



**CLUSTER**  
CORPORATE SERVICES

**UNIT**  
EXECUTIVE AND COUNCIL SUPPORT

**DEPARTMENT**  
SECRETARIAT

**PROCUREMENT DOCUMENT**  
**GOODS / SERVICES**

Documents are to be obtained, free of charge, in electronic format, from the [National Treasury's eTenders website](#) or the [eThekwini Municipality's website](#).

**Tender No:** 34271-1A

**Title:** HIRE OF PUBLIC ADDRESS, SIMULTANEOUS INTERPRETATION SYSTEM AND PROVISION OF VIDEO CONFERENCING SERVICES FOR THE CITY ADMINISTRATION UNIT FOR A THIRTY-SIX MONTH PERIOD

**CLARIFICATION MEETING AND QUERIES**

**Clarification Meeting:** There will be no clarification meeting. All queries are to be submitted by 02 April 2026, e-mailed questions and answers will be consolidated and posted on etenders/municipal website for the benefit of all tenderers by 09 April 2026

**SSS Queries can be addressed to:** [Aveer Banwarilal/Lindo Dlamini](#); Tel: 031 3227133 / 031 3227153; Email: [Supplier.selfservice@durban.gov.za](mailto:Supplier.selfservice@durban.gov.za)

**General / Contractual:** [Nokuphiwa Linda](#); Tel: 031-322-9908; eMail: [nokuphiwa.linda@durban.gov.za](mailto:nokuphiwa.linda@durban.gov.za)

**Technical:** [Theresa Ndlovu](#); Tel: 031 311 2101; eMail: [Theresa.ndlovu@durban.gov.za](mailto:Theresa.ndlovu@durban.gov.za)

**DELIVERY OF TENDERS**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than:

**Closing Date:** Friday, 17 April 2026

**Time:** 11:00am

**FACSIMILE, eMAIL or POSTED TENDERS WILL NOT BE ACCEPTED**

**Issued by:**

ETHEKWINI MUNICIPALITY

Deputy Head: SECRETARIAT

Issued: February 2026

Document Version: 24/02/2023(b)

**NAME OF TENDERER:** .....

**Tender Price:** R .....

**VAT Registered:** YES / NO  
(circle applicable)

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## **SECTION 1: GENERAL INFORMATION**

**YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE ETHEKWINI MUNICIPALITY**

TENDER No.: 34271-1A

DESCRIPTION: **HIRE OF PUBLIC ADDRESS, SIMULTANEOUS INTERPRETATION SYSTEM AND PROVISION OF VIDEO CONFERENCING SERVICES FOR THE CITY ADMINISTRATION UNIT FOR A THIRTY-SIX MONTH PERIOD**

CLOSING DATE / TIME: Friday, 17 April 2026 at 11:00am

All tenders must be submitted on official tender documentation issued (in electronic format) by the eThekwini Municipality from:

- the National Treasury's eTenders website ( <https://www.etenders.gov.za/> ), or
- the eThekwini Municipality's website ( <https://www.durban.gov.za/pages/business/procurement> ).

Electronically downloaded documentation should be printed by the tenderer.

Tenderers are required to be registered on the **National Treasury Central Supplier Database** (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture.

Registration on the **eThekwini Municipality's Database** can be done via website: <https://ethekwinivendor.durban.gov.za/>

Tenderers should ensure that tenders are delivered timeously to the correct address as stated in the Conditions of Tender. If a tender is late, it will not be accepted for consideration.

The Municipality will consider a tender submitted in response to this request for tender to be an offer from your company to perform the supply on the basis of that tender. Accordingly, please review the attached General and Special Terms and Conditions which will form the basis for any supply arrangement entered into between the Municipality and your company.

The Municipality is seeking tenders from potential suppliers only and makes no representation or promise in relation to procuring work from a supplier or suppliers. The Municipality will not be responsible for any costs associated with preparing and submitting a tender.

The Municipality does not bind itself to accept the lowest or any tender. It reserves the right to accept the whole or any part of a tender to place orders. Bidders shall not bind the Municipality to any minimum quantity per order. The successful Tenderer (s) shall be bound to provide any quantities stipulated in the specification.

The successful tenderer will be required to fill in and sign a written Contract Form (MBD 7).

**NB: NO TENDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**  
**(as defined in Regulation 44 of the Local Government: Municipal Supply Chain Management Regulations).**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(Failure to do so may result in your tender being disqualified)**

Name of Tenderer: .....

Postal Address: .....

Street Address: .....

E-Mail Address: .....

|                    |   |  |   |  |
|--------------------|---|--|---|--|
| Telephone Number:  | - |  | - |  |
| Cell phone Number: | - |  | - |  |
| Facsimile Number:  | - |  | - |  |

**Circle Applicable**

Is your entity registered on the **eThekweni Municipality’s supplier database**? YES / NO

• **If YES insert** your PR Number: ..... **PR** .....

Is your entity registered on the **National Treasury Central Supplier Database (CSD)**? YES / NO

• **If YES, insert** your MAAA Number: ..... **MAAA** .....

Insert a SARS Tax Compliance Status PIN .....

Is your entity VAT registered? YES / NO

• **If YES insert** Vat Registration Number: .....

Has a **Declaration of Municipal Fees** been submitted? YES / NO

Has a **Declaration of Interest** (MBD 4) been submitted? YES / NO

Has a **Declaration for Procurement Above R10 Million** (MBD 5) been submitted? YES / NO

Has a **Preference Points Claim** (MBD 6.1) been submitted? YES / NO

Has a **Declaration of Bidder’s Past SCM Practices** (MBD 8) been submitted? YES / NO

Has a **Certificate of Independent Bid Determination** (MBD 9) been submitted? YES / NO

**Are you the accredited representative** in South Africa for the goods / services / works offered? **If YES, enclose proof** at the back of the tender submission. YES / NO

Signature of Tenderer: ..... Date: .....

Name / Surname: ..... (in block capitals)

Capacity under which this tender is signed: .....

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**SECTION 2 : CONDITIONS OF TENDER – (Goods / Services : June 2019)**

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## STANDARD CONDITIONS OF TENDER (Goods / Services)

### 1. DEFINITIONS

#### General:

- (1) Defined words / phrases are printed in *Italic font*.
- (2) Definitions apply to the singular as well as the plural.
- (3) Any reference to the masculine gender shall be taken to include the feminine and any reference to the feminine gender shall be taken to include the masculine.
- (4) The words “bid” and “tender”, and “bidder” and “tenderer” can be used interchangeably.
- (5) All definitions as defined in the *General Conditions of Contract* are applicable to these *Standard Conditions of Tender*. These definitions include:
  - “Closing time”
  - “Contract”
  - “Contract Price”
  - “Corrupt practice”
  - “Countervailing duties”
  - “Country of origin”
  - “Day”
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  - “GCC”
  - “Goods”
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  - “Manufacture”
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  - “Project site”
  - “Purchaser”
  - “Republic”
  - “SCC”
  - “Services”
  - “Supplier”
  - “Tort”
  - “Turnkey”
  - “Written” or “in writing”
- (6) **Bid or Tender:** The offer submitted in respect of an invitation to submit such an offer.
- (7) **Bidder or Tenderer:** An entity (company, close corporation, partnership, joint venture, sole proprietor) which submits a *bid/tender*.
- (8) **Municipality:** The eThekweni Municipality, as represented by the duly authorised delegate, official or committee.
- (9) **SCT:** Special Conditions of Tender (found in Section 3).
- (10) **Week:** A period of seven (7) consecutive *days*.
- (11) **Material Deviation:** A material deviation or qualification is one which, in the *Municipality’s* opinion, would:
  - (a) Detrimentially affect the scope, quality, or performance of the services or supply identified in the Scope;
  - (b) Significantly change the *Municipality’s* or the *Tenderer’s* risks and responsibilities under the contract; or
  - (c) Affect the competitive position of other *Tenderers* presenting responsive *tenders*, if it were to be rectified.

### 2. CONDITIONS OF TENDER & CONTRACT

The specification will be governed by the *Standard Conditions of Tender* (Goods and Services), *Special Conditions of Tender (SCT)*, *General Conditions of Contract (GCC)* (Government Procurement General Conditions (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010), the *Special Conditions of Contract (SCC)*, the *Occupational Health and Safety Act* (Act No. 85 of 1993), and the *eThekweni Code of Conduct*.

#### Complete Acceptance of Conditions

Unless otherwise expressly stipulated in a letter covering the *tender*, every *Tenderer* shall be deemed to have waived, renounced, and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of their *tender*, which are in conflict with the *General Conditions of Contract* and *Special Conditions of Contract*. *Tenderers* are advised that any *material divergences / qualifications* from the official Conditions or Specification will render their *tenders* liable to disqualification.

### 3. TENDER INFORMATION

#### (1) General

- (a) *Tenders* will be liable for rejection unless made out on the official tendering documentation.
- (b) Any alterations effected upon any of the tendering documents must be clearly shown by means of a hand written (black, non-erasable ink), or typed, entry and must be signed in full by the *Tenderer*. **The use of correction fluid is not permitted.**
- (c) *Tenderers* may submit alternative solutions that, in the *Tenderer’s* opinion, are to the *Municipality’s* advantage economically and technically. Full technical details of the alternative *tender(s)* shall be submitted with the tender documents. Alternative *tender(s)* shall be submitted separately.

#### (2) Obtaining Tender Documentation

All tenders must be submitted on official tender documentation issued, in electronic format, by the eThekweni Municipality. Electronically downloaded documentation (obtainable free of charge) should be printed and suitably bound by tenderer.

#### (3) Queries Relating to this Tender

Queries can be directed to the person / Department as stated in the *SCT*.

#### (4) Briefing Session (Clarification Meeting)

Details of the briefing session are stated in the *SCT*. Failure to attend a compulsory briefing session will invalidate the *tender*. *Tenderers* must sign the attendance list in the name of the tendering entity. Tenders will only be evaluated from those tendering entities appearing on the attendance list.

**(5) Closing Date and Delivery of Tender Submissions**

Sealed *tenders* made out on the enclosed Official Tender Form, which shall be signed by or on behalf of the *Tenderer*, and addressed to the City Manager, marked with the appropriate Tender number, must be placed in the **Tender Box** as stated in the **SCT** not later than the **date and time** as stated in the **SCT**, where after they will be opened publicly.

All tender documents **must** be placed directly into the Tender Box and should not be delivered to any other Municipal Department. *Bidders* are advised that *tenders* submitted by post, fax or email **will not** be considered. All couriered documents must be placed directly into the Tender Box and should not be delivered to any other Municipal Department.

Any *tender* received after the closing date and time stated for the receipt thereof **shall not** be accepted for consideration and shall be returned to the *Tenderer*.

**(6) Tender Validity and Withdrawal of Tenders**

*Tenders* must hold good until 16:00 of the 5th week following the date on which *tenders* are opened, or during such other period as may be specified in the **SCT**. The *Municipality* may, during the period for which *tenders* are to remain open for acceptance, authorize a *Tenderer* to withdraw their *tender* in whole or in part on condition that the *Tenderer* pays to the *Municipality* on demand, a sum of one thousand Rand (R1,000.00). The *Municipality* may, if it thinks fit, waive payment of such sum in whole or in part.

**4. RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

Each *Tenderer* shall complete fully and accurately the following documents and submit these documents with the *tender*:

- (1) **Authority of Signatory:** In terms of Clause 4(5)(c) of the Conditions of Tender.
- (2) **Tax Compliance Status PIN / Tax Clearance Certificate:** SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.
- (3) **Declaration of Municipal Fees:** Only those *Bidders* whose municipal fees are fully paid, or those that have concluded acknowledgement of debt agreements with the *Municipality*, are eligible to *tender*.  
All *Bidders* must sign the Declaration of Municipal Fees returnable form, declaring that their municipal fees are in order or that acknowledgement of debt agreements have been concluded, and include the relevant account numbers in the declaration. Failure to include account numbers or sign will invalidate the *tender*. The completion of the declaration is also applicable to *Bidders* outside of the eThekweni Municipal Area.
- (4) **Declaration with respect to the Occupational Health and Safety Act:** Acceptance of undertaking in terms of the Occupational Health and Safety Act (Act 85 of 1993) and the relevant Regulations.

**(5) Municipal Bidding Documents (which includes):**

- (a) **MBD 4: Declaration of Interest:** All *Bidders* are to sign the Declaration of Interest wherein they declare any relationship that may exist with an official of the *Municipality* involved in the evaluation process.  
Regulation 44 of the Supply Chain Management Regulations states that a *Municipality* or *Municipal Entity* may not make any award to a person:
  - (i) Who is in the service of the state;
  - (ii) If that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or
  - (iii) Who is an advisor or consultant contracted with the *Municipality* or *municipal entity*.  
Should a contract be awarded, and it is subsequently established that Regulation 44 has been breached, the *Municipality* shall have the right to terminate the contract with immediate effect.
- (b) **MBD 5: Declaration for Procurement Above R10 Million (if applicable):** For all procurement expected to exceed R10 million (all applicable taxes included), tenderers must complete this questionnaire.
- (c) **MBD 6.1: Preference Points Claim Form:** For the awarding of Preference Points, *Bidders* are required to complete the attached MBD 6.1 form and return it with their tender submission. Failure on the part of a tenderer to complete and submit this form will be interpreted to mean that preference points for **Specific Goals** are not claimed.  
The *Municipality* reserves the right to require of a tenderer, 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*.
- (d) **MBD 8: Declaration of Bidders Past Supply Chain Management Practices Form:** This form 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.
- (e) **MBD 9: Certificate of Independent Bid Determination:** Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms if it involves collusive tendering or tender rigging. In order to give effect to this, the Certificate of Bid Determination must be completed and submitted with the tender.

**(5) Official Tender Form** (see Section 9)**(a) Legal Status of Tenderer**

It is essential for the purpose of entering into a legal contract that *Bidders* state on the Official Tender Form, under "Name and Address of Tenderer ", their full legal status:

- (i) the full registered name of the company making a *tender*; or
- (ii) if the *Tenderer* is a person conducting business under a recognised trading name then:
  - State the name of the person(s);
  - State recognised trading name; and
  - State whether an owner, co-owner, proprietor, etc.

**(b) Signing of Official Tender Form**

Failure of a *Tenderer* to complete, in its entirety, and sign the Official Tender Form will invalidate the *tender*.

**(c) Authority of Signatory**

*Bidders* are to complete and sign the Authority of Signatory returnable document, and attach the required additional documents.

**(d) Differences or Discrepancies**

Should there be any difference or discrepancy between the prices or price contained in the Official Tender Form and those contained in any covering letter from the *Tenderer*, the prices or price contained in the Official Tender Form shall prevail.

**(6) Any additional Schedules, Forms, or Certificates as stated in the SCT.****5. INFORMATION TO BE SUPPLIED REGARDING SUB-CONTRACTORS**

*Bidders* are to state in their *tenders*, or covering letters, whether, if the contract were to be awarded to them, the whole of the work would be executed by them in their own workshop / factory. If the answer is in the negative, they are required to state which part(s) would be handed to sub-contractors and the name and address of such sub-contractors.

**6. SAMPLES**

*Bidders* may be required to state where samples of the full range of products can be inspected or be required to submit samples for inspection prior to the closing date of the *tender*.

**7. MANUFACTURERS**

The names of the manufacturers of the goods or equipment offered must be stated in the *tender*.

*Bidders* who are not manufacturers, accredited distributors, or agents must provide a valid agreement / Joint Venture Agreement, entered into with the manufacturer, accredited distributors, or agents, with their submission. This agreement must meet all the requirements as laid down in the *tender* document, and must cover the contract period.

**8. CLARIFICATION**

The Head: Supply Chain Management Unit, or an authorized representative, may request clarification or further information on any aspect of the *tender*. The *Tenderer* **must** supply the requested information within the time specified. Failure to comply will render the *tender* non-responsive.

**9. PRICING**

*Bidders* would be precluded from this *tender* if their pricing structure deviates from the Official Tender Form.

**(1) Nett Prices**

All prices shall be quoted in South African currency (Rand) after deduction of any brokerage or discount allowed to the Municipality.

**(2) Unit Prices**

*Bidders* shall quote only one price in respect of each item. Such price is to hold good for the full duration of the contract period, being subject to variation only in accordance with specified criteria, as stated in the **Conditions of Contract**.

**(3) Firm Tenders**

*Bidders* may submit firm prices for each 12 month period. These prices shall be free from all fluctuations, including any statutory increases.

**(4) Value Added Tax (V.A.T)**

Prices exclusive and inclusive of VAT must be stated separately on the Official Tender Form.

**10. ESTIMATED QUANTITIES**

The estimated quantities are set out in Section 8 : Bill of Quantities / Schedule of Rates/Activities which forms part of the official tender documents. The quantities are stated purely for the information of the *Bidders* and are in order to ascertain an estimated total contract price. The *Supplier* will, however, be bound to supply whatever quantity or quantities the *Municipality* may actually require, and may exceed, or be less than, the estimated quantities stated.

**11. DELIVERY, RISK, PACKAGES, ETC**

(1) Unless otherwise provided, all goods are to be supplied only against the form of order issued by the *Municipality*.

(2) *Bidders* shall quote a unit price which shall include delivery to the specified delivery point, as stated in the **SCT**.

(3) The risk in all goods purchased by the *Municipality* under the contract shall remain with the *Supplier* until such goods shall have been duly delivered.

(4) *Bidders* shall clearly state the period within which delivery will be made after receipt of the official order, as this may be material in the adjudication of the *tender*.

**12. RATES OF EXCHANGE**

- (1) Where the goods are imported the *Supplier* shall, within seven days of date of official Purchase Order, arrange through their bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The *Supplier* shall notify the *Municipality* as soon as possible thereafter regarding the rate which has been fixed on such forward exchange.

Any increase or decrease between the basic rate of exchange as at a date seven days prior to the date of closing of *tenders* and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the *Municipality*. Upon the failure of the *Supplier* to arrange forward exchange cover, the *Supplier* shall be liable should there be any increase in the basic rate of exchange occurring after the last mentioned date.

The bank charges incurred in obtaining the forward exchange cover shall be for the *Municipality's* account.

- (2) The *Supplier* shall on request:
- Submit documentary proof of the rate of exchange; and
  - When an adjustment is claimed in terms of this sub-clause, whether by the *Supplier* or the *Municipality*, submit documentary proof to the satisfaction of the Deputy City Manager: Treasury in respect of such claim.

**13. IMPORT PERMITS**

- (1) In order to minimise special importation, *Bidders* should, where possible, have recourse to local suppliers and / or manufacturers.
- (2) *Bidders* must state whether their *tender* is dependent upon the issue of a special import permit or whether they are able to supply the goods by making use of the import facilities available to them.
- (3) In the event of a tender being dependent upon the issue of a special import permit, application for such special import permit shall be made by the *Tenderer*, unless otherwise provided for in the *SCT*.

**14. EVALUATION PROCESS**

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (November 2022).

**Details of additional evaluation criteria, if applicable, are stated in the *SCT*.**

Evaluation points for price and preference will only be calculated for *Bidders* who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the *SCT*.

The evaluation process of responsive *tenders* will be as follows:

- Score each *tender* in respect of the financial offer made and preferences claimed (if any);
- Calculate the total number of evaluation points ( $T_{EV}$ ) in accordance with the following formula:  
 $T_{EV} = N_{FO} + N_P$  where:  $N_{FO}$  : is the number of evaluation points awarded for the financial offer; and  $N_P$  : is the number of evaluation points awarded for preferences claimed.
- Rank *tenders* from the highest number of evaluation points to the lowest.
- Recommend the *Tenderer* with the highest number of evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- Rescore and re-rank all *Bidders* should there be compelling and justifiable reasons not to recommend the *Tenderer* with the highest number of evaluation points, and recommend the *Tenderer* with the highest number of evaluation points, unless there are compelling and justifiable reasons not to do so, and the process set out in this sub-clause is repeated.

**(1) Evaluation points awarded for the financial offer:**

Reference is to be made to the Special Conditions of Tender (*SCT*), and returnable form 5(c) in Section 4.

**INCOME-GENERATING CONTRACTS**

The financial offer will be scored using the formula:

$$N_{FO} = W \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

**GOODS and SERVICES**

The financial offer will be scored using the formula:

$$N_{FO} = W \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where the value of W is:

- (a) **90** where the financial value inclusive of VAT of all responsive *tenders* received have a value in excess of R 50,000,000; OR
- 80** where the financial value inclusive of VAT of one or more responsive *tenders* offers have a value that equals or is less than R 50,000,000.
- It is unclear** (at the time of advertising) which of the two preference point systems applies. Either the 80/20 or 90/10 preference point system will apply, determined by the price offered by the lowest acceptable tender.

(b) **P<sub>max</sub>** is the comparative offer of the most favourable comparative offer (highest acceptable tender).

(c) **P<sub>min</sub>** is the comparative offer of the most favourable comparative offer (lowest acceptable tender).

(d) **P<sub>t</sub>** is the comparative offer of the *tender* offer under consideration.

**(2) Evaluation points awarded for preference:**

The **Specific Goals** for Preference Points are specified in the *SCT*.

**15. BRIBERY AND COMMUNICATION WITH COUNCILLORS / OFFICIALS****(1) Bribery**

No *Tenderer* shall offer, promise or give to any person or person connected with a *tender* or the awarding of a contract, any gratuity, bonus or discount etc, in connection with the obtaining of a contract.

**(2) Communication, Councillors and Officials**

A *Tenderer* shall not in any way communicate with a member of the *Municipality* or with any official of the *Municipality* on a question affecting any contract for the supply of goods or for any work, undertaking or services which is the subject of a *tender* during the period between the closing date for receipt of *tenders* and the dispatch of the written notification of the *Municipality's* decision on the award of the contract; provided that a *Tenderer* shall not hereby be precluded:

- (a) At the request of the Head: SCM Unit, or an authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise from giving a demonstration so as to enable the recommendation to the Bid Committee on the award of the contract to be formulated;
- (b) From obtaining from the Head : SCM Unit, or an authorised representative, information as to the date upon which the award of the contract is likely to be made, or, after the decision upon the award has been made by the *Municipality* or any Committee to which the *Municipality* has delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of *tenders* or from submitting to the Accounting Officer in writing any communication relating to their *tender* or the award of the contract or a request for leave to withdraw their *tender*; and
- (c) Provided further that nothing contained herein shall be construed so as to prevent information being sought and obtained from an Official in regard to any decision taken at an open Municipal meeting, or any Committee to which the *Municipality* has delegated its powers.

A contravention of subsection (1) and / or (2), or an attempt to contravene such subsection, shall be reported to the Accounting Officer, who may on receipt of such report disqualify the *tender* of the *Tenderer* concerned.

**16. NEGOTIATIONS WITH PREFERRED BIDDERS**

The *Municipality* reserves the right to invoke Regulation 24 of Municipal Finance Management Act if required.

- (1) The Accounting Officer may negotiate the final terms of a contract with *Bidders* identified through a competitive tendering process as preferred *Bidders*, provided that such negotiation:
  - Does not allow any preferred *Tenderer* a second or unfair opportunity;
  - Is not to the detriment of any other *Tenderer*; and
  - Does not lead to a higher price than the *tender* as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.
- (3) Such negotiation may be delegated by the Accounting Officer.

**17. CANCELLATION OF TENDER PROCESS**

The municipality is entitled to cancel the tender at any time before the award of a tender and the decision to cancel the tender shall be published in the same manner in which the original tender invitation was advertised. The Municipality shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid.

**18. ACCEPTANCE OF BID**

- (1) The *Municipality* does not bind itself to accept the lowest or any *tender*, and reserves the right to accept the whole or any part of a *tender* to place orders.
- (2) The *Municipality* reserves the right to accept more than one technically and contractually compliant *tender* for part or the whole of the contract and to place orders on the price and availability.
- (3) *Bidders* shall not bind the *Municipality* to any minimum quantity per order.
- (4) The successful *Tenderer (s)* shall be bound to provide any quantities stipulated in the specification.
- (5) Tenders will only be accepted on condition that:
  - (a) The *tender* is signed by a person authorised to sign on behalf of the *Tenderer*.
  - (b) A valid (at time of close of tenders), original, Tax Clearance Certificate OR Tax Compliance Status PIN is included with the *tender* submission. Both should have sufficient validity to ensure the process is adequately covered;
  - (c) A *Tenderer* who submitted their *tender* as a Joint Venture has included an acceptable Joint Venture Agreement and a B-BBEE Certificate pertaining to the Joint Venture with their *tender*.
- (6) Financial Standing: The Head: Supply Chain Management reserves the right to require *Bidders* to submit evidence that their financial standing is adequate to meet their obligations under the contract should they be successful.
- (7) Change of Ownership or Major Policy: Where it is known to a *Tenderer* that a change in ownership or major policy (of the tendering entity) will occur, or is likely to occur, during a specified contract period, the scope and effect thereof must be fully defined in a covering letter to be submitted with the *tender*.
- (8) Purchase of Goods From Other Sources: Nothing contained in this contract shall be held to restrain the *Municipality* from purchasing from persons other than the *Supplier*, any of the goods described or referred to in this contract, if it shall in its discretion think fit to do so.
- (9) Capability and Breach of Contract: Tenderers that do not have the capability of undertaking this enquiry in terms of the requirements of the contract or have been in breach of contract previously will not be considered.

**19. PAYMENT and FACTORING**

Payment conditions will be as per the **Conditions of Contract**.

Payment will be made only to the *Supplier(s)*. Factoring arrangements will not be accepted.

**20. APPEALS**

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the *Municipality*, may lodge an appeal within 14 days of the decision or action, in writing to the *Municipality*. The appeal (clearly setting out the reasons for the appeal) and queries with regard to decision of award are to be directed to the office of the City Manager, attention:

Ms. S. Pillay, P.O. Box 1394, Durban, 4000;  
eMail: Simone.Pillay@durban.gov.za.

## **SECTION 3: SPECIAL / ADDITIONAL CONDITIONS OF TENDER**

### **3.1 SPECIAL CONDITIONS OF TENDER (SCT)**

The **Standard Conditions of Tender** (Goods / Services) make several references to the **Special Conditions of Tender** (SCT) for details that apply specifically to this tender. The **Special Conditions of Tender** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Standard Conditions of Tender**.

Each item below is cross-referenced to the clause in the **Standard Conditions of Tender** to which it mainly applies.

#### **SCT 3(1) TENDER INFORMATION: General**

The tender document comprises of a cover page and 53 pages.

#### **SCT 3(2) TENDER INFORMATION: Obtaining Tender Documentation**

Documents are issued by the eThekweni Municipality electronic format.

Electronically downloaded documentation is obtainable from:

- the National Treasury's eTenders website
  - ( <https://www.etenders.gov.za/> ), or
- the eThekweni Municipality's website
  - ( <https://www.durban.gov.za/pages/business/procurement> ).

The entire document should be printed on A4 paper (one sided), and suitably bound by the tenderer.

#### **SCT 3(3) TENDER INFORMATION: Queries Relating to this Tender**

SSS Queries can be addressed to:

**Aveer Banwarilal/Lindo Dlamini; Tel: 031 3227133 / 031 3227153; Email: [Supplier.selfservice@durban.gov.za](mailto:Supplier.selfservice@durban.gov.za)**

General and Contractual Queries are to be directed to:

**Nokuphiwa Linda; Tel: 031-322-9908; eMail: [nokuphiwa.linda@durban.gov.za](mailto:nokuphiwa.linda@durban.gov.za)**

Technical Queries are to be directed to:

**Theresa Ndlovu; Tel: 031 311 2101; eMail: [Theresa.ndlovu@durban.gov.za](mailto:Theresa.ndlovu@durban.gov.za)**

#### **SCT 3(4) TENDER INFORMATION: Briefing Session**

**There will be no clarification meeting. All queries are to be submitted by 02 April 2026, e-mailed questions and answers will be consolidated and posted on [etenders/municipal](https://www.etenders.gov.za/) website for the benefit of all tenderers by 09 April 2026**

**SCT 3(5) TENDER INFORMATION: Closing Date and Delivery of Tender Submissions**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than: **Friday, 17 April 2026 at 11:00am**.

Bidders must submit a “hard copy” submission to the Tender Box located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban and an electronic submission via Supplier Self Service. Bidders are to ensure that the hard copy and electronic submission are the same. Bidders are responsible for resolving all access rights and submission queries before the tender closing date.

**SCT 3(6) TENDER INFORMATION: Tender Validity and Withdrawal of Tenders**

Tenders must hold good for 120 days following the date on which tenders are opened.

**SCT 4(6) RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

There are no additional returnable schedules, forms, certificates

**SCT 14 EVALUATION PROCESS**

The evaluation process will follow two stages:

- 1) Mandatory Requirements
- 2) Price and Preference Points System with Specific Goals

**14.1 Mandatory requirement**

Tenderers must satisfy the following mandatory requirements to be evaluated further. Tenderers who do not meet the mandatory requirements will be disqualified:

1. A bidder should stipulate in the tender document the experience in providing the public address and simultaneous interpretation system for Municipal Council meetings or any other conference event of a minimum of 300 participants where delegates microphones and interpretation system were utilised. Evidence of successfully providing service for at least three (03) Municipal Council meetings or conference events in terms of supplying and operating Public Address & Interpretation System as well as Videoconferencing should be provided. Provider must, at the close of tender, submit the reference letters or completion certificate with the contact details from the relevant municipality or from the relevant Bidders Client where the service was rendered.
2. Bidders must meet the technical requirements as stated in the site visit checklist in ACT 2 of this document. Failure to have all this equipment (listed on the site visit checklist) shall invalidate the bid, and the bidder will not be considered further.

**14.2 Price and Preference**

The procedure for the evaluation of responsive tenders is **PRICE AND PREFERENCE** in accordance with the Employer’s current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (2022).

The **80/20** preference points system will be applied. The Formula used to calculate the **Price Points (max. 80)** will be according to that specified Regulation 4.1.

### **Preference Point System and Specific Goals**

The definitions as per the SCM Policy are applicable.

Preference Points (20) will be derived from points claimed on Returnable Document **MBD 6.1: "Preference Points Claim Form"** (in Section 4 of this procurement document) for the **Specific Goal(s)** as indicated on the table(s) below, and according to the specified **Goal Weightings**.

#### **Ownership Goal**

The tendering entity's **Percentage Ownership**, in terms of the **Ownership Category(s)** listed below, is to be used in the determination of the tenderer's claim for **Preference Points**.

| Goal Weighting 70%  |                |       |       |
|---|----------------|-------|-------|
| Ownership Categories  | Criteria       | 80/20 | 90/10 |
| Race: Black (w1)  | 0%             | 0     | -     |
|   | >0% and <51%   | 5.6   | -     |
|   | ≥51% and <100% | 11.2  | -     |
|   | 100%           | 14    | -     |
| <b>Proof of claim as declared on MBD 6.1</b> (1 or more of the following will be used in verifying the tenderer's status) <ul style="list-style-type: none"> <li>• Companies and Intellectual Property Commission registration document (CIPC)</li> <li>• CSD report.</li> <li>• B-BBEE Certificate of the tendering entity.</li> <li>• Consolidated B-BBEE Certificate if the tendering entity is a Consortium, Joint Venture, or Trust (Issued by verification agency accredited by the South African Accreditation System).</li> <li>• Agreement for a Consortium, Joint Venture, or Trust.</li> </ul> |                |       |       |
| The <b>Category Weightings</b> of the Ownership Categories will be:<br>w1 = 100%  |                |       |       |

#### **RDP Goal: The promotion of South African owned enterprises**

The tendering entity's **Address** (as stated on the National Treasury Central Supplier Database (CSD) or on the eThekweni Municipality Vendor Portal) is to be used in the determination of the tenderer's claim for **Preference Points** for this Specific Goal.

| Goal Weighting 30%   |       |       |
|--|-------|-------|
| Location   | 80/20 | 90/10 |
| Not in South Africa  | 0     | -     |
| South Africa   | 2.4   | -     |
| KZN  | 4.8   | -     |
| ETM  | 6     | -     |
| <b>Proof of claim as declared on MBD 6.1</b> (1 or more of the following will be used in verifying the tenderer's status) <ul style="list-style-type: none"> <li>• CSD report</li> <li>• Municipal Fee Statement</li> <li>• B-BBEE Certificate of the tendering entity</li> <li>• Lease agreement</li> </ul> |       |       |

### 3.2 ADDITIONAL CONDITIONS OF TENDER (ACT)

#### ACT 1 ELIGIBILITY – CSD REGISTRATION

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Tenderers not so registered, at time of closing of tenders, will not be eligible to submit tenders.

The Tenderer's CSD Supplier Number (starting with "MAAA") is to be provided on the information table in Section 1.

Tenderers who wish to register on the CSD may do so via web address <https://secure.csd.gov.za>.

#### ACT 2 SITE VISIT CHECKLIST

An inspection of the bidder's stock will be undertaken.

Bidders must meet ALL the minimum technical requirements. Failure to meet any 1 of the 7 requirements will invalidate the bid.

Site visits will be conducted at the time of evaluation to verify the availability of mandatory equipment as listed in the checklist below:

| <b>EQUIPMENT TO BE INSPECTED:</b>  |                       |   |     |    |
|--|-----------------------|---|-----|----|
| The inspection will focus on key equipment that can hinder progress in the event of a service provider's inability to supply. The Municipality will be satisfied just to view the equipment availability, and the service provider should have the know-how in terms of its functionality. |                       |   |     |    |
| NO.  | EQUIPMENT             | REASON  | Yes | No |
| 1.   | 250 x Headsets        | Councillors need headsets to follow the proceedings through simultaneous interpretation service   |     |    |
| 2.   | 225 x Delegate Mics   | Microphones to participate, contributing views on subject matters under discussion.   |     |    |
| 3.   | ISO Interpreter Booth | The Municipality has a responsibility to comply with the Constitutional requirements to enable Councillors and citizens to engage using their preferred language(s), and, in, the language(s) predominantly used in the eThekweni Municipal area.<br><br>Therefore, the interpretation service is a key requirement, and challenges are encountered throughout the proceedings in the event of the unavailability of this service, which normally happens when convening through Microsoft Teams. |     |    |

|    |                     |  |  |  |
|----|---------------------|--|--|--|
| 4. | Interpreter Unit    | <p>The Municipality has a responsibility to comply with the Constitutional requirements to enable Councillors and citizens to engage using their preferred language(s), and, in, the language(s) predominantly used in the eThekweni Municipal area.</p> <p>Therefore, the interpretation service is a key requirement, and challenges are encountered throughout the proceedings in the event of the unavailability of this service, which normally happens when convening through Microsoft Teams.</p> |  |  |
| 5. | 2x HD Video Cameras | This is crucial for videoconferencing, and a service provider will be unable to link the main meeting venue with various other venues in the absence of this equipment.  |  |  |
| 6. | Comfort Monitor     | This is crucial for videoconferencing, and a service provider will be unable to link the main meeting venue with various other venues in the absence of this equipment.  |  |  |
| 7. | Screen              | This is crucial for videoconferencing, and a service provider will be unable to link the main meeting venue with various other venues in the absence of this equipment.  |  |  |

**CONFIRMATION OF SITE VERIFICATION**

| Organisation represented                  | Name of representative | Signature |
|---|------------------------|-----------|
| EThekweni Municipality                    |                        |           |
| Name of the tenderer authorised signatory |                        |           |
|   |                        |           |
|   |                        |           |

DATE OF SITE VISIT: .....

**DATE STAMP OF THE TENDERER:**

|                |
|----------------|
| OFFICIAL STAMP |
|----------------|

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**SECTION 4: RETURNABLE TENDER DOCUMENTS**

The required returnable documents are as detailed in [Section 2 \(Clause 4\)](#): “Returnable Schedules, Forms, Certificates” of the Conditions of Tender / Special Conditions of Tender.

- 1) Authority of Signatory
- 2) Tax Compliance Status PIN / Tax Clearance Certificate
- 3) Declaration of Municipal Fees
- 4) Declaration with respect to The Occupational Health and Safety Act
- 5(a) MBD 4: Declaration of Interest
- 5(b) MBD 5: Declaration for Procurement Above R10 Million
- 5(c) MBD 6.1: Preference Points Claim
- 5(d) MBD 8: Declaration of Bidder’s Past Supply Chain Management Practices
- 5(e) MBD 9: Certificate of Independent Bid Determination

The Tender Form can be found in [Section 9](#): “Official Tender Form”, and any additional schedules, forms, certificates can be found in [Section 10](#): “Annexures”.

**1) AUTHORITY OF SIGNATORY**

Reference is made to the Conditions of Tender: [Clause 4\(5\)\(c\)](#).

Indicate the status of the tenderer by ticking the appropriate box hereunder.

|  |                   |             |               |                 |
|--|-------------------|-------------|---------------|-----------------|
| COMPANY                                  | CLOSE CORPORATION | PARTNERSHIP | JOINT VENTURE | SOLE PROPRIETOR |
| Refer to Notes at the bottom of the page |                   |             |               |                 |

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....

hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

to sign all documents in connection with the tender for Contract No. [34271-1A](#) and any contract resulting from it on our behalf.

| NAME | ADDRESS | SIGNATURE | DATE |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |

**Notes**

**Tenderers are to include, at the back of their tender submission document, a printout of the following documents:**

- If a Company : a "Resolution of the Board" in this regard.
- If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

**2) TAX COMPLIANCE STATUS PIN / TAX CLEARANCE CERTIFICATE**

SARS has introduced a new Tax Compliance Status System. Tenderers can submit a Tax Compliance Status PIN (TCS PIN) instead of an original Tax Clearance Certificate. This TCS PIN can be used by third parties to certify the taxpayer's real-time compliance status.

Separate Tax Clearance Certificates / TCS PINs are required for each entity in a Joint Venture.

The TCS PIN(s) are to be entered on the information table in **SECTION 1: GENERAL INFORMATION**.

**Tenderers are to include, at the back of their tender submission document, a printout of their Tax Compliance Status PIN (TCS PIN) OR an original Tax Clearance Certificate.**

**Failure to include the required document will make the tender submission non-responsive.**

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, **and that the requested documentation has been included in the tender submission.***

**NAME (Block Capitals):** \_\_\_\_\_

**Date**

**SIGNATURE:** \_\_\_\_\_

**3) DECLARATION OF MUNICIPAL FEES**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

| <u>Account</u>           | <u>Account Number:</u> to be completed by tenderer.  |
|--------------------------|--|
| Consolidated Account No. | <input type="text"/> |
| Electricity              | <input type="text"/>                      |
| Water                    | <input type="text"/>                      |
| Rates                    | <input type="text"/>                      |
| Other                    | <input type="text"/>                      |

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

**Tenderers are to be include, at the back of their tender submission document, a printout of the above account's and or agreements signed with the municipality.**

**Failure to include the required document will make the tender submission non-responsive.**

**NAME (Block Capitals):**

**Date**

**SIGNATURE:**

.....

\_\_\_\_\_

.....

**4) DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT****Definitions**

The Act: The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

**Declaration by Tenderer**

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

**NAME (Block Capitals):****Date****SIGNATURE:**

**5(a) MBD 4: DECLARATION OF INTEREST**

**NOTES**  
 MSCM Regulations: "in the service of the state" means to be:  
 (a) a member of:  
     (i) any municipal council.  
     (ii) any provincial legislature.  
     (iii) the national Assembly or the national Council of provinces.  
 (b) a member of the board of directors of any municipal enterprise.  
 (c) an official of any municipality or municipal enterprise.  
 (d) an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999).  
 (e) a member of the accounting authority of any national or provincial public enterprise.  
 (f) an employee of Parliament or a provincial legislature.  
 "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.

- 1 No bid will be accepted from persons **in the service of the state**.
  
- 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 Name of enterprise  |  |
| Name of enterprise's representative                                 |  |
| 3.2 ID Number of enterprise's representative                        |  |
| 3.3 Position enterprise's representative occupies in the enterprise |  |
| 3.4 Company Registration number                                     |  |
| 3.5 Tax Reference number  |  |
| 3.6 VAT registration number   |  |

3.7 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted.

|  |   |     |    |
|--|---|-----|----|
|  | Circle Applicable   |     |    |
| 3.8 Are you presently in the service of the state?<br>If yes, furnish particulars:<br>.....<br>..... | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table> | YES | NO |
| YES  | NO  |     |    |

|   |   |     |    |
|---|---|-----|----|
|   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3.9 Have you been in the service of the state for the past twelve months?<br>If yes, furnish particulars:<br>.....<br>..... |   |     |    |

|   |   |     |    |
|---|---|-----|----|
| 3.10 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?<br>If yes, furnish particulars:<br>.....<br>.....   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?<br>If yes, furnish particulars:<br>.....<br>.....                     | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?<br>If yes, furnish particulars:<br>.....<br>.....  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?<br>If yes, furnish particulars:<br>.....<br>.....  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |
| 3.14 Do you or any of the directors, trustees, managers, principle 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 ?<br>If yes, furnish particulars:<br>.....<br>..... | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">YES</td> <td style="width: 50%; padding: 2px;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |

4 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

| Full Name                         | Identity No. | State Employee No. | Personal income tax No. |
|-----------------------------------|--------------|--------------------|-------------------------|
|                                   |              |                    |                         |
|                                   |              |                    |                         |
|                                   |              |                    |                         |
|                                   |              |                    |                         |
|                                   |              |                    |                         |
| Use additional pages if necessary |              |                    |                         |

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct.*

**NAME (Block Capitals):** .....

**Date**

**SIGNATURE:** .....

5(b) **MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION**  
**(ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

|  |                   |    |
|--|-------------------|----|
|  | Circle Applicable |    |
| 1.0 Are you by law required to prepare annual financial statements for auditing?   | YES               | NO |
| 1.1 <b>If YES, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.</b>  |                   |    |
| 2.0 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?                      | YES               | NO |
| 2.1 If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. |                   |    |
| 2.2 If YES, provide particulars.<br>.....<br>.....   |                   |    |
| 3.0 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?   | YES               | NO |
| 3.1 If YES, provide particulars.<br>.....<br>.....   |                   |    |
| 4.0 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?            | YES               | NO |
| 4.1 If YES, provide particulars.<br>.....<br>.....   |                   |    |

**If required by 1.1 above, tenderers are to include, at the back of their tender submission document, a printout of their audited annual financial statements.**

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both true and correct, **and, if required, that the requested documentation has been included in the tender submission.***

**NAME (Block Capitals):** \_\_\_\_\_ **Date** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

---

**5(c) MBD 6.1: PREFERENCE POINTS CLAIM**  
**In terms of THE PREFERENTIAL PROCUREMENT REGULATIONS (2022)**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1.0 GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the **80/20 preference point system**.

1.3 Preference Points for this tender shall be awarded for:

- **Price and Specific Goals:** Either 80 or 90 (price) and 20 or 10 (specific goals), in terms of 1.2 above.
- The total Preference Points, for Price and Specific Goals, is 100.

1.4 Failure on the part of the tenderer to submit the required proof or documentation, in terms of the requirements in the (Special) Conditions of Tender for claiming **Specific Goal** preference points, will be interpreted that preference points for **Specific Goals** are not claimed.

1.5 The Municipality reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard of preferences, in any manner required by the Municipality.

**2.0 DEFINITIONS**

2.1 “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

2.2 “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts.

2.3 “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

2.4 “**tender for income-generating contracts**” means a written offer in the form determined by Municipality in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the Municipality and a third party that produces revenue for the Municipality, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2.5 “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3.0 FORMULA FOR CALCULATION OF PREFERENCE PRICE POINTS

#### 3.1 PROCUREMENT OF GOODS AND SERVICES

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

|   |    |   |
|---|----|---|
| <b><u>80 / 20 Points System</u></b>                         | OR | <b><u>90 / 10 Points System</u></b>                         |
| $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |    | $P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ |

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 4.0 POINTS AWARDED FOR SPECIFIC GOALS

- 4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the **points claimed** for the goal(s) stated in **Table 1** below, as supported by proof/ documentation stated in the **Conditions of Tender**:
- 4.2 In cases where the municipality intends to use Regulation 3(2) of the Regulations, which states that if it is unclear whether the 80/20 or 90/10 preference point system applies, the municipality must, in the tender documents, stipulate in the case of:
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system, or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the municipality must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**TABLE 1:** Specific Goals for the tender and maximum points for each goal are indicated per the table below.

**Tenderers are to indicate their points claim for each of the Specific Goals in the shaded blocks.**

| The Specific Goals to be allocated points in terms of this tender                                      | Maximum Number of points ALLOCATED (80/20 system) | Maximum Number of points ALLOCATED (90/10 system) | Number of points CLAIMED (80/20 system) | Number of points CLAIMED (90/10 system) |
|--|---|---|---|---|
| <b>Ownership Goal:</b> Race (black)<br>(Refer to page 12 of this document)                             | 14  | n/a   |   | n/a                                     |
| <b>RDP Goal:</b> The promotion of South African owned enterprises. (Refer to page 12 of this document) | 6   | n/a   |   | n/a                                     |
| <b>Total CLAIMED Points (20 Maximum)</b>   |   |   |   | n/a                                     |

I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, certify that the points claimed, based on the specific goals as specified in the tender, qualifies the tendering entity for the preference(s) shown.

I acknowledge that:

- 1) The information furnished is true and correct.
- 2) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- 3) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- 4) If the specific goals have been claimed or obtained on a fraudulent basis, or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have:
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

**NAME (Block Capitals):** \_\_\_\_\_

**Date**

**SIGNATURE:** \_\_\_\_\_

**5(d) MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1.0 This Municipal Bidding Document must form part of all bids invited.
- 2.0 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.
- 3.0 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a) abused the municipal entity's supply chain management system or committed any improper conduct in relation to such system.
  - b) been convicted for fraud or corruption during the past five years.
  - c) wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years.
  - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4.0 In order to give effect to the above, the following questions 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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied.)

The Database of Restricted Suppliers now resides on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

| Circle Applicable |    |
|-------------------|----|
| YES               | NO |

4.1.1 If YES, provide 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)?

The Register for Tender Defaulters can be accessed on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page.

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

4.2.1 If YES, provide 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 YES, provide 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 YES, provide 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 YES, provide particulars.

.....  
 .....

*I, the undersigned, who warrants that they are authorised to sign on behalf of the Tenderer, confirms that the information contained in this form is within my personal knowledge and is to the best of my belief both 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.*

**NAME (Block Capitals):**

**Date**

.....

**SIGNATURE:**

.....

**5(e) MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION****NOTES**

- <sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.
- <sup>2</sup> 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.
- <sup>3</sup> 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.

- 1.0 This Municipal Bidding Document (MBD) must form part of all **bids**<sup>1</sup> invited.
- 2.0 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**).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3.0 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
- take all reasonable steps to prevent such abuse;
  - reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4.0 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**.
- 5.0 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid.

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**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

-----  
 (Bid Number and Description)

in response to the invitation for the bid made by:

-----  
 (Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect.

I certify, on behalf of:

-----  
 (Name of Bidder)

that:

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:
  - (a) has been requested to submit a bid in response to this bid invitation.
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience.
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

- 
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices.
  - (b) geographical area where product or service will be rendered (market allocation).
  - (c) methods, factors or formulas used to calculate prices.
  - (d) the intention or decision to submit or not to submit, a bid.
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid.
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**NAME (Block Capitals):** \_\_\_\_\_

**Date**

**SIGNATURE:** \_\_\_\_\_

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## **SECTION 5: CONDITIONS OF CONTRACT**

### **GOVERNMENT PROCUREMENT: CONDITIONS OF CONTRACT (July 2010)**

The **Conditions of Contract** are the **General Conditions of Contract** as published by the National Treasury titled "Government Procurement: General Conditions of Contract (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010, hereinafter referred to as **GCC**.

### **THE NATIONAL TREASURY**

**Republic of South Africa**



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### **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

July 2010

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**1. Definitions**

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignee 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 goods 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. 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.
- 1.13 "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.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "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 goods covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "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.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "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.
- 1.28 "Written" or "in writing" means hand-written 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 (excluding professional services related to the building and construction industry), 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 goods, 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 so far as may be necessary for purposes of such performance.

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

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

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

**6. Patent Rights**

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

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

**7. Performance security**

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

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

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

- (a) a 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
- (b) 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 goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or 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 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract goods may on or after delivery be inspected, tested or analysed 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 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](#), if any, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms [specified in the contract](#).

**11. Insurance**

11.1 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**

12.1 Should a price other than an all-inclusive delivered price be required, [this shall be specified](#).

**13. Incidental Services**

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

**14. Spare parts**

- 14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- 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;
  - in the event of termination of production of the spare parts:
    - advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 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 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 promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

**17. Prices**

- 17.1 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**

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

**19. Assignment**

- 19.1 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**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts 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 goods 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 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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**
- 22.1 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:
- 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;
  - if the supplier fails to perform any other obligation(s) under the contract; or
  - if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.
- 23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser 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:
- the name and address of the supplier and / or person restricted by the purchaser;
  - the date of commencement of the restriction
  - the period of restriction; and
  - 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. Antidumping and countervailing duties and rights**
- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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.
- 26. Termination for insolvency**
- 26.1 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,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier 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;
- (a) 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
  - (b) 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**

- 29.1 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**

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

**31. Notices**

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

**32. Taxes and duties**

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**33. Transfer of Contracts**

- 33.1 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**

- 34.1 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.

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**SECTION 6: SPECIAL / ADDITIONAL CONDITIONS OF CONTRACT**

The **Conditions of Contract** make reference to the **Special Conditions of Contract (SSC)** for details that apply specifically to this bid. The **Special Conditions of Contract** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Conditions of Contract**.

Each item below is cross-referenced to the clause in the **Conditions of Contract** to which it mainly applies.

**SCC 1.2**    **CONTRACT**

This is a 36-month contract.

**SCC 7.1**    **PERFORMANCE SECURITY**

The liability of the Performance Security shall be Nil.

**SCC 16.1**    **PAYMENT**

The Contractor shall submit to the Department concerned a detailed account which shall reflect the identifying number of each item / service. Payment will be made on this account when checked and substantiated by the authorised official.

Payment for goods received and accepted by the Municipality shall be made no later than 30 days after submission of invoice or claim, provided however that all the terms of the contract are duly complied with.

Payment will be made only to the supplier. Factoring arrangements will not be accepted.

**SCC 17**    **PRICES**

Prices are fixed for the duration of the contract.

**SCC 21.1**    **DELAYS IN THE SUPPLIER'S PERFORMANCE**

The time schedule for the delivery of goods and performance of services is one day before each meeting.

**SCC 22.1**    **PENALTIES**

A penalty of 5% of the service order value shall be charged in the event of failure to perform and the meeting is interrupted.

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**ADDITIONAL CONDITIONS OF CONTRACT****ACC1 QUALITY OF PRODUCTS**

No inferior products will be accepted under this enquiry.

Should there be any cause for complaint against the standard of service or quality of products offered which is not resolved within a period of 10 working days, the Municipality reserves the right to cancel the contract after serving one month's notice, in writing, to the supplier involved. Should such notice be given, the supplier shall nevertheless be obliged to perform the duties covered by the contract up to the date of expiration of the period of notice.

**ACC2 SATISFACTORY PERFORMANCE**

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Municipality shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Municipality, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Municipality.

**ACC3 OCCUPATIONAL INJURIES AND DISEASES ACT**

This act replaces the Workmen's Compensation Act:

**The supplier shall, before commencement of work, produce documentary proof to the Deputy Municipal Manager, Treasury: Finance that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act.** The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

**ACC4 DAMAGE TO PERSONS AND PROPERTY**

- (1) The supplier **shall** indemnify and keep indemnified the Council against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.
- (2) The supplier enters +this contract as an independent contractor and shall be solely liable in respect of any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.

**ACC5 ESTIMATED QUANTITIES**

The quantities stated in Section 8 are applicable for evaluation purposes only. The final quantity of goods and services required shall vary, depending on the total number of actual instances service/goods will be required over the Contract Period. The rates tendered shall be applicable, irrespective of the total quantity of goods and services procured over the contract duration.

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**ACC6 SERVICE PROVIDER OFFICE REQUIREMENTS**

The service provider must have, for the duration of the contract, a local presence (within the geographical eThekweni boundary).

**ACC7 MONITORING AND EVALUATION**

Quarterly meetings shall be held between the service provider and the Head: City Administration or his or her nominee to discuss progress and reach a common understanding on areas needing improvements. Notwithstanding the scheduling of quarterly meetings, if necessary, meetings shall be held after service has been provided at Council meetings to do a debrief and address issues of concern emanating from the meeting.

**ACC8 FREQUENCY OF MEETINGS**

Council meetings are held on a monthly basis and as and when required, during normal working hours. However, special meetings must be catered for as and when convened. The service provider must accommodate for this eventuality at no additional cost.

The video conferencing service will be required on an ad hoc basis. The Executive Management Directorate will notify the successful service provider in advance if the meeting will require video conferencing service.

A 48-hour notice will be given for an Ordinary Council Meeting and 24 hours for Special Meetings and video conferencing requirements.

**ACC9 CONFIDENTIALITY**

All the recordings taken during the official meetings of the Municipality shall remain confidential and property of the Municipality. The Service Provider shall not disclose, publish and or distribute such recordings without the confirmed written permission from the Municipality.

**ACC10 VIRTUAL MEETING / CONFERENCING SOFTWARE**

Service provider should be in possession of the Zoom/ Microsoft Teams software license (in service providers 'name) allowing participants to a maximum number of four hundred (400) people. (only applicable in video conferencing).

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## **SECTION 7: SCOPE AND SPECIFICATION OF REQUIRED SUPPLY / SERVICES**

### **SCOPE OF SUPPLY / SERVICES**

This contract covers the Hire of a Public Address & Simultaneous Interpretation System and provision of Video Conferencing monthly and as and when required for the City Administration Unit for a period of thirty-six months from the date of award; with interpreters being provided by eThekweni Municipality.

### **SPECIFICATIONS**

#### **1. Background of Supply / Services**

eThekweni Municipality holds Council Meetings monthly and, as and when required, mostly at Inkosi Albert Luthuli International Convention Centre (ICC), 45 Bram Fischer Road, Durban. Virtual meetings held mostly in Durban City Hall, 362 Dr Pixley kalsaka Seme Street, Durban. To facilitate deliberations at the said meetings a public address and simultaneous interpretation system is required. From time-to-time meetings are also held at different areas within the boundaries of the eThekweni Municipal area. The service provided for meetings conducted outside the City Hall must be consistent with the service provided for meetings conducted either at the ICC or Durban City Hall.

From time to time, Video-conferencing service will be required to conduct the meetings.

#### **2. SYSTEM AND REQUIREMENTS (Public Address, Simultaneous Interpretation System and Video Conferencing)**

##### **2.1 Summary of Requirements**

The successful bidder shall be required to provide the hire of a public address, simultaneous interpretation system and video-conferencing service for the Council meetings of eThekweni Municipality. The simultaneous interpretation equipment and the public address equipment shall form part of one system.

A video-conferencing system will be required on an ad hoc basis. Therefore, the service provider will be required to submit two separate invoices, one including video conferencing and the other excluding video conferencing.

Furthermore, the entire proceedings shall be voice recorded. The sound system proposed shall provide simultaneous interpretation for a minimum of two languages. This shall entail relaying the floor language to interpreters, and for distributing the interpreted language(s) and the floor language to delegates requiring them. The interpreters shall be provided by Council and the video-conferencing facility should be fully capable of supporting the simultaneous interpretation aspect of the meeting.

Additional language(s) shall be added on request, but these to accommodate special occasions, and service provider to be given sufficient notice when this is requested.

##### **2.2 Special Consideration and Requirements for System Implementation**

2.2.1. A Seating Plan for the meeting, this plan is not to scale and is subject to changes and is for information purposes only.

2.2.2. All equipment proposed shall have the minimum requirements as per clause 3.0.

2.2.3. All prices shall be stated in the Form of Tender.

2.2.4. It shall be understood that the hire service will only be required for specific dates(s). The successful bidder shall be notified of such need and make all necessary arrangements to ensure that the service is rendered as per the specification in this tender for each and every hiring occasion.

2.2.5. Set up must be done a day before the meeting. There is no definite time that the meeting adjourns, however, it will be on the same day. No guarantee is however given of this assumption.

2.2.6. These meetings do not necessary take place at the same venue, however, the venue shall be located within the eThekweni Municipality area of jurisdiction.

2.2.7. All venues shall be inspected by the Head or his representative prior to the meetings and all necessary arrangements/requirements regarding electricity, flooring, etc. shall be undertaken by the Head or his representative.

- 2.2.8. The successful bidder shall be notified within one week, by the Head or his representative regarding the dates, times and venues for the meetings, however, it shall be noted that these dates, times and venues are subject to change/cancellation/postponement at short notice and at Council's discretion.
- 2.2.9. Council will not be held responsible for any inconvenience and /or expenses incurred due to these changes/postponement/cancellations.
- 2.2.10. Council shall not be held responsible for any loss/damages to the hired equipment that may occur during the meetings, such loss/damages shall be catered for by the successful bidder's insurance.
- 2.2.11. All labour rates stated in the Form of Tender shall include installation, travelling and accommodation costs.
- 2.2.12. There shall be a minimum of two interpreters unit and minimum of one sound proof booth to accommodate three interpreters with 1.5 m social distancing in compliance with Covid-19 safety protocol. Each interpreter unit shall contain all necessary features and indicators to ensure the simultaneous distribution of the interpreted language. The interpreters shall be provided by Council.
- 2.2.13. The microphone priority override button on the chairperson's unit (CU) shall ensure that the chairperson can override any other delegate's microphone.
- 2.2.14. Under no circumstance must the situation arise where all delegate unit microphones can be activated simultaneously. Allowance for a maximum of three microphones must be provisioned to operate simultaneously.
- 2.2.15. There shall be present one Delegate Unit (DU) per two delegates. The two headphone sockets on the DU shall have headphones to enable the delegates to listen to the selected channel language. These headphones must be of a high quality, lightweight and dynamic.
- 2.2.16. The odd numbered delegate in a row must be supplied with their individual DU.
- 2.2.17. The floor language must be audible on the loud speakers mounted on tripod stands. These speakers are to be strategically positioned in/around the meeting area thus ensuring adequate sound coverage throughout the area.
- 2.2.18. The interpreted language must only be audible through the DU and CU headphones and not via the loud speakers on tripods.
- 2.2.19. Should the headphone on the DU and CU not be in use, then the floor language should be audible on the DU and CU loudspeakers which shall be adjustable by the volume control button.
- 2.2.20. All DU's must be connected in such a method that minimises the interruption of other DU's, should the cabling become disconnected during operation, or should a DU malfunction.
- 2.2.21. All surface cables lying on the floor must be taped to the floor by a suitable adhesive mechanism. This tape shall not leave any marks upon removal.
- 2.2.22. The connector used between cables must be suitably secured to ensure no disconnection.
- 2.2.23. The successful bidder shall be advised that the installation time is of a varied nature depending on the availability of the venue before the meeting. A minimum of five hours installation time shall be available.
- 2.2.24. Cognisance must be taken of the fact that the installation may have to be undertaken during any portion of the 24-hour day, due to prior usage of the venue.
- 2.2.25. A minimum of two fully qualified technicians shall be present during the meetings to ensure the smooth operation of the system during the proceedings. The technicians must be identified prior to the installation day, with names and identification being submitted to the Head or his representative.
- 2.2.26. Adequate spare reserves of equipment must be available at each meeting, to enable the immediate replacement of any faulty equipment during the meeting proceedings.
- 2.2.27. The headphones must be inserted in the headphones sockets of the DU's and the CU during the setup of the sound system.

2.2.28. The entire system must be thoroughly tested prior to the commencements of the meeting to ensure that all components of the system is working. The testing must include the CU, DUs and all associated headphones

### 3. A: TECHNICAL EQUIPMENT SPECIFICATION

#### A-1: For Municipal Council Meeting Held at Inkosi Albert Luthuli International Convention Centre:

Supply the following equipment: for physical or face-to-face Council Meeting- (to be read with SCT 14 under evaluation the requirement for site inspection/visit.)

- 250 x Headsets
- 225 x Delegate Microphones (including speaker/on-off button/two sockets for interpretation)
- Chairman Microphone (with priority over-ride button) with long microphone
- PC Control
- Interpreters' unit
- ISO Interpreters' Booth
- Digital recorder & USBs
- Laptop; data projector and 3.66m x 2.74m screen for presentations
- Provision of Anthems
- Technicians

Provide technicians to: -

- set up a day before the meeting and conduct dry run to test the equipment.
- Again, test an hour prior to the commencement of the meeting.
- ensure smooth operation during the meeting; and
- dismantle the system.

Provide the recording of the meeting within 24 hours after the conclusion of the meeting.

#### A-1(i): FOR INFORMATION OF SERVICE PROVIDER: EQUIPMENT SUPPLIED BY ICC FOR PHYSICAL MEETINGS

- Switcher
- Conform Monitor
- Roving Microphones and Receiver
- Screens 6mx4m (Front/Rear Projection)
- Projectors (Video/Data) 7000 ANSI Lumens
- Laptop
- Parcans to light stage area
- Speakers
- Provision of Anthems
- Dedicated Technician

#### A-2: For Municipal Council Meetings Held in other Suitable Municipal Venue:

Supply the following equipment: for physical or face-to-face Council Meeting- (to be read with SCT 14 under evaluation the requirement for site inspection/visit.)

- 250 x Headsets
- 225 x Delegate Microphones (including speaker/on-off button/two sockets for interpretation)
- Chairman Microphone (with priority over-ride button) with long microphone
- 4 roving microphones (with stand and linked to the system)
- Power supply unit
- PC Control
- Interpreters' unit
- ISO Interpreters' Booth
- Speakers -The number of speakers to be provided should have capacity to supply sound at the Durban ICC and Durban City Hall, including a 30m x 60m marquee in the event the Council meeting is taken to the eThekweni Ward level
- Digital recorder & USBs
- Laptop; data projector and 3.66m x 2.74m screen for presentations

- Provision of Anthems
- Technicians

Provide technicians to: -

- set up a day before the meeting and conduct dry run to test the equipment.
- Again, test an hour prior to the commencement of the meeting.
- ensure smooth operation during the meeting; and
- dismantle the system.

Provide the recording of the meeting within 24 hours after the conclusion of the meeting.

### 3.1. General Specification

- 3.1.1. The sound system proposed shall provide digital signal processing and transmission of all audio signals via a flexibly configured network.
- 3.1.2. The network system shall offer excellent audio performance with no loss in signal quality or level during transmission. Each delegate should receive an audio signal of consistently high quality and amplification.
- 3.1.3. Problems such as background noise, interference, distortion and crosstalk should be eliminated.
- 3.1.4. The items in the sound systems shall be connected simply and quickly, thus enabling easy replacement of the faulty units during the meetings.
- 3.1.5. The sound system proposed shall ensure total sound management of speech input by delegates, chairman and other participants, and the amplification and relaying of audible speech to all participants.
- 3.1.6. The operation of the sound systems shall be user friendly, it shall be monitored and controlled by a central control unit which shall provide all required facilities, features and indicators for the control and monitoring of all equipment that comprise the system, as per specification, in-order to ensure optimum performance/operation of the sound system.
- 3.1.7. Shall operate under the following environmental conditions: -
- 3.1.7.1 Working conditions: fixed/stationary/transportable
- 3.1.7.2 Temperature range:
- (a) Transport: 0 to +55°C
- (b) Operating: 5 to +45°C
- 3.1.7.3 Relative Humidity: 95% max
- 3.1.8. The power supply shall be suitably rated to provide power to all equipment that comprises the sound system.
- 3.1.9. Pre-selected system status and information entered into the system shall not be lost in the event of a power failure but should revert to the last operating status when the power is restored.
- 3.1.10. Audio from a wireless hand-held microphone, lapel microphone and other microphones that form part of the sound system shall be audible over the speakers that form part of the sound system when activated.
- 3.1.11. The equipment supplied shall comply with the following international standards under the applicable test procedure: -
- 3.1.11.1 According to IEC 65 (1985), fulfils the harmonised EC safety standard EN 60065.
- 3.1.11.2 EMC emission – according to harmonized EN 55013 (1988).
- 3.1.11.3 EMC immunity – according to harmonized standard EN 55020 (1987)
- 3.1.11.4 EMC approvals affixed with the CE mark directive 89/336 EEC.
- 3.1.11.5 ESD – according to IEC 801-2; contact 4kV, fast transients to the mains and data lines according to IEC 801-4.
- 3.1.11.6 Immunity tests – according to IEC 801-3. Field strength 3V/m in the frequency range 80 – 1000 MHz, severity level 3: not affecting normal operation.
- 3.1.11.7 Mains harmonics – prepared to EN 60555-2 Class A.
- 3.1.11.8 Shock resistance – according to IEC 86.2.29 Eb.
- 3.1.11.9 Vibration resistance according to IEC 68.2.6Fc, produce A.
- 3.1.11.10 Comply to ISO 2603 standard for interpretation equipment.
- 3.1.11.11 And IEC 914 for congress equipment.

### 3.2. Central Control Unit

The product offered shall have the following minimum design facilities/parameters.

- 3.2.1. The central control unit shall have the features/functionality/controls to provide a public address and simultaneous interpretation system in a standalone configuration. It shall be microprocessor controlled and/or computer controlled.
- 3.2.2. Shall provide control facilities for two hundred and forty (240) delegates units, chairperson unit, interpreter units, etc. and shall be easily extendable/upgradeable.
- 3.2.3. The number of delegate microphones that can be active at any particular instant shall be configurable i.e. only 3 delegate units shall be active at any given time.

- 3.2.4. Provide simultaneous interpretation function, minimum two interpretation channels.
- 3.2.5. Digital audio control and processing facilities.
- 3.2.6. Automatic audio equalizer for delegate and chairman loudspeaker.
- 3.2.7. Control and processing facilities for 10 64kB data channels.
- 3.2.8. Mains on/off switch with green LED indicator.
- 3.2.9. A built-in power supply unit for itself and to supply 180 “peripheral units”.
- 3.2.10. Rotary loudspeaker tone controls for bass and treble adjustment.
- 3.2.11. Rotary loudspeaker volume control.
- 3.2.12. Three outlet trunk line cable connector for connection of contribution, distribution and interpretation units and extension power supplies. Each socket shall be protected against short circuit.
- 3.2.13. Indicators for trunk line overload.
- 3.2.14. Two-line input connectors for one symmetrical or two asymmetrical inputs.
- 3.2.15. Two-line output connectors for one symmetrical or two asymmetrical outputs.
- 3.2.16. USB recorder input and output.
- 3.2.17. On-line monitoring of the interpreter activity.
- 3.2.18. Item Ref 1 in the (pink) Form of Tender refers to one (1) “package as a whole” of the Central Control Unit viz: this shall entail all the required/necessary quantity of e.g. micro-processor and/or computer items/equipment required/necessary to control/operate the estimated quantity of items/equipment as specified in Item Ref 2 to Item Ref 23.

### 3.3. Delegate Unit Type 1

The product offered shall have the following minimum design facilities/parameters.

- 3.3.1. The “delegate unit type 1” shall comprise a condenser flexible stem (minimum 300mm) microphone which shall have a built-in pop shield and windshield and full range loudspeaker.
- 3.3.2. The DU shall have an on/off microphone button.
- 3.3.3. When the microphone “on” button has been activated, a status indicator ring shall be turned “on” to confirm that the microphone is active.
- 3.3.4. The microphone “on” position shall be nullified by de-pressing the button.
- 3.3.5. The DU shall have an up/down channel selector facility with a number display (LCD) and a volume control for the two headphone sockets used for accessing interpretations.
- 3.3.6. The DU shall be a freestanding “on tabletop” type.
- 3.3.7. The DU loudspeaker shall provide for the floor language/speech to be relayed at the delegates positions. This DU loudspeaker shall automatically muted to prevent acoustic feedback whenever the microphone and/or headphone at that DU is activated.
- 3.3.8. The condenser type microphone frequency range shall be 100Hz to 16kHz with a cardioid directional pattern.
- 3.3.9. The maximum sound pressure level for the microphone for a total harmonic distortion of <3% shall be 110dB.
- 3.3.10. Shall have built-in circuitry to allow for a simultaneous interpretation/parameter.

### 3.4. Delegate Unit Type 2

This product offered shall have the following minimum design facilities/parameters.

- 3.4.1. Shall have the specification as per clause 3.3.2 to 3.3.10.
- 3.4.2. Extra-long, flexible stem (minimum 480mm) condenser microphone which shall have a built-in pop shield and windshield and full range loudspeaker.

### 3.5. Chairperson Unit (CU)

- 3.5.1. The CU shall have a priority override button that mutes all other DU microphones and which, when pressed sounds a chime tone and activates the chairperson’s microphone.
- 3.5.2. A microphone on/off button for speaking.
- 3.5.3. The CU shall consist of an extra-long, flexible stem (minimum 480mm) condenser microphone which shall have a build in pop shield and windshield and a full range loudspeaker.
- 3.5.4. An illuminated indicator ring on the microphone shall indicate that the microphone is active.
- 3.5.5. The chairperson shall have priority for speaking by the activation of the microphone priority override button.
- 3.5.6. The CU shall have an up/down channel selector facility with a channel number displayed (LCD) and a volume control for the two headphone sockets for accessing interpretations.
- 3.5.7. The CU shall be of a freestanding “on tabletop” type.
- 3.5.8. The loudspeaker shall provide for the floor language/speech to be relayed at the chairperson’s position. This loudspeaker shall automatically mute to prevent acoustic feedback whenever the microphone and/ or headphone at the CU is activated.

- 3.5.9. The condenser type microphone frequency range shall be 100Hz to 16kHz with a cardioids directional pattern.
- 3.5.10. The maximum sound pressure level of the microphone for a total harmonic distortion of <3% shall be 110dB
- 3.5.11. Shall have built-in circuitry for simultaneous interpretation.

### 3.6. The Interpreter Unit (IU)

The product offered shall have the following minimum design facilities/parameters.

- 3.6.1. Shall include pre-setting facilities for language channel allocation, routing and interlocks and LCD (liquid crystal display) screen.
- 3.6.2. The LCD screen shall be for the display of language and channel information, programming instruction and messages.
- 3.6.3. Accommodate a minimum of two interpretation language channel selection with the ability to change the language allocation per channel.
- 3.6.4. Consists of two language channels, A and B. Channel A shall be allocated for output languages directly interpreted from the floor language, and channel B shall be used for output of a floor language.
- 3.6.5. Selection of channel A and channel B shall be means of "A select" and "B select" buttons. Whenever channel A or channel B is enabled by the interpreter, the corresponding output language preset for the channel shall be displayed by means of a text display. The display shall also show language name and language number.
- 3.6.6. Red LED indicators adjacent to the channel selection buttons shall be provided to indicate the selection of either channel A or channel B. Yellow LED indicators shall be provided to indicate that selected output channel is currently in use.
- 3.6.7. Shall consist of a cardioid's condenser microphone on a fold away stem which has a built in pop shield and windshield, two output sockets for connection of one headset headphone and a full – range loudspeaker with volume control.
- 3.6.8. The built-in- loudspeaker shall switch off when any IU microphone is activated.
- 3.6.9. The illuminated indicator ring on the microphone shall indicate that the microphone is active and red LED bar indicator on the IU shall indicate that the microphone is active.
- 3.6.10. The microphone shall have an on/off lever type switch and microphone mute key.
- 3.6.11. A switch shall allow the selection between headset and microphone mode.
- 3.6.12. The channel selector shall offer participants the ability to select preferred language.
- 3.6.13. The floor language should also be one of the distributed channels.
- 3.6.14. Tone and volume controls shall be provided for the headphone output

### 3.7. Headphone Type1

The product offered shall have the following minimum design facilities/parameters.

- 3.7.1. The headphone shall be high quality, dynamic and lightweight.
- 3.7.2. The headphones shall have an impedance of 2 x700  $\Omega$  and a frequency response of 250 to 13kHz.
- 3.7.3. The sensitivity at 1kHz shall be 97dB SPL.

### 3.8. Headphone Type 2

The product offered shall have the following minimum design facilities/parameters.

- 3.8.1. High quality lightweight headphone
- 3.8.2. Impedance of 300  $\Omega$  and a frequency response of 80Hz to 15kHz
- 3.8.3. The sensitivity at 1kHz shall be 87dB SPL.

### 3.9. Soundproof Booth

The product offered shall have the following minimum design facilities/parameters.

- 3.9.1. Shall be soundproof.
- 3.9.2. Consist of a desk with a Lamp.
- 3.9.3. Front panel shall be 50% clear e.g. glass.
- 3.9.4. Entrance duct for cable.
- 3.9.5. Ventilation facility.
- 3.9.6. Accommodate three interpreters comfortably on three chairs.

### 3.10. Microphone Stand

The product offered shall have the following minimum design facilities/parameters.

- 3.10.1. The floor stand shall be a collapsible floor stand with height adjustable facility (between 85 and 160cm), the head of the stand shall have a 3/8" Whitworth thread.
- 3.10.2. The adjustable boom shall incorporate a quick release boom lock and whitworth thread suitable for connection to the floor stand.

3.10.3. The universal microphone clamp shall be a quick release microphone clamp with a plastic swivel stand adaptor and incorporate a Whitworth tread suitable for connection to the floor stand.

### 3.11. The Recording Mechanisms

The product offered shall have the following minimum design facilities/parameters.

3.11.1. The entire meeting/proceedings must be audio recorded onto a USB stick using a suitable digital technique.

3.11.2. USB stick for the meeting shall be supplied by the successful bidder and shall be a minimum of 16GB of capacity.

3.11.3. The USB shall be date and venue labelled.

### 3.12. Speakers on Tripods

The product offered shall have the following minimum design facilities/parameters.

3.12.1. The low frequency transducer shall have a power handling output of 125W and frequency range of 65Hz to 3kHz

3.12.2. The high frequency driver and horn shall have a power handling of 25W and frequency range of 2.5kHz to 15kHz

3.12.3. Shall have a heavy-duty protective enclosure.

3.12.4. Shall be tripod mountable.

3.12.5. The floor language audio from the DU's, CU, lapel, wireless handheld microphones shall be audible over these speakers.

### 3.13. Back-up System

The product offered shall have the following minimum design facilities/parameters.

3.13.1. Should the system malfunction during the proceedings a back-up system shall be implemented.

3.13.2. This back-up system shall comprise of four wireless microphones and associated circuitry whose audio output shall be transmitted via the speakers on tripods.

3.13.3. The wireless system shall operate in the UHF band.

3.13.4. Effective range of the system receiver to transmitter shall be 100m under optimal conditions.

3.13.5. This wireless system shall operate free of radio frequency interference.

3.13.6. The receiver shall allow for automatic frequency selection.

3.13.7. The lapel microphone shall operate on this wireless system.

### 3.14. The Mixer

The product offered shall have the following minimum design facilities/parameters.

3.14.1. Connection to an eight channel mixer and shall allow for the following:-

- (a) Adjustment of the volume from the delegate and chairperson unit.
- (b) Connection of external speakers.
- (c) Provide sound for video recording.
- (d) Provide sound for video transmission.

### 3.15. Miscellaneous Items

Any miscellaneous items for the normal functioning of a fully operating system not specified must be added to the tender as submitted in the (pink) tender form.

## 4. OVERALL SYSTEM SPECIFICATION

### 4.1. Testing and Guarantee

4.1.1. As the provision of the public address and simultaneous interpretation system is on a hired basis and in most instances a minimum period of one day, the testing of the installed sound system shall take place one hour before the scheduled meeting.

4.1.2. All items of equipment installed must operate/function according to the manufacturer's specification for the duration of the meeting/procedure.

4.1.3. The sound systems shall be installed to enable easy replacement/changing of equipment/items should these fail during the meeting.

4.1.4. The installed equipment shall be ready for final testing by the Engineer an hour before meeting commences.

4.1.5. The Testing Procedure:

- (a) The microphones on the DUs and CU will be tested
- (b) The IU will be tested.
- (c) The correct positioning of the DU i.e. one DU between two delegates.
- (d) All cabling neatly taped to floor.
- (e) All headphones connected to DUs and CU.

- (f) Operation of the bin speakers.
  - (g) Check for feedback, distortion and clarity.
  - (h) The wireless back-up system.
  - (i) The recording mechanism.
  - (j) The camera system
  - (k) The Talk Time: system.
- 4.1.6. It shall be a condition of the award of the contract that a 5% penalty fee of the hiring price for that meeting will be administered should the equipment not be fully installed and ready for testing one hour before the meeting commencement time.
- 4.1.7. Prior to notifying the Engineer, the successful tenderer shall have tested the system equipment and installation thoroughly, and overcome all minor defects, teething problems, etc. to be sure that failed tests are minimised.

## 4.2. Responsibility for System Integration

- 4.2.1. The successful tenderer shall be responsible for the provision of a fully operational system accordingly to the functionality defined in the Specification. This responsibility shall cover all system elements on offer.
- 4.2.2. Each tenderer's responsibility shall include identifying and ensuring that all necessary interfaces to any existing equipment or/ and site facilities are carried out to provide the functionality defined in the Specifications.

## 4.3 Installation Standards

- 4.3.1. The tenderer shall take full account of relevant legislation and current industry "best practice" relating to the installation procedure and health and safety requirements.
- 4.3.2. The facilities defined in this Specification should be implemented using flexible "Open" industry and international standards where possible.
- 4.3.3. The successful tenderer shall be responsible for ensuring that there is no interference between the installed equipment and any other equipment onsite e.g. cellular telephones.
- 4.3.4. The tenderers shall make do allowance for any remedial measures that might be necessary should interference be found to be a problem at any site.
- 4.3.5. All mains powered equipment shall be protected from mains-borne, high voltage transients and lighting. Details of these features need be supplied. The successful tenderer shall only employ competent technicians to perform the installation work on site.
- 4.3.6. The installation shall be executed with the best workmanship in a workmanlike manner to the satisfaction of the Engineer. Should any material or workmanship not be to the satisfaction of the Engineer, it shall be rectified at the cost of the successful tenderer.
- 4.3.7. The successful tenderer shall be responsible for the correct and complete execution of the contract. Inspection by the Engineer shall not release the successful tenderer from his responsibility.
- 4.3.8. **Electrical Safety**  
All electrical equipment supplied shall be installed in accordance with industry and S.A standards for safety and specifically in accordance with the Electrical Regulations.

## 5. PRESENTATION EQUIPMENT

- a) Full HD Projector: Resolution 1920x1200. Minimum 3200 lumens. HDMI and VGA inputs.
- b) Laptop: HP EliteBook 850 G4, Intel Core i7 (7th Gen), 256GB SSD, 8GB Ram or equivalent
- c) Projector Screen for presentations: 12x9 foot (3.66m x 2.74m).

## 6. SERVICE AND REQUIREMENTS (Video Conferencing)

The intention is to engage a service provider to supply and deliver a secure solution supporting video & audio conferencing of eThekwini Municipal Council Meetings. Also, to provide a feature to support the social media streaming undertaken by the eThekwini Municipality's Communications Unit.

### 6.1. Project Overview

Appointed service provider will be required to supply an integrated solution for multipoint voice and video calls for the purpose of hosting Council meeting and streaming the proceedings on the Municipality's social media platforms. The solution must include the following:

Video infrastructure for HD video multi-conferencing, recording, social media collaboration and desktop conferencing with applications such as Zoom and MS Teams.

- a) Interactive presentation screens to be mounted in meetings venues.
- b) Effective integration of meeting and social media streaming.

## 6.2 Requirements Per Venue: Audio Visual Equipment

|   |  |
|---|--|
| <i>The set up below is applicable when Council meeting is convened virtually through MS Teams or Zoom, with Councillors connecting from different locations outside City Hall. The meeting is hosted from City Hall to connect other Councillors and officials from different locations</i> |  |
| <b>Component</b>  | <b>Equipment</b>   |
| Durban City Hall Main Venue   | <ul style="list-style-type: none"> <li>• 2 HD Video Cameras with stands to film the head table and South African Sign Language (SASL) Interpreter</li> <li>• 2 x 65" Comfort Monitor incl. screen</li> <li>• Windows Laptop incl. Microsoft with USB audio dongle</li> <li>• A co-host PC x 2 to admit the Councillors to the meeting.</li> <li>• A number of three (03) microphone for the head table to be installed and earphones to be supplied by service provider. No PA System.</li> <li>• A number of ten (10) earphones for officials to be based in the main meeting venue</li> <li>• Participants will receive the audio through the microphone system/headphones.</li> <li>• Councillors will participate through MS Teams from either satellite venues or their homes/offices.</li> </ul> |
| <i>The set up below is applicable when Council meeting is convened through videoconferencing with Councillors connecting from different meeting venues in City Hall and/or at Inkosi Albert Luthuli International Convention Centre (ICC)</i>   |  |
| <i>For Inkosi Albert Luthuli ICC, most of technical equipment is provided as part of meeting venue booking package, with service provider providing additional equipment to connect all meeting venues to the plenary venue.</i>  |  |
| <i>The specification to be similar to the one outlined in 3A-1, with the exception of an additional cable to be required to connect different venues to the Main Plenary venue</i>  |  |
| <b>Component</b>  | <b>Equipment</b>   |
| Luthuli Hall  | <ul style="list-style-type: none"> <li>• HD Video Camera with stand</li> <li>• Full HD Projector: Resolution 1920x1200. Minimum 3200 lumens. HDMI and VGA inputs</li> <li>• Zoom PC and Camera with operator</li> </ul>  |
| <b>Component</b>  | <b>Equipment</b>   |
| Council Chamber   | <ul style="list-style-type: none"> <li>• HD Video Camera with stand</li> <li>• Full HD Projector: Resolution 1920x1200. Minimum 3200 lumens. HDMI and VGA inputs</li> <li>• Zoom PC and Camera with operator</li> </ul>  |
| Mandela Room  | <ul style="list-style-type: none"> <li>• HD Video Camera with stand</li> <li>• 65" LCD Screen</li> <li>• Zoom PC and Camera with operator</li> </ul>   |
| Broadcast   | <ul style="list-style-type: none"> <li>• Web Presenter &amp; Streaming Laptop</li> <li>• Vision Mixer and Engineer</li> <li>• The Audio and Video will be sent via MS Teams to and from the Councillors and Streamed live on Facebook</li> </ul>   |

|                               |  |
|-------------------------------|--|
|                               | <ul style="list-style-type: none"> <li>The video and Audio of the person speaking will be displayed on the screen with the speaker timer and sign language picture in picture.</li> </ul> <p><b><u>NB: System should be able to display SASL interpreter, Timekeeping and Voting scores simultaneously.</u></b></p>  |
| Streaming and Recording       | <ul style="list-style-type: none"> <li>Full recording controls (audio and video) from desktop client. Live streaming capability on all eThekweni Municipality social media platforms. <b><u>Provision of Quality Video for Social Media Streaming is critical</u></b></li> <li>Simultaneous streaming and recording must be supported.</li> <li>A professional feed with Logo, timer and picture in picture overlay, including the SASL interpreter</li> </ul> |
| Cables and Distribution       | All consumables and cabling must be included and according to high quality AV standards.   |
| Logistics                     | Service provider must be able to provide his/her own transport, which should be in good condition and a setup and strike crew.   |
| Council Meeting Preliminaries | Service provider to support Municipal Council by playing music audio for the African Union Anthem and the South African Anthem. Service provider requested to provide Government compliant Anthems for this purpose. City Administration Unit will give guidance to appointed service provider in this regard.   |

### 6.3. Service Set Up

- 6.3.1. Service provider will be required to set up equipment a day before the date of Council meeting. The set-up will be done at any hours within the 24-hour period, subject to availability of venues for set-up process.
- 6.3.2. The City Administration Unit shall confirm set-up time and advise of contact person to give access to meeting venues.
- 6.3.3. Service Provider should ensure that the system is ready and has been tested an hour prior to the scheduled commencement time of the Council meeting.
- 6.3.4. Council meeting could last a minimum of five (05) and a maximum of ten (10) hours.
- 6.3.5. Service provider to ensure all equipment is cleared out of meeting venues after the conclusion of the Council meeting or the following day in the event the meeting finishes late.

### 6.4. Responsibilities by Parties

- 6.4.1. Notwithstanding the description of equipment and service required in the table above, the City Administration Unit Management shall be entitled to request additional equipment and service related to deliverables required to ensure successful hosting of Council meeting from the technical perspective.
- 6.4.2. A bidder must demonstrate, through submission of a testimonial from a customer, relevant experience and competencies to install and manage the audio/video-conferencing facility with in-depth knowledge and expertise.
- 6.4.3. Project Manager and technical staff must be available for the full duration of the Council meeting and should be in possession of accreditation to install and operate the equipment.
- 6.4.4. The City Administration Unit shall supply to the service provider all necessary details relating to Video-conferencing and Zoom / MS Teams set-up as they pertain to the Council meeting proceedings.
- 6.4.5. The City Administration Unit shall give service provider support in relation to giving participants access to the Council meeting and managing the proceedings through monitoring action by the participants on the Zoom / MS Teams system.
- 6.4.6. Service provider to furnish audio recording immediately after the conclusion of the Council meeting.

## 7. PERFORMANCE MANAGEMENT

- 7.1. Planning and debrief meetings shall be convened to achieve consensus on level of service required and determine areas for improvements.

7.2. In the event of the allegation that unsatisfactory service has been provided, the matter shall be investigated by the Senior Manager: Secretariat. The findings thereof shall determine appropriate action to be taken against the party at fault, with such action to be authorised by the Senior Manager: Secretariat, in consultation with the Head: City Administration

**SECTION 8: SCHEDULE OF RATES / ACTIVITIES**

Year 1

| Item | Description / Item Code   | Unit of Measure | Price Excl. VAT |   | VAT |   | Price Incl. VAT |   |
|------|---|-----------------|-----------------|---|-----|---|-----------------|---|
|      |   |                 | R               | c | R   | c | R               | c |
| 1    | Hire of public address & simultaneous interpretation system for parent municipality | Per Meeting     |                 |   |     |   |                 |   |
| 2    | Provision of Video Conferencing Service   | Per Meeting     |                 |   |     |   |                 |   |
| 3    | Hire of public address & simultaneous interpretation system for Municipal entity    | Per Meeting     |                 |   |     |   |                 |   |

Year 2

| Item | Description / Item Code   | Unit of Measure | Price Excl. VAT |   | VAT |   | Price Incl. VAT |   |
|------|---|-----------------|-----------------|---|-----|---|-----------------|---|
|      |   |                 | R               | c | R   | c | R               | c |
| 1    | Hire of public address & simultaneous interpretation system for parent municipality | Per Meeting     |                 |   |     |   |                 |   |
| 2    | Provision of Video Conferencing Service   | Per Meeting     |                 |   |     |   |                 |   |
| 3    | Hire of public address & simultaneous interpretation system for Municipal entity    | Per Meeting     |                 |   |     |   |                 |   |

## Year 3

| Item | Description / Item Code   | Unit of Measure | Price Excl. VAT |   | VAT |   | Price Incl. VAT |   |
|------|---|-----------------|-----------------|---|-----|---|-----------------|---|
|      |   |                 | R               | c | R   | c | R               | c |
| 1    | Hire of public address & simultaneous interpretation system for parent municipality | Per Meeting     |                 |   |     |   |                 |   |
| 2    | Provision of Video Conferencing Service   | Per Meeting     |                 |   |     |   |                 |   |
| 3    | Hire of public address & simultaneous interpretation system for Municipal entities  | Per Meeting     |                 |   |     |   |                 |   |

**SECTION 9 : OFFICIAL TENDER FORM**

**Part A: OFFER BY TENDERER** - In response to **Tender Number : 34271-1A** I / we hereby offer to supply the goods / services detailed hereunder in accordance with the Technical Specification, and subject to the Standard and Special Conditions of Tender (Goods/Services), and General and Special Conditions of Contract, which accompanied your Tender (with which I / we acknowledge myself / ourselves to be fully acquainted) at the price stated below, or in the case of individual rates are indicated in Section 8 : Bill Of Quantities / Schedule of Rates / Activities.

I / We hereby agree that this tender will hold good and remain open for acceptance as specified in the Conditions of Tender or during such other period as may be specified in the Special Conditions of Tender.

eThekwini Vendor Portal Registration Number:

PR

C.S.D Registration Number:

MAAA

S.A.R.S Pin Number:

**Completion of the following is compulsory. Failure to declare the following will invalidate your offer.**

**Declaration of Interest**

| Are any of the entity's directors, managers, principle shareholder or stakeholders currently in the service of the state or have been in the service of the state in the past twelve (12) months?   |                    |                                  |                           |                        | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|---|--------------------|----------------------------------|---------------------------|------------------------|--------------------------|-----|--------------------------|----|
| Is any spouse, child or parent of the entity's directors, managers, principle shareholder or stakeholder currently in the service of the state or have been in the service of the state in the past twelve (12) months?   |                    |                                  |                           |                        | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Name of entity's member   | Position in Entity | Name of Relative (if applicable) | Name of State Institution | Nature of Relationship |                          |     |                          |    |
|   |                    |                                  |                           |                        |                          |     |                          |    |
| Do you or any other directors, managers, principle shareholder or stakeholder of your entity have any relationship (spouse, family, friend, associate) with persons in the service of the state and/or who may be involved with the evaluation of this quotation? If yes please furnish particulars below |                    |                                  |                           |                        | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Name of entity's member   | Position in Entity | Name of Relative (if applicable) | Name of State Institution | Nature of Relationship |                          |     |                          |    |
|   |                    |                                  |                           |                        |                          |     |                          |    |

Refer to the Consolidated MBD Documents in Section 4(d) for the definition of "in service of the State"

\* Signature :

\* Name (*capitals*):

Date:

Capacity:

\* Name of Business:

Tel:

Address:

Fax:

\* Denotes Mandatory Information

**Failure to complete the Mandatory Information and sign this Tender Form will invalidate the tender**

**Part B: ACCEPTANCE BY PURCHASER** - The Purchaser, as represented by the following Official, hereby accepts the Tenderer's offer in terms of the Conditions of Tender, Specifications, and Conditions of Contract.

Signature:

Name (*capitals*):

Date:

Capacity:

