro-rata portion of the 20% to be calculated as a percentage (%) of properties completed and proof and information thereof received. (First payment to be claimed after 1 July 2015)
4	Submission of the draft General Valuation Roll (Refer to paragraph 17.4).	10	✓	
5	Corrections to Draft Roll and Submission of the certified General Valuation Roll to the Municipal Manager (Refer to paragraph 17.5).	20	✓	
6	Completion of the Objections process (Refer to paragraph 17.6).	10	✓	
7	Valuation appeal board hearings (Refer to paragraph 17.7).	10	✓	
	Implementation of Valuation Roll by the Municipality.	-		
8	Submission of data to the Municipality and issuing by the Municipality of a final delivery certificate (Refer to paragraph 17.9).	10	✓	

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

20.2. Supplementary Valuation Rolls:

Payment for each of the Supplementary Valuation Rolls will occur as per the table below:

Stage No.	Description	Payable on Completion
1	Submission of the certified Supplementary Valuation Rolls	Payment as per the Pricing Schedule less 10% of the total amount due.
2	Completion of the Objections process	Payment as per the Pricing Schedule less 10% of the total amount due.
3	Completion of the Appeals process	Payment as per the Pricing Schedule less 10% of the total amount due.
4	Submission of all updated data to the Municipality	Payment of the 10% withheld in Stages 1 - 3

Please note that 10% of all payments due in Stages 1 – 3 will be withheld and paid during stage 4.

21. PRE-QUALIFICATION CRITERIA:

At least sixty percent (60%) must be obtained in total for further consideration of this bid. The Tenderer needs to complete the pre-qualification score sheet on page 78 to claim the points.

	Pre-Qualification Evaluation Criteria	Maximum Points Allocated
1	Methodology and Time Frame (Schedule 6)	15
2	Work experience of the Tenderer	15
3	Expertise of Key Personnel:	10
3.1	Municipal Valuer (Project Manager)	
3.2	Substitute Municipal Valuer	
3.3	Assistant Municipal Valuer	
4	Allocation of Resources	10
4.1	Allocation of IT Resources	
4.2	Allocation of HR Resources	
	TOTAL NO OF POINTS	50

21.1. Methodology and Time Frame

A proposed project work plan must be provided with the Tender submission (Schedule 6), which must be of sufficient detail (but preferably not more than 2 pages in length) to indicate that the project brief has been understood. The Tenderer must indicate the approach and methodology that they intend following in order to reach the required outcome within the specified time frames. The Tenderers will be awarded from zero (0) to fifteen (15) tender evaluation points for this aspect of their tender submission.

21.2. Work Experience of the Tenderer

Points can be claimed for every successful similar project that was completed by the Tenderer within the Local Government Sector. The Maximum number of points for this subsection is fifteen (15). Proof of the completion of these projects need to be attached in Schedule 9.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



21.3. Expertise of Key Personnel

- 21.3.1. Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience (Maximum four (4) points).
- 21.3.2. Substitute Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience (Maximum four (4) points).
- 21.3.3. Assistant Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience (Maximum two (2) points).

Refer to Schedule 1 for the required qualifications of the Municipal Valuer.

The maximum total of points for this section is ten (10).

21.4. Allocation of Resources

The Tenderer must indicate what IT & HR resources they have available. Proof of acceptable IT infrastructure must be attached in Schedule 4 and proof of sufficient and capable human resources to complete the projects must be attached in Schedule 2.

21.5. Functionality and Price

The following points are allocated for functionality and price:

- 21.5.1. Ninety percent (90%) for price and
- 21.5.2. Ten percent (10%) in respect of preferential procurement points (PPP). (Please refer to the attached documents).

It should be noted that the Municipality is not obliged to appoint the Tenderer obtaining the highest points in terms of the pre-qualification criteria.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MUNISIPALITEIT



MUNICIPALITY

14. SCHEDULE 1A - AFFIDAVIT, NOMINATION AND DECLARATION OF MUNICIPAL VALUER

The Tenderer hereby nominates the following person to be designated by the Municipality in terms of Section 33(1) as the Municipal Valuer:

1	FULL NAMES										
2	I.D. NUMBER										
3	PROFESSIONAL QUALIFICATIONS										
4	PROFESSIONAL REGISTRATION NO (Attach certified copy of certificate)										
5	Have you ever been disqualified as a valuer?	Yes		No							
5.1	If yes, full details and reasons must be supplied:										
6	Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognised professional bodies relating to the valuation profession?	Yes		No							
6.1	If yes, full details including date of hearing, presiding officer and outcome must be supplied:										
7	WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:										
	Name of Municipality	Period of Valuation Roll	No. of Properties on Roll	Contact Person	Contact Number						
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

8	List of properties included in any of the Valuation Rolls compiled by you of a special nature/requiring specific skills, i.e. airports, mines, quarries, etc.				
	Description of Property	Type of Property	Method of Valuation	Municipality	
8.1					
8.2					
8.3					
8.4					
8.5					
9	Have you compiled any Valuation Rolls utilising GIS and/or aerial photography? If Yes Provide full details			Yes	No
	Name of Municipality	Date of Valuation Roll	Contact Person	Contact Number	
9.1					
9.2					
9.3					
9.4					
9.5					
10	VALUATION APPEAL BOARD HEARING EXPERIENCE: Have you appeared before a Valuation Appeal Board in terms of current or previous legislation? If Yes Provide full details			Yes	No
	Name of Municipality	Name of Chairperson	Name of Secretary	Date of Hearing(S)	
10.1					
10.2					
10.3					
10.4					
10.5					
DECLARATION					
I, _____, the undersigned hereby make oath and say that -					
<input checked="" type="checkbox"/> I have completed the above questionnaire in full; <input checked="" type="checkbox"/> I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct; <input checked="" type="checkbox"/> I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions; and <input checked="" type="checkbox"/> I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and individually with the Tenderer to fulfil all obligations and requirements of this tender.					
Signed at (place):		on this (day)		of (month)	2014
Name and Surname of Nominated person as Municipal Valuer:					
Signature: Nominated Person as Municipal Valuer					



JUSTICE OF THE PEACE / COMMISSIONER OF OATHS		
<p><i>I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn before me</i></p>		<p>TO BE STAMPED BY JUSTICE OF THE PEACE / COMMISSIONER OF OATHS</p>
<p><i>at (place)</i></p>		
<p><i>on the(day)</i></p>		
<p><i>of (month)</i></p>	<p>2014.</p>	
<p>SIGNATURE: Justice of the Peace / Commissioner Of Oaths</p>		



15. SCHEDULE 1B - AFFIDAVIT, NOMINATION AND DECLARATION OF SUBSTITUTE MUNICIPAL VALUER

In the event of the nominated person as municipal valuer, not being able to carry out his functions and/or duties in terms of this tender due to accident, death, ill health or insolvency, the person nominated as the substitute municipal valuer shall continue with the functions of the municipal valuer and shall assume all responsibilities in terms hereof as if he were the municipal valuer.

1	FULL NAMES										
2	I.D. NUMBER										
3	PROFESSIONAL QUALIFICATIONS										
4	PROFESSIONAL REGISTRATION NO (Attach certified copy of certificate)										
5	Have you ever been disqualified as a valuer?	Yes		No							
5.1	If yes, full details and reasons must be supplied:										
6	Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognised professional bodies relating to the valuation profession?	Yes		No							
6.1	If yes, full details including date of hearing, presiding officer and outcome must be supplied:										
7	WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:										
	Name of Municipality	Period of Valuation Roll	No. of Properties on Roll	Contact Person	Contact Number						
7.1											
7.2											
7.3											
7.4											
7.5											
7.6											

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

8	List of properties included in any of the Valuation Rolls compiled by you of a special nature/requiring specific skills, i.e. airports, mines, quarries, etc.				
	Description of Property	Type of Property	Method of Valuation	Municipality	
8.1					
8.2					
8.3					
8.4					
8.5					
9	Have you compiled any Valuation Rolls utilising GIS and/or aerial photography? If Yes Provide full details			Yes	No
	Name of Municipality	Date of Valuation Roll	Contact Person	Contact Number	
9.1					
9.2					
9.3					
9.4					
9.5					
10	VALUATION APPEAL BOARD HEARING EXPERIENCE: Have you appeared before a Valuation Appeal Board in terms of current or previous legislation? If Yes Provide full details			Yes	No
	Name of Municipality	Name of Chairperson	Name of Secretary	Date of Hearing(S)	
10.1					
10.2					
10.3					
10.4					
10.5					
10.6					
DECLARATION					
I, _____, the undersigned hereby make oath and say that -					
<ul style="list-style-type: none"> ✓ I have completed the above questionnaire in full; ✓ I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct; ✓ I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions; and ✓ I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and individually with the Tenderer to fulfil all obligations and requirements of this tender. 					
Signed at (place):		on this (day)		of (month)	2014
Name and Surname of Nominated person as Municipal Valuer:					
Signature: Nominated Person as Municipal Valuer					



JUSTICE OF THE PEACE / COMMISSIONER OF OATHS		
<p><i>I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn before me</i></p>		<p>TO BE STAMPED BY JUSTICE OF THE PEACE / COMMISSIONER OF OATHS</p>
<p><i>at (place)</i></p>		
<p><i>on the(day)</i></p>		
<p><i>of (month)</i></p>	<p>2014.</p>	
<p>SIGNATURE: Justice of the Peace / Commissioner Of Oaths</p>		



16. SCHEDULE 1 (C) - AFFIDAVIT, NOMINATION AND DECLARATION OF ASSISTANT MUNICIPAL VALUER

The Tenderer hereby nominates the following person to be designated in terms of Section 35 of the Act as the Assistant Municipal Valuer:

11	FULL NAMES										
12	I.D. NUMBER										
13	PROFESSIONAL QUALIFICATIONS										
14	PROFESSIONAL REGISTRATION NO (Attach certified copy of certificate)										
15	Have you ever been disqualified as a valuer?	Yes		No							
15.1	If yes, full details and reasons must be supplied:										
16	Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognised professional bodies relating to the valuation profession?	Yes		No							
16.1	If yes, full details including date of hearing, presiding officer and outcome must be supplied:										
17	WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:										
	Name of Municipality	Period of Valuation Roll	No. of Properties on Roll	Contact Person	Contact Number						
17.1											
17.2											
17.3											
17.4											
17.5											
17.6											

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

18	List of properties included in any of the Valuation Rolls compiled by you of a special nature/requiring specific skills, i.e. airports, mines, quarries, etc.				
	Description of Property	Type of Property	Method of Valuation	Municipality	
18.1					
18.2					
18.3					
18.4					
18.5					
19	Have you compiled any Valuation Rolls utilising GIS and/or aerial photography? If Yes Provide full details			Yes	No
	Name of Municipality	Date of Valuation Roll	Contact Person	Contact Number	
19.1					
19.2					
19.3					
19.4					
19.5					
20	VALUATION APPEAL BOARD HEARING EXPERIENCE: Have you appeared before a Valuation Appeal Board in terms of current or previous legislation? If Yes Provide full details			Yes	No
20.1	Name of Municipality	Name of Chairperson	Name of Secretary	Date of Hearing(S)	
20.2					
20.3					
20.4					
20.5					
DECLARATION					
I, _____, the undersigned hereby make oath and say that -					
<ul style="list-style-type: none"> ✓ I have completed the above questionnaire in full; ✓ I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct; ✓ I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions; and ✓ I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and individually with the Tenderer to fulfil all obligations and requirements of this tender. 					
Signed at (place):		on this (day)		of (month)	2014
Name and Surname of Nominated person as Municipal Valuer:					
Signature: Nominated Person as Municipal Valuer					



JUSTICE OF THE PEACE / COMMISSIONER OF OATHS		
<p><i>I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn before me</i></p>		<p>TO BE STAMPED BY JUSTICE OF THE PEACE / COMMISSIONER OF OATHS</p>
<p><i>at (place)</i></p>		
<p><i>on the(day)</i></p>		
<p><i>of (month)</i></p>	<p>2014.</p>	
<p>SIGNATURE: Justice of the Peace / Commissioner Of Oaths</p>		



17. SCHEDULE 2 – HUMAN RESOURCES

The Tenderer must complete the following table:

Name of Person	Position	Years of Experience	Years of Valuation Experience	Full Time or Part Time on Project	Professional Qualifications (Attach Certified Copies as Proof)

Schedule 2 must be accompanied by a human resources organogram of the Tenderer.

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		



18. SCHEDULE 3 – PROOF OF INSURANCE COMPLIANCE

The Tenderer must attach proof of insurance compliance in terms of paragraph 8 of the tender specifications.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

19. SCHEDULE 4 – COMPUTER SYSTEMS

The Tenderer must complete the table below by answering yes/no and having the nominated person initial in the applicable columns, next to the statements, indicating that the statements will be adhered to.

The Tenderer must also attach a detailed inventory of the current computer equipment owned by him as well as future computer needs necessary to comply with this tender. The Tenderer may appoint a specialist to assist him to meet the computer and IT requirements to comply with this tender.

	Statement	Yes/No	Initial
1	The Valuation System is compatible with the SAMRAS DB4 financial billing system of the Municipality.		
2	The Valuation system has and Audit Trail and is able to verify all data that has an influence on values.		
3	The Valuation System has adequate securities and controls to ensure that critical valuation data cannot be manipulated or corrupted.		
4	The Valuation System is capable of recording objections and appeals. The Valuation System is able to reflect:		
4.1	Name of the objector.		
4.2	Name of the owner.		
4.3	Objection number.		
4.4	Entry required by objector.		
4.5	Decision of valuer.		
4.6	Reasons of valuer.		
4.7	Decision of Valuation Appeal Board.		
4.8	Historic records of all objections lodged in terms of the Act against the property from date of commencement and for the full duration thereof.		
4.9	Historic record of valuation values.		
5	The Valuation System is able to store building plan data linked to each erf and can show a full history of this stored data from contract date.		
6	The Valuation System must be able to extract reports on property data e.g. all the vacant properties.		

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

20. SCHEDULE 5 – DATA BACK UP AND DISASTER RECOVERY PLAN

The Tenderer must complete the table below by answering yes/no and having the nominated person initial in the applicable columns, next to the statements, indicating that the statements will be adhered to.

The minimum level of data protection and recovery plan will be as set out under paragraph 16.2 of the tender specifications.

	Statement	Yes/No	Initial
1	The Tenderer will, at all times, fully protect all data against theft, data corruption, data espionage and data loss.		
2	The Tenderer will ensure that all data is capable of being restored and reinstalled into the Valuation System of either the Municipality or the Tenderer in less than seven (7) working days from the date of data disaster.		
3	The Tenderer will comply with the following minimum requirements for data protection and data recovery:		
3.1	The Tenderer will ensure that all data collected manually on paper is scanned into PDF document 'read only' format.		
3.2	The Tenderer shall keep an original copy of the document in conjunction with the document in electronic PDF format stored on magnetic based media.		
3.3	The Tenderer shall enforce all other static documents and formats are set as 'read only' and set the relative permissions on GIS and all third party data.		
3.4	All data stored on any magnetic based media shall be hosted by and operating system capable of setting security permissions down to the individual file level.		
3.5	The Tenderer will ensure that all servers hosting the documents referred to in paragraph 15.2 are protected and accessed at server level by the Tenderer's appointed network administrator/s only.		
3.6	The Tenderer will ensure strong password protection at the administrator level on the servers referred to.		
3.7	The Tenderer will ensure that all metadata stored in custom designed relational database systems, cannot be altered once entered into the database and must be protected by the maximum levels of protections recommended by the manufacturers and as set out in paragraph 15.2.		
3.8	All data output from a relational database system will be provided and made available in an approved format to the Municipality.		
3.9	The Tenderer will ensure that all data is properly backed up and safeguarded with due regard to good practice in this regard.		

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

21. SCHEDULE 6 – PROJECT WORK PLAN

The Tenderer to attach as Schedule 6 a comprehensive work plan reflecting *inter alia* -

Methodology;
work definition;
workflow;
timelines; and
deadlines.

Note the above schedule will together with the Key Task Functions under paragraph 16 hereof become the basis upon which the Municipality will monitor the Tenderer(s) progress and Municipality shall be entitled to take action against the Tenderer if the above-mentioned are not adhered to. The Municipality reserves the right to review the time frames indicated by the Tenderer and to enforce such time frames or deadlines as provided under paragraph 17 of the Tender Specifications.

The Tenderer is to include hereunder a work flow diagram or chart illustrating his understanding of the entire valuation process necessary to compile the valuations referred to in this tender.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



22. SCHEDULE 7 – COPIES OF DULY AUTHORISED RESOLUTIONS WHERE THE TENDERER IS NOT A NATURAL PERSON

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

23. SCHEDULE 8 – STATEMENT OF ADDITIONAL SERVICES THAT THE TENDERER PROVIDE (IF ANY)

The Tenderer should indicate under Schedule 8 any item and/or additional service that will be included in the tender.

However, the Tenderer may not vary any of the terms and conditions of this tender. If so, such variation will invalidate the tender.

The purpose of this schedule is to draw to the attention of the Municipality any services that the Tenderer will provide at his cost that have not been provided for in the Tender document and that will be of benefit to the Municipality.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



24. SCHEDULE 9 – PROOF OF SIMILAR PROJECTS COMPLETED WITHIN LOCAL GOVERNMENT SECTOR

Attach proof of similar projects which were completed by the tenderer within the Local Government sector.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

MUNISIPALITEIT



MUNICIPALITY

25. PRE-QUALIFICATION SCORE SHEET
--

Sixty percent (60%) or more must be obtained in **total** (thus 30 points or more) for further consideration of this bid. The minimum score needed **per category** for further consideration of the bid, is indicated in the table below. The Tenderer needs to complete this pre-qualification criteria document to claim the points.

The table below is a summary of all the points claimed in the four (4) main subsections as described in the paragraphs below. **The column "Points claimed by the Tenderer" needs to be completed by the Tenderer.**

	Evaluation criteria	Maximum points obtainable	Minimum points needed to qualify	Points claimed by the tenderer	Points awarded
1	Methodology and Time Frame (Schedule 6)	15	6		
2	Work experience of the Tenderer (firm) 3 points can be claimed for every successful similar project that was completed by the Tenderer within the Local Government Sector.	15	6		
3	Expertise of Key Personnel:	10	5		
3.1	Municipal Valuer (Project Manager) One (1) point can be claimed for every two (2) years of relevant experience	4	2		
3.2	Substitute Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience	4	2		
3.3	Assistant Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience	2	1		
4	Allocation of Resources	10	4		
4.1	Allocation of IT Resources	5	2		
4.1.1.	Compatible IT infrastructure developed but has not been utilized in a similar project.	1			
4.1.2.	Compatible IT infrastructure successfully utilized within one similar project (contact details of contact persons to be provided).	3			
4.1.3.	Compatible IT infrastructure successfully utilized within two or more similar projects (contact details of contact persons to be provided)	5			
4.2	Allocation of HR Resources	5	2		
4.2.1.	HR personnel have not been involved in a similar project.	1			
4.2.2.	HR personnel have been involved within one similar, successful project (contact details of contact persons to be provided).	3			
4.2.3.	HR personnel have been involved within two or more similar, successful projects (contact details of contact persons to be provided).	5			
	TOTAL NO OF POINTS	50	30		

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

DESCRIPTION OF SUBSECTIONS ABOVE:**1. SUBSECTION 1: METHODOLOGY AND TIME FRAME**

A proposed project work plan must be provided with the Tender submission (Schedule 6), which must be of sufficient detail (but preferably not more than 2 pages in length) to indicate that the project brief has been understood.

The Tenderer must indicate the approach and methodology that they intend following in order to reach the required outcome within the specified time frames.

The Tenderer will be awarded from zero (0) to fifteen (15) tender evaluation points for this aspect of their tender submission, according to the system below:

1 – Methodology and Time Frame	
Allocation of Points	Points available
0 – 50% understanding of the project	0
51 – 60% understanding of the project	3
61 – 70% understanding of the project	6
71 – 80% understanding of the project	9
81 – 90% understanding of the project	12
91 – 100% understanding of the project	15

2. SUBSECTION 2: WORK EXPERIENCE OF THE TENDERER

3 points can be claimed for every successful similar project that was completed by the Tenderer within the Local Government Sector. The Maximum number of points for this subsection is fifteen (15)

Proof of the completion of these projects must be attached in Schedule 9.

In Schedule 1 the necessary qualifications of the Municipal Valuer must be attached.

3. SUBSECTION 3: EXPERTISE OF KEY PERSONNEL

3.1. Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience (Maximum four (4) points).

3.2. Substitute Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience (Maximum four (4) points).

3.3. Assistant Municipal Valuer: One (1) point can be claimed for every two (2) years of relevant experience (Maximum two (2) points).

4. SUBSECTION 4: ALLOCATION OF RESOURCES

Proof of acceptable IT infrastructure to be attached in Schedules 5 and proof of sufficient and capable HR to complete the project must be attached in Schedule 2.

SIGNATURE (Bidder)		FOR OFFICE USE ONLY:	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



26. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS				
Name of Municipality	Contact Person (Name, Tel, Fax, Email)		Period of Valuation Roll	Number of Properties on Roll
	Name			
	Tel			
	Fax			
	Email			
	Name			
	Tel			
	Fax			
	Email			
	Name			
	Tel			
	Fax			
	Email			
	Name			
	Tel			
	Fax			
	Email			
	Name			
	Tel			
	Fax			
	Email			
	Name			
	Tel			
	Fax			
	Email			

Attach additional pages if mores space is required.

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

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



27. PRICING SCHEDULE

- NOTE:**
1. Only firm prices will be accepted. Non-firm prices will not be considered.
 2. All prices must be quoted in South African Rand.
 3. The document **MUST** be completed in non-erasable black ink.
 4. **NO** correction fluid/tape may be used.
 - 4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 5. The following pricing schedule will be the basis of the tender.
 6. The Tenderer is not permitted to change the basis upon which they have been asked to tender.

I / We _____

(full name of Bidder) the undersigned in my capacity as _____

of the firm _____

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

PRICING SCHEDULE FOLLOWS ON PAGES 81 AND 82

MUNISIPALITEIT



MUNICIPALITY

ITEM	DESCRIPTION		HOW TO TENDER	AMOUNT EXCL. VAT	AMOUNT INCL. VAT	COMMENT
1	General Valuation Roll		Fixed tender amount			Price evaluation will be based on the fixed tender amount as per 1 of this schedule and not the individual rates of items 1.1 to 1.10 hereunder. The <i>pro rata</i> adjustments will be calculated on the individual rates of items 1.1 to 1.10 hereof.
	1.1	Farms used for agricultural or other purposes (Including small holdings and nature conservation areas)	Rate per entry			
	1.2	Mining properties	Rate per entry			
	1.3	Non-residential properties i.e. business, industrial, non-profit, schools, churches, hospitals etc.	Rate per entry			
	1.4	Residential properties	Rate per entry			
	1.5	RDP Housing	Rate per entry			
	1.6	Sectional title units + Flats	Rate per entry			
	1.7	Multiple-purpose properties	Rate per entry			
	1.8	Vacant land	Rate per entry			
	1.9	Public Service Infrastructure	Rate per entry			
	1.10	Any other type of property not listed above (specify)	Rate per entry			
2.	Supplementary Valuations:					
	2.1	2015/2016	Rate per entry			
	2.2	2016/2017	Rate per entry			

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		

MUNISIPALITEIT



MUNICIPALITY

ITEM	DESCRIPTION		HOW TO TENDER	AMOUNT EXCL. VAT	AMOUNT INCL. VAT	COMMENT
3	Section 51 compliance		Per objection			
4	Section 53 (3)		Per reason			
5	Appeal Board Hearings:					
	5.1	Preparation and consultations with professionals appointed by the Municipality for specific appeals.	Per valuer per hour			
	5.2	Attendance at appeals board meetings	Per valuer per day			
7	Valuations requested by the Municipality for other than rating purposes		State the basis of fees			
8	Consultations		Per valuer per hour			
9	Valuation enquiries		Per enquiry			
10	Travelling expenses for appeal board attendance and valuations other than for rating and/or Supplementary Valuations		Per kilometre			
11	Additional copies of Valuation Roll		Per additional copy			

SIGNATURE		NAME (PRINT)		DATE	
CAPACITY			NAME OF FIRM		



28. 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 **SC1531/2014: THE COMPILATION AND MAINTENANCE OF THE GENERAL- AND SUPPLEMENTARY VALUATION ROLLS FOR THE FINANCIAL YEARS 1 JULY 2015 TO 30 JUNE 2017**, at the price(s) quoted below / as per pricing schedule. 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.
2. 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 2001
 - (f) Declaration of interest
 - (g) Special Conditions of Contract; and
 - (h) General Conditions of Contract.
3. 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.
4. 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.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. 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:		

29. 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 correctness and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

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

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



PART C – DATABASE REGISTRATION

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

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



FOR OFFICE USE ONLY

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



PREFERENTIAL PROCUREMENT REGULATIONS 2011

(a) POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

i. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- ii. 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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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.

(b) BID DECLARATION

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

i. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1	
1.	B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate
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 ?	In/Ngaphakathi
	Is your business established within the area of jurisdiction of the Municipality? Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili?	Uit/Out/Ngaphandle

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

Handtekening / Signature / Osayinileyo	Getuie / As Witness / Njengengqina



DECLARATION BY SUPPLIER

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

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

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

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

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



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

CERTIFICATION

I, THE UNDERSIGNED, _____, CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature	Position	Date

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

- 6. a member of –
 - 6.1. any municipal council;
 - 6.2. any provincial legislature; or
 - 6.3. the national Assembly or the national Council of provinces;
- 7. a member of the board of directors of any municipal entity;
- 8. an official of any municipality or municipal entity;
- 9. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- 10. a member of the accounting authority of any national or provincial public entity; or
- 11. an employee of Parliament or a provincial legislature.

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

ETHICS COMMITMENT FOR SUPPLIERS OF THE OVERSTRAND LOCAL MUNICIPALITY

In our dealings with the Overstrand Local Municipality we commit to uphold high standards of ethics. Among other things this means:

- We will be honest and deal in good faith;
- We will not improperly try to influence any municipal official or decision; We will avoid all conflicts of interest;
- We will not engage in any form of corruption (e.g. paying bribes, giving kickbacks); We will not give gifts to municipal officials or councillors;
- We will not be involved in collusion with other service providers (i.e. price-fixing);
- We will ensure that all information we submit to the municipality is accurate and truthful (e.g. we will not engage in B-BBEE fronting).
- We will ensure and take accountability to keep our database records up to date, avoiding misrepresentation.
- We will ensure to comply with legislative requirements applicable.
- We will inform the Overstrand of any unethical behaviour known, either from other suppliers or Overstrand officials, supported by the protection of our Whistle Blowing policy.
- We will contribute by all means necessary, in building a positive ethical culture in the Overstrand.

This is our commitment to help build an ethical Overstrand.

Name of Company:	
Name of authorised person:	
Signature:	
Date:	

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 Less than:	Total annual turnover Less than:	Total gross asset value (fixed property excluded) Less than:	Indicate the category of your business "X"
Please indicate your Sector	"X"	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
All Tiers of Government 00001 - 09999		Medium	100	R 5 m	R 5 m	
Agriculture 11001 - 14999		Small	50	R 3 m	R 3 m	
Mining and Quarrying 21001 - 29999		Very small	10	R 0.50 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
Manufacturing 30001 - 39999		Medium	200	R 39 m	R 23 m	
		Small	50	R 10 m	R 6 m	
Electricity, Gas and Water 41001 - 42999		Very small	20	R 4 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Construction 50001 - 50999		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
Wholesale Trade, Commercial Agents and Allied Services 58001 - 61999		Very small	20	R 5 m	R 2 m	
		Micro	5	R 0.20 m	R 0.10 m	
Retail and Motor Trade and Repair Services 62101 - 63500		Medium	200	R 51 m	R 19 m	
		Small	50	R 13 m	R 5 m	
Catering, Accommodation and other Trade 64101 - 64299		Very small	20	R 5.10 m	R 1.90 m	
		Micro	5	R 0.20 m	R 0.10 m	
Transport, Storage and Communications 71001 - 75999		Medium	200	R 26 m	R 5 m	
		Small	50	R 6 m	R 1 m	
Finance and Business Services 81001 - 88999		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 64 m	R 10 m	
		Small	50	R 32 m	R 5 m	
		Very small	20	R 6 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 39 m	R 6 m	
		Small	50	R 19 m	R 3 m	
		Very small	20	R 4 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	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	
		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	
		Medium	200	R 26 m	R 5 m	
		Small	50	R 13 m	R 3 m	
		Very small	20	R 3 m	R 0.50 m	
		Micro	5	R 0.20 m	R 0.10 m	
		Medium	200	R 13 m	R 6 m	
		Small	50	R 6 m	R 3 m	
		Very small	20	R 1 m	R 0.60 m	
		Micro	5	R 0.20 m	R 0.10 m	

NATURE OF OPERATIONS, PRODUCTS OR SERVICES

Please list the products/services provided by your enterprise under the appropriate headings. Indicate the PRIMARY and/or SECONDARY function applicable to your business by ticking the appropriate box and (i.e. nature of operations, products or services):

PRIMARY FUNCTION:		SECONDARY FUNCTION:	
PRODUCTS	<input type="checkbox"/>	PRODUCTS	<input type="checkbox"/>
SERVICES	<input type="checkbox"/>	SERVICES	<input type="checkbox"/>
LABOUR	<input type="checkbox"/>	LABOUR	<input type="checkbox"/>
EQUIPMENT	<input type="checkbox"/>	EQUIPMENT	<input type="checkbox"/>

KREDIETBEVEL INSTRUKSIE / CREDIT ORDER INSTRUCTION / UMYALELO NGOTYALO MALI

Dit is die Overstrand Munisipaliteit se beleid om alle krediteure deur middel van direkte bankoorplasinge te vereffen. Verskaf meegaande inligting en verkry asb. U bankiers se bevestiging.	It is the policy of the Overstrand Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.	Yinkqubo kaMasipala wesithili saseOverstrand ukuhlawula abo kufuneka bebahlawule ngokufaka imali ebhankini. Nceda ke ngoko uzalise olu xwebhu lungezantsi ngeenkukacha zakho ucele ibhanki yakho ukuba yenze isiqinisekiso sezi nkukacha.
--	--	---

BESONDERHEDE VAN FIRMA/INSTANSIE / DETAILS OF FIRM/INSTITUTION / IINKCUKACHA ZEFEMU/IZIKO:												
Naam / Name / Igama												
Adres / Address / Idile-si												

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

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

Ek/ons versoek en magtig hiermee die Overstrand Munisipaliteit om enige bedrae wat my/ons mag toeval, in my/ons bankrekening te krediteer. Ek/ons verstaan dat 'n betalingsadvies deur die Overstrand Munisipaliteit in die normale wyse verskaf sal word wat die datum sal aantoon wanneer die fondse beskikbaar sal wees, asook besonderhede van die betaling. Ek/ons onderneem verder om die Overstrand Munisipaliteit vroegetydig in kennis te stel van enige verandering in my/ons bankbesonderhede en erken dat hierdie magtiging slegs deur my/ons met dertig dae kennis gekanselleer kan word deur middel van voorafbetaalde geregistreerde pos.	I/we hereby request and authorise the Overstrand Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account. I/we understand that a payment advice will be supplied by the Overstrand Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment. I/we further undertake to inform the Overstrand Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days notice by prepaid registered post.	Mna/Thina sicela/sigunyazisa uMasipala Wesithili sase-Overstrand ukuba ahlawule yonke imali eziimfanelo zam/zethu kwi-akhawunti yebhanki yam/yethu. Ndi/Siyaqonda ukuba isiqinisekiso semali ehlawulwe ngumasipala siza kufumaneka kwaye eso siqinisekiso siza kubonisa umhla ekuhlawulwe ngawo kunye nezinye iinkcukacha zentlawulo. Ndi/Siya kumazisa umasipala xa iinkcukacha zebhanki yam zitshintshile kwaye ndiza kubanika isaziso seentsuku ezingama-30 ndisithumele ngeleta erejistarishiweyo.
--	---	--

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

VIR BANKGEBRUIK ALLEENLIK / FOR BANK USE ONLY / KUSETYENZISWA YIBHANKI KUPHELA	
Ek/ons sertifiseer hiermee dat die besonderhede van ons kliënt se bankrekening soos aangedui op die krediet bevel instruksie korrek is: I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct. -Ndi/Siqinisekisa ukuba iinkcukacha zabaxhasi bethu ezibhalwe kwimiyalelo yokudiphozitha imali ilungile	AMPTELIKE DATUMSTEMPEL / OFFICIAL DATE STAMP / -ISITAMPU SOMHLA ESISESIKWENI:
<p>_____</p> <p>GEMAGTIGDE HANDTEKENING / AUTHORISED SIGNATURE / - Usayino olugunyazisiweyo</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 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			