

67 Church Street, EmaXesibeni, 4735
Tel: +27 (0)39 254 6000
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Web : www.umzimvubu.gov.za



UMZIMVUBU
— LOCAL MUNICIPALITY —

Dabula Street, Sophia, KwaBhaca
P/ Bag 9020, KwaBhaca, 5090
Tel: +27 (0)39 255 8500
Fax: +27 (0) 39 255 0167

UMZIMVUBU LOCAL MUNICIPALITY

BID NO: BID NO: UMZ/2025-26/C&CS/PS/001

PROVISION OF SECURITY SERVICES FOR KWABHACA MUNICIPAL PREMISES FOR A PERIOD OF TWO (2) YEARS (24 MONTHS)

NAME OF BIDDER : _____

CONTACT PERSON : _____

CONTACT NUMBER : _____

BID PRICING : _____

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ADVERT DATE: 06 May 2025

BID NO: UMZ/2025-26/C&CS/PS/001

PROVISION OF SECURITY SERVICES FOR KWABHACA MUNICIPAL PREMISES

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON- RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Document. The bid will be evaluated on 80/20 evaluation criteria where 20 points will be allocated to specific goal 4 points for companies with 50% and above owned by youth, 4 points for 50% and above Female ownership 4 points for 100% Black ownership, 4 points for people living with disability and 4 points for Umzimvubu Local Municipality based Suppliers. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Originally Certified ID Copies of Managing Directors/ Owners. Fully completed MBD forms 1, 4, 5, 6.1, 8, and 9 and Billing Clearance certificate or Statement of Municipal Accounts or affidavit or lease agreement or residential confirmation accompanied by a declaration that a company does not owe municipal services for more than 30 days are compulsory submission. Compulsory submission of Audited financial Statements for the past 3 years. Compulsory Submission of certified PSIRA and Firearm Licenses or Firearm Permits issued by Firearm Registry Office. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed, and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. A compulsory briefing will be held on the **20 May 2025 at 10h00am**, at Umzimvubu Local Municipal New Offices, Dabula Street, Sophia (Briefing certificate to be issued). All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street Sophia, KwaBhaca/Mt Frere, Eastern Cape, 5090 Coordinates (30,90417° S, 28,98138° E) to be closed not later than **12h00 noon** on the **09 June 2025**, where they will be opened in public. The municipality will not make any award to a person or persons working for the state. All tenders must be clearly marked **“Provision of Security Services for KwaBhaca Municipal Premises for a period of two (2) years (24 months)”**

Tender Documents will be available on E-Tender Portal for free to be downloaded and those that need hard copies will be available at municipal offices at a fee of R455.00 to cover printing costs.

Enquiries: All technical enquiries may be directed to Mr. B.J Ntlamba and SCM enquiries to SCM Mr. X Blaweni 0392558554 email Ntlamba.Bongile@umzimvubu.gov.za or Blaweni.Xolisa@umzimvubu.gov.za

Other enquiries regarding this bid may be directed to the office of the Municipal Manager: Mr. GPT Nota.

FUNCTIONALITY

A minimum of 70 Points to be scored in order to be evaluated further.

Criteria	Maximum Points to be scored
Relevant Experience	45
Personnel	35
Methodology	20
Total	100

GPT NOTA
MUNICIPAL MANAGER

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PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (UMZIMVUBU LOCAL MUNICIPALITY)					
BID NUMBER:	BID NO: UMZ/2025-26/C&CS/PS/001	CLOSING DATE:	09 June 2025	CLOSING TIME:	12H00 NOON
DESCRIPTION	Provision of Security Services for KwaBhaca Municipal Premises for a period of two (2) years (24 months)				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE
BID BOX SITUATED AT (STREET ADDRESS

The Reception Area				
Umzinvubu Local Municipality				
Dabula Street, Sophia				
Mount Frere				
5090				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Budget and Treasury-SCM		CONTACT PERSON	Mr. B.J Ntlamba	
CONTACT PERSON	Mr. X Blaweni		TELEPHONE NUMBER	039 255 8530	
TELEPHONE NUMBER	039 255 8554		FACSIMILE NUMBER	N/A	
FACSIMILE NUMBER	N/A		E-MAIL ADDRESS	Ntlamba.Bongile@umzimvubu.gov.za	
E-MAIL ADDRESS	Blaweni.Xolisa@umzimvubu.gov.za				

PART B MBD 1
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-SERVICE PROVIDERS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

PART 1 - Conditions of Bid

1. GENERAL REQUIREMENTS

- 1.1 The Council wishes to request a bid for the **“Provision of Security Services for KwaBhaca Municipal Sites for a period of two (2) years (24 months)”**
- 1.2 The bidder is required to furnish full details requested on the bid forms. All prices shall be inclusive of Value Added Tax.
- 1.3 The bidder is requested to furnish all relevant information not entertained on the form of bids under separate cover which shall form part of the bid.

2. CONTACT PERSON FOR TECHNICAL QUERIES

Name : Mr. B.J Ntlamba
Telephone : 039 255 8530
Email : Ntlamba.Bongile@umzimvubu.gov.za

3. TERMS AND CONDITIONS

3.1 Confidentiality

All materials, specifications, service level requirements detailed information and everything else supplied with this request for the bid remains the property of the Umzimvubu Local Municipality and may be recalled if deemed necessary.

3.2 Contractual obligations

The request for bid does not constitute a contract nor does it create an obligation on the part of the Umzimvubu LM to purchase services, products or equipment from any vendor submitting a bid.

3.3 Response to Questions

Where appropriate, questions should be answered explicitly by providing specific details requested.

Bidders selecting to omit any of the required information or who do not follow the specified format will be disqualified from the bid process.

Should additional information be required by Umzimvubu LM, bidders may be approached to provide more details, including aspects not specifically covered in this request for bids.

Please ensure that the documentation required is completed in full and signed.

4. TERMS OF REFERENCE

Premises to be covered

The security services to be rendered at the Umzimvubu local municipality premises cover the following sites at KwaBhaca:

KWABHACA MUNICIPAL PREMISES & FACILITIES SITES AND GUARD NUMBERS					
NO	SITE	DAY SHIFT	NIGHT SHIFT	GRADE	DURATION
1	MAIN OFFICE 813 MAIN STREET KWABHACA	3 ARMED & 2 UNARMED (ONE TO BE AN APPOINTED SUPERVISOR)	3 ARMED & (ONE TO BE AN APPOINTED SUPERVISOR)	GRADE C	2 YEARS
2	NEW MUNICIPAL BUILDING (SOPHIA)	4 ARMED 2 UNARMED (AMONGST THE ABOVE PERSONNEL ONE TO BE THE SITE SUPERVISOR)	3 ARMED 2 UNARMED (AMONGST THE ABOVE PERSONNEL ONE TO BE THE SITE SUPERVISOR)	GRADE C	2 YEARS
3	OLD MUNICIPAL BUILDING	1 ARMED	1 ARMED	GRADE C	2 YEARS
4	MOUNT FRERE POUND	2 ARMED	2 ARMED	GRADE C	2 YEARS
5	SOPHIA PARK	1 ARM & 1 UNARMED	2 ARMED	GRADE C	2 YEARS
6	LIBRARY	1 ARMED	1 ARMED	GRADE C	2 YEARS
7	STADIUM	1 ARMED	2 ARMED	GRADE C	2 YEARS
8	STAFF HOUSING	1 ARMED	1 ARMED	GRADE C	2 YEARS
9	VEHICLE TESTING STATION	2 ARMED	2 ARMED	GRADE C	2 YEARS
10	LANDFILL SITE	2 ARMED	2 ARMED	GRADE C	2 YEARS
11	SOPHIA CEMETERY	1 UNARMED	1 UNARMED	GRADE C	2 YEARS
12	SOLID WASTE MANAGEMENT DEPOT	1 UNARMED	1 ARMED	GRADE C	2 YEARS
13	SOPHIA AUCTION PANS	1 UNARMED	1 UNARMED	GRADE C	2 YEARS

14	KWABHACA NURSERY (ALONG N2)	1 UNARMED	1 UNARMED	GRADE C	2 YEARS
15	KWABHACA FRUIT AND VEGETABLES MARKET	1 UNARMED	1 UNARMED	GRADE C	2 YEARS
16	KWABHACA PUBLIC TRANSPORT POUND	1 UNARMED	1 ARMED	GRADE C	THE PROJECT IS STILL UNDER CONSTRUCTI ON, AS SOON AS ITS COMPLETED, A GUARD WILL BE IMMEDIATEL Y PLACED
TOTAL		28	27		

5. Scope for Future *Ad Hoc* Services

The prospective service provider may be requested to render the security services at any municipal office or facilities where the service may be required if it is able to cover the area. Such *ad hoc* service may be required at any place within the jurisdiction of the Umzimvubu local municipality, provided the prospective provider has the capacity to do so. *Ad hoc* services shall be handled as stated in paragraph 18 below.

6. Other municipal facilities

The prospective service provider may be requested to render the security services at any municipal facility not mentioned above. It is expected that the prospective provider must have the capacity, ability and resources to enable them to render the required services. Such services will be handled as *ad hoc* and will be required from time to time.

7. THE PROSPECTIVE SERVICE PROVIDER SHALL RENDER THE SECURITY SERVICES AT UMZIMVUBU LOCAL MUNICIPALITY FACILITIES OR SITES AS FOLLOWS:

7.1 Protection of Umzimvubu local municipality employees, information and assets against any damages, injuries, vandalism, theft, sabotage, death and any other security risks or threats.

7.2 Daily execution of access and egress control in terms of the provisions of the Control of Access to Public Premises and Vehicles Act, 1985 (Act 53 of 1985).

7.3 Patrol and safeguard the Umzimvubu local municipality's premises and buildings.

- 7.4 Record all visitors and vehicles entering and leaving Umzimvubu local municipality premises.
- 7.5 Control the presence of persons, goods and vehicles and the movement thereof to and from the Umzimvubu local municipality facilities.
- 7.6 Conduct searches on employees, councillors and visitors entering and leaving the premises.
- 7.7 Compile reports of incidents of security breaches taking place during shifts operations.
- 7.8 Execute an arrest if there is a need.
- 7.9 Prevent any criminal acts including but not limited to malicious damage to vehicles, property and assets and if an incident has occurred, investigate it and report to the Umzimvubu local municipality management representative.
- 7.10 Carry out lawful security orders/instructions issued by the Umzimvubu local municipality's representative from time to time.
- 7.11 Record and safekeeping of all mail, documentation and official parcels delivered to the Umzimvubu local municipality's office/facility after office hours.
- 7.12 React and report the emergency situations to the relevant emergency services, e.g., ambulance services, fire department, police station and the Umzimvubu municipality's representatives immediately when the emergency occurs.
- 7.13 Ensure that security registers are always neat and up to date.
- 7.14 Report any lost and found articles/items to the supervisor and to the Umzimvubu local municipality's representative.
- 7.15 Locking and unlocking of Umzimvubu local municipality's facilities where there is a need and when authorised to do so.
- 7.16 Comply with the Occupational Health and Safety Act and Regulations (Act 85 of 1993).
- 7.17 Assist with the management of access control during the execution of evacuation procedure in consultation with the Umzimvubu local municipality's emergency team.
- 7.18 Ensure compliance with provisions of Firearm Control Act, 2000 (Act 60 of 2000) in respect of all Umzimvubu local municipality facilities being fire-arm free zones.
- 7.19 Attend to fire alarm panel and in case of fire take appropriate action when necessary.
- 7.20 Respond to ICT server room temperature alarms and take appropriate action as outlined by Umzimvubu local municipality emergency procedures where necessary.

- 7.21 Sensitisation / orientation of Umzimvubu local municipality employees in respect of the operation of building protection systems (for example sprinklers, fire detection, alarm, *et cetera*) installed in the buildings where the Umzimvubu local municipality is the owner or tenant.

8. GENERAL TERMS AND CONDITIONS

The prospective service provider shall be obliged to adhere to the terms and conditions of the tender as stipulated below:

- 8.1 Prospective service providers must provide the names, physical and postal address, telephone and fax numbers of their main offices and control rooms.
- 8.2 Prospective service providers must provide the names, identity numbers and street addresses of all partners, shareholders of their companies and/or members of their partnership, companies or close corporations respectively and as applicable.
- 8.3 The prospective service provider must be a South African entity, and its security officers must be South African citizens in possession of valid South African identity document (ID) or smart card.
- 8.4 Provide security clearances of the security officers who will be placed at the Umzimvubu local municipality's facilities as may be requested.
- 8.5 Provide proof of school/tertiary, firearm training and PSIRA qualifications of site manager/s and security officers. Certificates are to be verified and examined by Umzimvubu local municipality officials.
- 8.6 Consent of their employees that they do not object to signing a *Declaration of Confidentiality* or *Oath of Secrecy* regarding any Umzimvubu local municipality information handled by the service provider.
- 8.7 Additional security officers who will be utilized for *ad hoc* situations at Umzimvubu local municipality facilities shall also undergo the necessary security record checks conducted by the State Security Agency (SSA).
- 8.8 Security officers assigned to Umzimvubu local municipality sites must be eighteen (18) years or older with the relevant qualification.
- 8.9 Security officers assigned to the Umzimvubu local municipality must be in possession of Grade 12 (Matric) certificate.
- 8.10 As part of the bid adjudication process the prospective service provider may be subjected to the following, if the committee see it to be necessary: -
- Security screening/reliability checks by the State Security Agency (SSA) on the company structure and all directors of the company or member of the close corporation.
 - Security screening/reliability checks of all security officers supplied to render security service to the Umzimvubu local municipality's facilities (the level of the clearance required shall be determined by Umzimvubu local municipal representative).
 - Signing of legal indemnities about the services rendered (e.g., damage to property of third parties, loss of life or injury to be sustained by the security personnel during the execution of their duties and any other legal claims resulting from acts or omissions committed by security personnel against third parties).

9. INFRASTRUCTURE AND CAPACITY REQUIREMENTS OF THE PROSPECTIVE SERVICE PROVIDER

For purposes of this bid, prospective service providers are required to meet the following infrastructure and capacity requirements:

- 9.1 Have an established office and within the established office, the prospective service provider must have at its disposal an administrative section of at least one room dedicated for security service purpose, which must be an immovable structure, situated at a place that is reasonably accessible for inspection by the Umzimvubu local municipality's personnel and at which reasonable hours are maintained.
- 9.2 The prospective service provider's administrative section must contain all equipment which are reasonably necessary for the effective management and administration of the security business, i.e. an operational landline telephone communication, which includes a reliable facility to receive and transmit facsimiles, computer equipment, photocopier and the office must contain a hard copy and/or electronic filing system for the orderly keeping of all records and documents (staffing and appropriate equipment).

Furthermore, the prospective service provider must have all the necessary equipment, including vehicles, as well as uniforms, clothing and equipment that must be issued to its security officers in view of the nature of their functions, at its disposal to enable it to render a proper security service.
- 9.3 The prospective service provider must have at his/her disposal enough registered and appropriately trained and skilled security officers for the rendering of the required services. The security officers used for purposes of these services must be properly controlled and supervised.
- 9.4 The prospective service provider must have at its disposal enough adequately skilled administrative staff members for the purpose of the tender and for purpose of administrative affairs with regards to PSIRA regulations.
- 9.5 The prospective service provider must have at its disposal the financial means to ensure payment of the lawful remuneration/wages to its staff, as well as to ensure compliance with all other statutory financial obligations.
- 9.6 The operational standard of the infrastructure and capacity requirement will be subject to a due diligence audit by the Umzimvubu local municipality prior to awarding the bid.
- 9.7 The prospective service provider may be expected to work and co-operate with other service providers. It may be further required for the successful service provider to establish and maintain sound working relationships and procedures with other contracted service providers of the Umzimvubu local municipality such as surveillance camera service providers etc.

10. PROVISION OF SECURITY EQUIPMENT/AIDS AT SITES

The service provider shall make a provision of the standard security equipment to the security officers rendering security service at the Umzimvubu local municipality premises or facilities. The following security equipment must be provided to security officers on duty:

- Operational portable two-way radios and/or press to talk (PTT) or any other suitable communication equipment that is fit for purpose that is in line with acceptable communication equipment and procedures in the security industry.
- Operational LED torches
- Visitors' registers

- After hours register
- Handcuffs
- Batons
- Firearm (handgun) where needed by the employer
- Metal Detectors
- Acceptable pepper sprays
- Special equipment and Tools: Push to talk radios, metal detectors etc.
- Proof of ownership of security vehicles: certified copy of Disc/ logbook/s lease Agreement
- Active/valid Public Liability Cover insurance.
- Proof of firearms ownership: 30-40 proof of firearms ownership

9. PROVISION OF SECURITY OFFICERS ON SITES

- 9.1.** The definitions of the various security officers' grades are as defined by section 41 to 44 of Basic Conditions of Employment Act, No 75 of 1997 (Sectorial Determination 6 – Private Security Industry Regulatory Authority of South Africa). As such, a security officer is defined to be any natural person who is employed by another person including an organ of state and who receives or entitled to receive from that person a remuneration, reward, fee or benefit, for rendering one or more security services, who renders security service under the control of another security service provider, and who receives or is entitled to receive from such other security provider, any remuneration, reward, fee or benefit for such service. or who or whose services are directly or indirectly made available by another security service provider to any other person, and who receives or is entitled to receive from any other person any remuneration, reward, fee for benefit for rendering one or more security services. Security officers are graded A, B, C and D
- 9.2.** **The Umzimvubu local municipality, for purposes of this bid, only utilises Grade A, B and C officers and the Umzimvubu local municipality** does not, for the purposes of this tender, utilise any security officers on Grade D.
- 9.3** The prospective service provider shall, in order to ensure the continuity of the service to be rendered, allocate specific personnel to the specific site by the time the bid is awarded. A list of officers must be made available to the Umzimvubu local municipality.
- 9.4** Exchange or rotation of security officers on sites may only be made with prior consent of the Umzimvubu local municipality, Citizen & Community Services Department or Umzimvubu local municipality representative responsible for the facility.
- 9.5** The Umzimvubu local municipality reserves the right to interview security officers who will be rendering the security services at its sites before they commence with their work. The purpose of the interview is to determine the level, and suitable security knowledge of the security officers who are to be placed at Umzimvubu local municipality facilities.

10. MINIMUM WAGE

The prospective service provider must pay his/her employees the minimum monthly basic salary, as prescribed by the Basic Conditions of Employment Act, No 75 of 1997, Sectoral Determination 6 and the compliance of Private Security Industry Regulatory Authority (PSIRA) thereof. The prospective service provider's pricing costs on this bid must not be below the PSIRA costs requirements.

11. UNIFORMS AND IDENTIFICATION OF SECURITY OFFICERS ON SITE

The service provider shall ensure that each security officer will always, when on duty, be fully dressed in:

11.1 A neat and clearly identifiable corporate uniform which must be provided by the service provider. The uniform must include raincoats for personnel performing security duties in inclement weather.

11.2 A clear security or appointment card with photo which must be always worn conspicuously on him/her.

NOTE: No combat/camouflage uniform is allowed in a corporate office environment. Service providers will be advised when a combat, camouflage / body armour uniform may be required.

12. SERVICE PROVIDER RESPONSIBILITIES

- 12.1 Oversee all security activities performed by security personnel on Umzimvubu local municipality sites.
- 12.2 Handle all problems and challenges experienced by security officers on sites.
- 12.3 Attend to all problems regarding security personnel wages, family and any other problems.
- 12.4 Ensure that there is always security equipment on sites according to the contract.
- 12.5 Ensure that security officers on sites are suitably trained to the required level and competent to render the security services.
- 12.6 Liaise with Umzimvubu local municipality's representative and Citizen and Community Services Department on site.
- 12.7 Shortages and late coming by security officers must be recorded in the occurrence book and the Umzimvubu local municipality shall reserve the right to keep its own records on such incidents.
- 12.8 Ensure that security personnel are familiar and knowledgeable regarding the handling of emergency situations.
- 12.9 Ensure that security registers are legible, neat and updated always.
- 12.10 Ensure that all security officers understand the needs and expectations of primary clients (employees) and secondary clients (visitors).
- 12.11 Ensure that adequate security officers are placed on site as per contract.
- 12.12 Ensure that security officers shall not erect or display any sign, printed matter, painting, nameplates and advertising articles on any Umzimvubu local municipality's premises or building walls.
- 12.13 Remove any security officer from the site on request from an Umzimvubu local municipality representative.
- 12.14 Provide the Umzimvubu local municipality's representative with reasonable access to the designated service provider management to ensure efficient provision of services.

- 12.15 Provide the Umzimvubu local municipality's representative/Citizen and Community Services Department with monthly reports, attend monthly meetings and attend to all *ad hoc* meetings as requested by the Umzimvubu local municipality representative.
- 12.16 Provide shift rosters with the appropriate security officer's names and PSIRA grades to Umzimvubu local municipality officials when requested.
- 12.17 Conduct regular inspections on site.
- 12.18 Make himself / herself available during emergencies and telephonically contactable at all times.
- 12.19 Ensure that security officers are not involved in any illegal acts at Umzimvubu local municipality sites.

13. SECURITY INSPECTIONS

The Umzimvubu local municipality's officials reserve the right to conduct security inspections/audits on any of the Umzimvubu local municipality's facilities where the security officers are placed or posted to execute their security duties and to conduct inspection on the security personnel, security registers, records and equipment/aids as it may deemed required.

14. SHIFT DURATION

- 14.1 Shift duration of security officers shall be limited to a maximum of twelve (12) hours on all premises occupied by the Umzimvubu local municipality.
- 14.2 No security officer may work for more than forty-eight (48) hours in any seven (07) day cycle, unless if there is arranged overtime with the employee. (Please refer to Basic Conditions of Employment Act, No 75 of 1997, as amended. Sectoral Determination 6 Clause 5, sub clause [2] (a), (b), (c). The Umzimvubu local municipality shall not enter or entertain any negotiations regarding this requirement.

15. RESOURCES AND FACILITIES PROVIDED BY THE UMZIMVUBU LOCAL MUNICIPALITY

The Umzimvubu local municipality will make the following facilities available to the prospective service provider:

- 15.1 Toilet/ablution facilities.
- 15.2 Service provider's security control room to run 24/7 in order to be able to receive emergency calls from securities on sites and be able to make immediate contact to the police, fire brigade, Umzimvubu local municipality's Citizen and Community Services Department and the contracted alarm monitoring service provider.
- 15.3 Umzimvubu local municipality security site instruction or any security related manual or document.
- 15.4 Training in respect of fire detection and evacuation systems, where necessary.
- 15.5 Provide electricity
- 15.6 Provide water and sanitation
- 15.7 Provide guard room

16. WRITTEN PROPOSAL

It is a requirement of this bid that a written proposal/submission be made by the prospective service provider covering the following aspects:

- 16.1 Provide company profile and organogram. Names of incumbents must be appropriately stipulated on the organogram with CV and attachment of formal qualifications in security risk management, if there are any.
- 16.2 Provide detailed description of the company's similar and related experience and track record. Submit a detailed list of existing and previous client's appointment letters in client letterheads stipulating also the contract amount.

16.3 Established Administrative Office

The Prospective service provider must have a well-established immovable office (structure) for administration purposes and the office.

The administration office shall consist of the following aspects:

- 16.3.1 The office should consist of at least one room dedicated for this purpose.
- 16.3.2 The office must contain all the equipment which is necessary for the effective management and administration of the security services.
- 16.3.3 The office must have a landline, fax machine, electronic filing, *et cetera*.
- 16.3.4 It must be situated at a place that is reasonably accessible to the Umzimvubu municipality.
- 16.3.5 The office must be in a place which is accessible by the security officers that are used by the company to render security services.

NB: Please indicate clearly in the written submission items in your office as stated on 16.3.1 to 16.3.5

16.4 Security Control Room

The prospective service provider must have a well-established immovable facility (structure) that serves as an equipped security control room with 24-hour operational service for the purpose of reporting and provision of assistance in cases of emergency. The security control room shall be always manned for 24 hours. The security control room must be within the Umzimvubu local municipality jurisdiction and the communication from the control room must be within reach to Umzimvubu local municipality sites.

As a minimum requirement a control room shall have the following equipment in operational state:

- 16.4.1 Facsimile machine on a direct landline.
- 16.4.2 Telephone on a direct landline.
- 16.4.3 At least one operational cellular phone.
- 16.4.4 LED torch.
- 16.4.5 Operational radio-base and two-way radio communications and/or (Push to Talk) PTT.
- 16.4.6 Installed secure security door at the control room entrance.
- 16.4.7 Contact numbers of all managerial staff, client office and after-hours numbers, police, ambulance, fire brigade, *et cetera*, shall be permanently displayed on the control room wall.
- 16.4.8 Appropriate and trained security officers manning the control room on 24-hour basis.

NB: Please indicate clearly in the written submission items applicable in your control room as stated on 14.4.1 to 14.4.8

16.5 The prospective service provider's written proposal must include the details of the proposed team which will assist with administration and rendering of the security services to the Umzimvubu local municipality. This team should include and not be limited to:

- Operational Manager
- Supervisor/s

16.6 Provide the curriculum vitae (CV) of each team member as proposed on 14.5. The details should include CV's, copies of their IDs, PSIRA qualifications (Certificates), knowledge and experiences of the members. The security experiences of the incumbents must be detailed in the CV.

16.7 Provide detail proposal or project plan on how the prospective service provider will provide the capacity, equipment and security services for the duration of the contract. The project plan must provide details on how the project will be executed and it must include and limited to the following aspects:

- How the prospective service provider will protect and safeguard the assets and employees.
- How the service provider will provide capacity, human resources and assets to provide to execute the plan.
- How the service provider will prepare for the taking over of the site.
- Patrol system or mechanism for the Umzimvubu local municipality facilities/sites.
- The provision or deployment of security officers on the sites.
- Liaison and reporting to the Umzimvubu local municipality representative.
- Any other areas/issues which may improve the security services at sites.

16.8 Provision of contingency plan for labour unrest and strikes on site

When the security service is interrupted or temporarily deferred because of any labour unrest, labour disputes, civilian disorder, a local or national disaster or any other cause, the service provider must ensure the activation and implementation of contingency plans until full and normal service is restored. The service provider must ensure that the company responds to the emergency in less than three (3) hours.

NB: The prospective service provider is required to provide a convincing contingency plan to illustrate how it would ensure the safeguarding of the Umzimvubu local municipality facilities and employees in the event of/or any labour unrest and strikes by either security officers or employees of the Umzimvubu local municipality.

16.9 The prospective service provider must provide a detailed plan on how the *ad hoc* services will be arranged and implemented throughout the contract. The prospective service provider's *ad hoc* plan must provide details on the following aspects:

- How would the prospective provider arrange for the required *ad hoc* services?
- How much time will the service provider need to arrange the required service?
- How will the prospective service provider cover the required sites?
- Provide the details on how resources will be made available for *ad hoc* services?
- Indicate how the *ad hoc* will be managed and who will manage such services?

17. PSIRA REQUIREMENTS

- 17.1 The company or close corporation and every director of the company or member of the close corporation must be registered in terms of Section 20 of the PSIRA Act 2001 (Act 56 of 2001).
- 17.2 The prospective service provider's rates and costs must be in line with the minimum PSIRA requirements.
- 17.3 The prospective service provider must provide the PSIRA registration certificate.
- 17.4 Prospective service providers must provide an original or copy of the written letter of good standing from PSIRA. This correspondence must be valid at the bid closure date. The service provider may be required to submit a valid original or certified copy of the letter of good standing at any given time during for the duration of the contract.
- 17.5 All security officers in the employ of the company or close corporation must be registered PSIRA.
- 17.6 All security officers supplied by the company or close corporation must be trained to the standards set out and regulated by PSIRA and by a training centre accredited by PSIRA.

18. MONTHLY INVOICING AND PAYMENT

Monthly payments will be made in accordance with the general conditions of contract and the invoicing must be done in accordance with the following procedure:

- 18.1 Only original invoices accompanied by a monthly report will be accepted for payment.

19. ANNUAL INCREMENT (Very Important)

NB: Annual increases and Value Added Tax (VAT) must be included in the tender price.

20. ADDITIONAL / AD HOC SECURITY SERVICES

Due to security operational requirements within the Umzimvubu local municipality, additional security services may periodically be required on an *ad hoc basis* such as during emergencies, events etc.

Requests for additional security services shall be handled as follows:

- 20.1 The Umzimvubu local municipality shall in advance request confirmation from the contracted service provider to establish its capacity and ability to render the required additional services at the time that the service is needed. The prospective service provider shall be expected to have capacity to provide *ad hoc* / additional security services. Prospective service provider's confirmation shall also include a detailed security plan and dedicated team with a manager when necessary.
- 20.2 The contracted service provider shall provide the Umzimvubu local municipality with a quotation for the required ad hoc services.
- 20.3 The Umzimvubu local municipality shall assess the service provider's confirmation for the rendering of additional security services before acceptance.
- 20.4 The Umzimvubu local municipality shall have the right to engage alternative service provider/s through competitive bidding in cases where the contracted service provider:

- Confirms that it does not have the capacity or ability to render the required ad hoc services.
- The quotation is not in compliance with the PSIRA requirements.
- The quotation is not market related.
- The services cannot be adequately provided.

20.5 Payment for such services will be calculated separately from the normal guarding services and will be subject to the provision of accepted quotations prior to engagement of such services and proof that the services were rendered as required.

20.6 The security officers provided for the event may be subjected to security screening or vetting by the State Security Agency (SSA) as may be required.

21. DURATION OF THE CONTRACT

A Service Level Agreement (SLA), based on this tender requirement, will be entered into prior to the commencement of a service provider. The SLA (contract) will be valid for a period of **two (2) years** from the commencement date provided that the service provider maintains compliance with all the tender conditions and requirements during the period.

22. COMPLETION OF PRICING

Prospective service providers are required to complete all the pricing tables below in B1 to B3 including the calculation of the summary with the prescribed format and the cost must be for a monthly fee. Failure to comprehensively complete the tables will invalidate your bid.

NB: Prospective service providers are required to complete this pricing schedule in relation to the PSIRA illustrative contract pricing structure and are also obliged to include the cost or no cost for the relievers in their pricing.

EVALUATION CRITERIA

The evaluation of this Bid will be conducted in the following two (2) stages:

Functionality Criteria

- (a) Tenders will be pre-evaluated on the criteria as set out below. Bidders that score less than 60 out of 100 points for this criterion will be regarded as non-responsive and will not be evaluated on price and specific goals. Unclear, vague, fragmented or incomplete information provided will result in no points being allocated.
- (b) The Municipality reserves the right to request any documentation required to perform a meaningful functionality pre-evaluation. Bidders must therefore ensure that only relevant information is submitted. Please note that all feedback requested is time barred and SCM Evaluation team will not award any points for late submission and/or lack of response.
- (c) The following criteria will be used to calculate points for the functionality of tenders and bidders should ensure that they submit all information in order to be pre-evaluated on the criteria mentioned below:

SPECIAL CONDITIONS OF BID

- The Contract will be fixed 2 years
- There will be a compulsory briefing on 20 May 2025
- Bidders to include previous experience in their proposals

NO	EVALUATION MATRIX	DESCRIPTION	POINTS%	MEANS OF VERIFICATION
1.	Previous Experience	Previous experience of a bidder in providing Security Services of a similar type, size, and complexity to the current bid.	40	Five (5) or more traceable references in the form of signed appointment letters/purchase orders, and completion certificates/reference letters of security services. 40 Points
				Three (3) traceable references in the form of signed appointment letters/purchase orders, and completion certificates/reference letters of security services 30 Points
				One (1) traceable reference in the form of signed appointment letter/purchase order, and completion certificate/reference letter of security services 10 Points
2.	Expertise	Proper Human resources, Management and Supervision abilities. Personnel to ensure that everything runs smoothly, guards receive their wages/salaries on time, and sites are always protected.	40	Organogram of the organisation as well as the Curriculum Vitae (CVs) of the Securities officers, and Psira certificates of security guards/officers, and Certified copies of Operational Managers/Supervisor's Security Management Certificates. 40 Points

3.	Methodology	How the project will be implemented?	20	
		Time frames must be clearly indicated.	(10)	3.1 Execution plan & Innovative procedures to be used.
		The project plan must indicate how maintenance and support will be provided. Proof of Minimum Financial Resources to implement this project.	(10)	3.2 Reporting and recording Systems.
		TOTAL	100	

Preference points systems

Only those qualifying Bids will be evaluated in terms of the 80/20 preference points systems, where the 80 will be used for price (VAT inclusive) and the 20 for points awarded for specific goals.

AGREEMENTS AND CONTRACT DATA
FORM OF OFFER AND ACCEPTANCE

A. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

Bid Description.....

.....
Bid
number.....

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the SERVICE PROVIDER under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value Added Tax is:

Amount in Words.....
.....

R..... (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the SERVICE PROVIDER in the Conditions of Contract identified in the Contract Data.

Signature: (of person authorised to sign the tender):

Name: (of signatory in capitals):

Capacity: (of Signatory):

Name of Tenderer: (organisation):

Address:
.....

Telephone number/Cell: Email Address:

Witness:

Signature:

Name: (in capitals):

Date:

[Failure of a Tenderer to sign this form will invalidate the tender]

B. ACCEPTANCE

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the SERVICE PROVIDER the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part 1 Agreements and Contract Data (which includes this Agreement)
- Part 2 Pricing Data, including the Schedule of Quantities
- Part 3 Scope of Work
- Part 4 Site Information

and the schedules, forms, drawings and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representatives of both parties.

The Tenderer shall deliver the Guarantee in terms of Clause 7 of the General Conditions of Contract 2015 within the period stated in the Contract Data, and he shall, immediately after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any other bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, within 14 days of the date on which this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now SERVICE PROVIDER) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

Signature:

Name: (in capitals)

Capacity:

Name of Employer (organisation)

Address:
.....

Witness: Signature: **Name:**

Date:

THEREFORE the parties agree as follows:

1. The SERVICE PROVIDER undertakes to acquaint the appropriate officials and employees of the SERVICE PROVIDER with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The SERVICE PROVIDER undertakes to fully comply with all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations: Provided that should the EMPLOYER have prescribed certain arrangements and procedures that same shall be observed and adhered to by the SERVICE PROVIDER, his officials and employees. The SERVICE PROVIDER shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The SERVICE PROVIDER hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations, and the SERVICE PROVIDER expressly absolves the EMPLOYER from being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures in respect of the work included in the contract.
4. The SERVICE PROVIDER agrees that any duly authorised officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the SERVICE PROVIDER has complied with his undertakings as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to, the right to inspect any appropriate site or premises occupied by the SERVICE PROVIDER, or to take such steps the EMPLOYER may deem necessary to remedy the default of the SERVICE PROVIDER at the cost of the SERVICE PROVIDER.
5. The SERVICE PROVIDER shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

Thus signed at..... for and on behalf of the **SERVICE PROVIDER**

on this the day of 20.....

SIGNATURE:.....

NAME AND SURNAME:

CAPACITY:

WITNESSES: 1.

2.

Thus signed at for and on behalf of the **EMPLOYER**

on this the day of20.....

SIGNATURE:.....

NAME AND SURNAME:

CAPACITY:

WITNESSES: 1.

2.

Part 3 – SCHEDULE A
Bid Form and Important Conditions

- 1 I/We hereby Bid to supply all of the supplies and/or to render all or any of the services described in the attached documents to the Umzimvubu Local Municipality on the items and conditions and in accordance with the specifications stipulated in the Bid documents (and which shall be taken as part of, and incorporated into, this Bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
- 2 I/We agree that:
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the Bid Adjudication Committee during the validity period indicated and calculated from the closing time of the Bid;
 - (b) this Bid and its acceptance shall be subject to the terms and conditions contained in the General Conditions of contract and Preference Certificate with which I am/we are fully acquainted;
 - (c) if I/we withdraw my/our Bid within the period for which I/we have agreed that the Bid should remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Umzimvubu LM may without prejudice to its other rights, agree to the withdrawal of my/or Bid or cancel the contract that may have been entered into between me/us and the Umzimvubu LM and I/we will then pay to the Umzimvubu LM any additional expense incurred either to accept any less favourable Bid or fresh Bidders have to be invited, the additional expenditure incurred by the invitation of fresh Bid and by the subsequent acceptance of any less favourable Bid, the Umzimvubu LM shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other Bid or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other Bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Umzimvubu LM may sustain by reason of my/our default;
 - (d) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our Bid and that I/we choose Domicilium citandi et executandi in the Republic (full address).
- 3 I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our Bid, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 4 I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 5 I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.

6 I/We declare that I/we have participation / no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or Bid (s) involved.

.....
.....
.....

7 Are you duly authorized to sign the Bid? YES / NO

8 Has the Declaration of Interest been duly completed and included with the other Bid forms?
YES / NO

****Delete whichever is not applicable***

SIGNATURE (S) OF BIDDER OR ASSIGNEE(S)

DATE:.....

Please complete the following in block letters

Capacity and particulars of the authority

under which this Bid is signed

Name of Bidder

Postal Address

Telephone number(s)

Facsimile number(s)

Bid Number

Name of contact person

SEE NEXT IMPORTANT CONDITIONS

IMPORTANT CONDITIONS

1. Failure on the part of the Bidder to sign this Bid form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the Bid.
2. Bids should be submitted on the official forms and should not be qualified by the Bidder's own conditions of Bid. Failures to comply with these requirements or to renounce specifically the Bidders own conditions of Bid, when called upon to do so may invalidate the Bid.
3. If any of the conditions on this Bid form are in conflict with any special conditions, stipulations or provisions incorporated in the Bid, such special conditions, stipulations or provisions shall apply.
4. This Bid is subject to the Bid Adjudication Committee regulations made in terms of section 9 (1) of the Provincial Bid Board Act, 1994 (Act No. 2 of 1994), and the General Conditions and Procedures and subsequent amendments thereto and re-issues thereof.
5. Copies of the regulations and conditions are obtainable from Umzimvubu Local Municipality Office of the Manager SCM, Budget and Treasury Office,

MISCELLANEOUS REQUIREMENTS

1. The Bid forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire or in a separate annexure.
2. The forms attached, shall be completed and submitted with the Bid.
3. Where items are specified in detail, the specifications form an integral part of the Bid document and Bids shall indicate in the space provided whether the items offered are to specification or not
4. With the exception of basic prices, where required, all prices shall be quoted in South African currency.

PART 4 – SCHEDULE B - Preference Points Claim Form

MBD 6.1

PREFERENCE POINTS CLAIM FORM 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. 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); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state 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 to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“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;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state 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 organ of state and a third party that produces revenue for the organ of state, 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; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:**80/20** or **90/10**

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. 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 goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend 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, an organ of state 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 organ of state 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 points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Means of Verification
100% Black Owned	4		Ck Document, Identity Document and CSD Report
50% and above owned by youth,	4		Ck Document, Identity Document and CSD Report
50% and above Female ownership	4		Ck Document, Identity Document and CSD Report

Disabled	4		Occupational Therapy assessment report or certified independent impairment ratter.
Umzimvubu Local Municipality based Suppliers	4		Proof of residence and CSD Report or Lease agreement and CSD Report or Rates Clearance and CSD Report
Total	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) 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;
- iv) 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.

	SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

Part 6 – SCHEDULE D - Particulars of Business

PARTNERSHIP/JOINT VENTURE/CLOSED CORPORATION/COMPANY/SOLE PROPRIETOR

Business Name: _____

Trading Name: _____

SIRA Reg. No.: _____

CK 1. No.: _____

CK 2. No.: _____

VAT Reg. No.: _____

UIF No.: _____

Workman's Compensation No. : _____

Directorship

Name	Identity No.	Gender	% Ownership

Company's Fixed telephone Line : _____

Company's Fixed Fax Line : _____

Mobile phone : _____

Street Addresses of the registered offices

Head Office: _____

E-Mail : _____

Branches

1 _____

2 _____

3 _____

4 _____

Postal Address of the Head Office

.....
SIGNATURE OF (ON BEHALF OF) BIDER

.....
NAME IN CAPITALS

In the presence of:

1.

2.

PART 7 - SCHEDULE E - Declaration of Interest (MBD4)

1. No Bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to Bid. In view of possible allegations of favouritism, should the resulting Bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the Bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the Bid.**
 - 3.1. Full Name of Bidder or his or her representative:
 - 3.2. Identity Number:
 - 3.3. Position occupied in the Company (director, trustee, shareholder²):
 - 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, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8. Are you presently in the service of the state? **YES / NO**
 - 3.8.1. If yes, furnish particulars.
.....

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

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

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

- 3.9. Have you been in the service of the state for the past twelve months? **YES / NO**
-

- 3.9.1 If yes, furnish particulars.....
- 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? **YES / NO**
- 3.10.1 If yes, furnish particulars.....
- 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? **YES / NO**
- 3.11.1 If yes, furnish particulars
- 3.12 Are any of the company's directors, trustees, managers,
principle shareholders or stakeholders in service of the state? **YES / NO**
- 3.12.1 If yes, furnish particulars.....
- 3.13 Are any spouse, child or parent of the company's directors trustees, managers,
principle shareholders or stakeholders
in service of the state? **YES / NO**
- 3.13.1 If yes, furnish particulars.....
.....
- 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 Bid for this contract. **YES / NO**
- 3.14.1 If yes, furnish particulars.....
-

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

CERTIFICATION OF CORRECTNESS

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE

Signature.....

Date.....

.....

.....

Position

Name of Bidder

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:

- 1 Are you by law required to prepare annual financial statements for auditing?

1.1 If yes, submit audited annual financial statements for the past three years or since the date of ***YES / NO** establishment if established during the past three years.

.....
.....

- 2 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.

.....
.....
.....
.....

* Delete if not applicable

3 Has any contract been awarded to you by an organ of state during the past five years, including ***YES / NO** particulars of any material non-compliance or dispute concerning the execution of such contract?

3.1 If yes, furnish particulars

.....

.....

4. Will any portion of goods or services be sourced from outside ***YES / NO** 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?

4.1 If yes, furnish particulars

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE

FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	<p>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?</p> <p>(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 <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS
 DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE
 TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SCHEDULE J

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Municipal Bid Document (MBD) must form part of all Bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Bid (or Bid rigging).² Collusive Bid is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. 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
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the Bid process or the execution of the contract.
1. 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.
2. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the Bid:

1 Includes price quotations, advertised competitive Bids, limited Bids and proposals.

2 Bid rigging (or collusive Bid) 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 Bid process. Bid rigging is, therefore, an agreement between competitors not to compete

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 _____ that:

(Name of Bidder)

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; and
 - (c) provides the same goods and services as the Bidder and/or is in the same line of business as the Bidder
 6. The Bidder has arrived at the accompanying Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive Bid.
 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a Bid;
-

- (e) the submission of a Bid which does not meet the specifications and conditions of the Bid; or
- (f) Bid 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.

³ 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.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SCHEDULE L - Form of Bid and Declaration

BID NO: UMZ/2025-26/C&CS/PS/001: "Provision of Security Services for KwaBhaca Municipal Premises for a period of two (2) years" (24 months)"

DECLARATION:

To: *The Municipal Manager*

Umzimvubu Local Municipality
Dabula Street
Mount Frere
5090

Sir/Madam,

I/We, the undersigned:

- a) Bid to supply and delivery to the Umzimvubu Local Municipality all of the services described both in this and the other forms and schedules to this Bid.*
- b) Agree that we will be bound by the specifications, prices, terms, conditions and proposals stipulated in the schedules attached to this Bid document, regarding delivery and execution.*
- c) Further agree to be bound by the conditions, set out in Bid document, should this Bid be accepted.*
- d) Confirm that this Bid may only be accepted by the **Umzimvubu Local Municipality** by way of a duly authorized Letter of Acceptance.*
- e) Declare that we are fully acquainted with the schedules and the contents thereof and that we have signed the schedules, attached hereto.*
- f) Declare that, each page of the Bid document and amendments thereto will be initialled by the relevant authorized person in order for the document to constitute a proper contract between the **Umzimvubu Local Municipality** and the undersigned, on acceptance of the Bid by the **Umzimvubu Local Municipality**.*

Signed at on this day of20....

Signature of Bidder.....:

Name of Bidder:

Domicilium address:

.....
.....
.....
.....

As witnesses:

1. Signature.....Name in Full.....

I.D. No.....

2. Signature.....Name in full.....

I.D. No.....

Where the Bidder is a Company, Corporation or Firm a duly authorised resolution must accompany the Bid.

PLEASE NOTE:

- *Each page of the Bid document and schedules thereto must be initialled by the relevant authorised person in order for the document to constitute a proper contract between the municipality and the Bidder.*
- *On acceptance of the Bid by the municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.*

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-

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

THE NATIONAL TREASURY: Republic of South Africa

General Conditions of Contract

1. Definitions 1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the Bid documents for the receipt of Bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the 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.
-

GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

THE NATIONAL TREASURY: Republic of South Africa

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the to, acts of the purchaser in its sovereign capacity, wars or evolutions, 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.
- 1.16 "Imported content" means that portion of the Bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his sub SERVICE PROVIDERs) 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 Bid 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 Bid 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 that functional services ancillary to the **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa** 5 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 Bid 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 Bid 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 Bid 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 **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 6** extends 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 Bid 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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 7**

8. Inspections, tests and analyses

- 8.1 All pre-Bid 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 SERVICE PROVIDER'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 Bid 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 **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa** 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:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
-

(d) 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

(e) 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: **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa** 9 (a) 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; (b) in the event of termination of production of the spare parts: (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) 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.
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16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 10**

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 SERVICE PROVIDER may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the SERVICE PROVIDER 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 sub SERVICE PROVIDER(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, it's 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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa 11**

- 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:
- (a) 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;
- (b) if the supplier fails to perform any other obligation(s) under the contract; or
- (c) 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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa**
- 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.
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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:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) 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 Bid 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 **THE NATIONAL TREASURY: Republic of South Africa**

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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa**

- 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 willful 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.
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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. **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT THE NATIONAL TREASURY: Republic of South Africa**
- 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 SERVICE PROVIDER 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

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of **restrictive practices** 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 SERVICE PROVIDER(s) was / were involved in collusive Bid.
- 35.2 If a Bidder(s) or SERVICE PROVIDER(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.
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- 35.3 If a Bidder(s) or SERVICE PROVIDER(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 SERVICE PROVIDER(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 SERVICE PROVIDER(s) concerned.

SCHEDULE N- Bid Check List

Umzimvubu Local Municipality Individual bid documents will have the typical bid check list as an attachment. This list is to assist all bidders to submit complete bids.

Bidders are to check the following points before the submission of their bid

ITEM	DESCRIPTION OF DOCUMENT	CHECK (Tick)	
		YES	NO
1.	All pages of the bid document have been read and initialled by the bidder		
2.	All pages requiring information have been completed in black ink		
3.	The Pricing Schedule has been checked for arithmetic correctness		
4.	All sections requiring information have been completed		
5.	SARS PIN		
6.	Municipal billing clearance certificate (with the list of Municipal Accounts)		
7.	Company registration / CK document (certified copy)		
8.	Certified ID Copies (not more than 3 months old)		
9.	Letters from previous clients		

KINDLY NOTE THAT FAILURE TO SUBMIT THE REQUIRED DOCUMENTATION WITH THE PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED WITHOUT FURTHER CONSIDERATION.
