

**BID DOCUMENT:**

**REQUEST FOR PROPOSALS FOR:**

- **THE RE-PURPOSING OF THE EXISTING DE-COMMISSIONED COAL-FIRED POWER STATION INTO A RENEWABLE ENERGY SOURCE.**
- **CONDUCTING OF EIA, SURVEYING AND REGISTRATION OF EARMARKED LAND, DESIGN, PROCUREMENT, FUNDING SOLUTIONS, CONSTRUCTION, PROJECT MANAGEMENT, COMMISSIONING AND MAINTENANCE OF 2MW-5MW MICROGRIDS.**
- **CONDUCTING OF EIA, SURVEYING AND REGISTRATION OF EARMARKED LAND, DESIGN, PROCUREMENT, FUNDING SOLUTIONS, CONSTRUCTION, PROJECT MANAGEMENT, COMMISSIONING AND MAINTENANCE OF 30MW RENEWABLE ENERGY PLANT OR ANY OTHER ALTERNATIVE ENERGY SOLUTION SUPPLIED WITH ASSOCIATED COMPONENTS, TO BE ABLE TO INTEGRATE WITH CENTLEC'S GRID ON 11kV, 33kV AND 132kV VOLTAGE LEVELS INCLUDING A BATTERY ENERGY STORAGE SYSTEM TO BE CONNECTED TO THE**

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**132kV SUPPLY NETWORK BY REGISTERED ELECTRICAL  
CONSULTING ENGINEERS WITH THEIR APPLICABLE  
PROFESSIONAL TEAMS.**

**BID NUMBER: RFP 13 / 2025**

**CLOSING DATE AND TIME: REFER TO THE CALL FOR BIDS**

<b>EMPLOYER:</b>  <b>CENTLEC (SOC) LTD</b>  30 Rhodes Avenue Oranjesig Bloemfontein 9301  <b>Represented by:</b> Mr MS Sekoboto Chief Executive Officer	<b>FOR ENQUIRES:</b>  <b>TECHNICAL ENQUIRIES:</b> Engineering Department: Planning  Email: <a href="mailto:kenneth.mohlakane@centlec.co.za">kenneth.mohlakane@centlec.co.za</a> <a href="mailto:mxolisi.radebe@centlec.co.za">mxolisi.radebe@centlec.co.za</a>  <b>ADMINISTRATIVE ENQUIRIES:</b> Supply Chain Management Senior SCM Practitioner: Ms. Palesa Makhele Email: <a href="mailto:Palesa.Makhele@centlec.co.za">Palesa.Makhele@centlec.co.za</a>
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N  
J  
RR  
DP

Name of Bidder : .....

Bid Amount (Incl. Vat) : .....

Amount in Words (Incl. Vat) : .....

CSD Registration Number : .....

### SUMMARY FOR BIDDERS' DETAILS

NAME OF BIDDER : .....

ADDRESS : .....

.....

.....

CELLPHONE NUMBER: .....

TELEPHONE NUMBER : .....

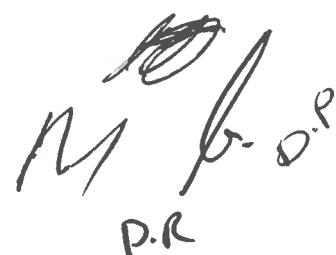
FAX NUMBER : .....

E-MAIL ADDRESS : .....

CLOSING DATE : .....


Signed by authorised representative of the BIDDER: .....

DATE: .....

  
P.R

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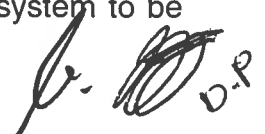
## 1. DEFINITIONS AND ABBREVIATIONS

- 1.1. **Client:** a customer or someone who receives services, in this case the client will be CENTLEC.
- 1.2. **Contractor:** a person or company that performs work on a contract basis. The term may refer to: General contractor, individual or organization.
- 1.3. **Contract:** a legal document that states and explains a formal agreement between two different people/parties.
- 1.4. **Electrical network** is an interconnection of electrical components (e.g. batteries, resistors, inductors, capacitors, switches) or a model of such an interconnection, consisting of electrical elements (e.g. voltage sources, current sources, Resistances, Inductances, capacitances).
- 1.5. **Manufacturing:** The process of converting raw materials, components, or parts into finished goods that meet a customer's expectations.
- 1.6. **Excavation:** the act or process of digging, especially when something specific is being removed from the ground.
- 1.7. **DCP Test:** measure of the strength of in-situ soil and the thickness and location of subsurface soil layers.
- 1.8. **FAT:** Factory Acceptance Test.
- 1.9. **ECSA:** Engineering Council of South Africa.
- 1.10. **EIA – Environmental Impact Assessment**

## 2. BIDDING PROCEDURES

### 2.1. BID NOTICE

CENTLEC (SOC) Ltd (hereafter referred to as CENTLEC), a Municipal Entity distributing electricity in Mangaung Metro, invites prospective service providers to submit proposals for the re-purposing of the existing Coal-Fired Power Station into a renewable energy source, conducting of EIA's, surveying and registration of earmarked land, design, procurement, funding solutions, construction, project management, commissioning and maintenance of Microgrids(2MW-5MW) and 30MW renewable energy plant or any other alternative energy solution supplied with associated components, to be able to integrate with CENTLEC's grid on 11kV, 33kV and 132kV voltage levels including a battery energy storage system to be

  
  
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connected to the 132kV supply network by registered electrical consulting engineers with their applicable professional teams.

Table 1: Preferential Procurement Policy Framework

Bid No.	Description	Non-Refundable Bid Document Price	Compulsory Briefing Session	Price Preference Point System	Bid Closing Date and Time	Minimum Functionality Score
RFP13/2025	CENTLEC a Municipal Entity distributing electricity in Mangaung Metro, invites prospective service providers to submit proposals for the re-purposing of the existing Coal-Fired Power Station into a renewable energy source, conducting of EIA's, surveying and registration of earmarked land, design, procurement, funding solutions, construction, project management, commissioning and maintenance of Microgrids(2MW-5MW) and 30MW renewable energy plant or any other alternative energy solution supplied with associated components, to be able to integrate with CENTLEC's grid on 11kV, 33kV and 132kV voltage levels including a battery energy storage system to be connected to the 132kV supply network by registered electrical consulting engineers with their applicable professional teams.	NOT APPLICABLE	N/A	90/10	Refer to the call for bids document	80%

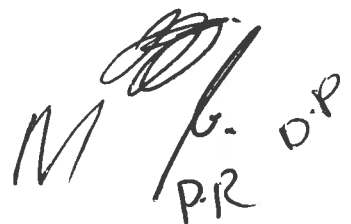
M. G. O.  
P.R.

Preferential Procurement Policy Framework Act No.5 of 2000: Preferential Procurement Regulations 2022 and Supply Chain Management Policy of CENTLEC (SOC) Ltd will apply in the adjudication process. Method 4 of evaluation of the acceptable proposals will be applied and responsive bids are expected to score at least a minimum of 80 out of 100 points (80%) for functionality points to be considered for further evaluation. Bids will be adjudicated according to the 90/10 of the Price Preferential point system.

## **2.2. MANDATORY RETURNABLE DOCUMENTS**

**The following mandatory returnable documents forms part of the qualification criteria into the bid:**

- i Certified Copy of Company Registration certificate.
- ii Certified ID Copy (ies) of Company director(s) Identification Documents.
- iii Full CSD (not a summary) registration report (to be verified during adjudication).
- iv Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- v Valid Letter of Good Standing (COIDA) from Department of Employment & Labour or other relevant authorities.
- vi Valid SARS TCS (Tax Compliant Status) Pin.
- vii Completion of all relevant and necessary document forms including all MBD forms.
- viii Valid proof professional of Indemnity (Insurance cover) equivalent to 20% of the total project value.
- ix Valid proof of Authority to sign the Bid.
- x Certified Copy of Company Registration certificate.
- xi Compulsory Enterprise Questionnaire.



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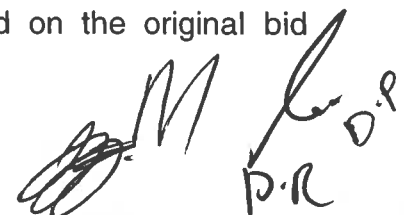
xii CIBD gradings- level 8EP, 8EB, 8CE

Bids will be subjected to the, CENTLEC Supply Chain Management Policy, and its Preferential Procurement Policy (PPR 2022). Original or certified valid copy of B-BBEE Certificate / or sworn B-BBEE affidavit must be submitted to claim preference points. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for specific goals but will not be disqualified from the bidding process.

This bid document should be in a sealed envelope duly endorsed “**BID NUMBER AND DESCRIPTION.**” must be placed in the bid box situated at 30 Rhode Avenue, Oranjesig, Bloemfontein, 9301 on or before **the closing date**. Bidders are mandated to write their names, name of the bidding entity, contact details including e-mail addresses on the bid submission register next to the Bid Box as proof for submission, failure which, submission will NOT be considered for evaluation.

Collection of bid documents: Bid documents can be obtained on the municipal website: [www.CENTLEC.co.za](http://www.CENTLEC.co.za), the e-tender portal ([www.e-tender.gov.za](http://www.e-tender.gov.za)) from the XXXXXX. Bids received after closing date and time, faxed, completed with pencil, tipexed, incomplete document or e-mailed will not be considered.


**NOTE:** Only those bidders who are registered on the Central Supplier Database (CSD) registered prospective bidders are eligible to submit bids. The entity reserves the right to appoint more than one service provider. The entity does not bind itself to accept or award the lowest priced bid. The Council may elect to accept only part of the successful bid. Entity reserves the right not to appoint or withdraw the bid and the right to award the bid wholly or partly at its sole discretion. The adjudication process and the award, if an award is made, will conform to the requirements of the Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022. Only the version of this notice and invitation contained in the bid document shall form part of the bid. No correspondences will be entered into with regards to evaluation scores obtained. Bids may only be submitted on the original bid

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documentation that is issued by the employer. Bids are valid for a period of one hundred and twenty (120) days after closing date.

*If you do not hear from us within 120 days after the closing date, please consider your bid unsuccessful , you can also visit CENTLEC website as all awarded bids are published.*

  
DP PR  
M

**MBD1**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF CENTLEC SOC LTD</b>					
<b>BID NUMBER:</b>	RFP13/2025	<b>CLOSING DATE:</b>		<b>CLOSING TIME:</b>	11:00
<b>DESCRIPTION</b>	<p>The re-purposing of the existing Coal-Fired Power Station into a renewable energy source, conducting of EIA's, surveying and registration of earmarked land, design, procurement, funding solutions, construction, project management, commissioning and maintenance of Microgrids(2MW-5MW) and 30MW renewable energy plant or any other alternative energy solution supplied with associated components, to be able to integrate with CENTLEC's grid on 11kV, 33kV and 132kV voltage levels including a battery energy storage system to be connected to the 132kV supply network by registered electrical consulting engineers with their applicable professional teams.</p>				
<p><b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b></p>					

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:**

30 Rhodes Avenue,  
Oranjesig  
Bloemfontein  
9301

<b>SUPPLIER INFORMATION</b>				
Name of bidder				
Postal address				
Street address				
Telephone number	Code		Number	
Cellphone number				
Facsimile number	Code		Number	
E-mail address				

*M. B. D. P. R.*

Vat registration number				
Tax compliance status	TCS pin:		or	CSD no:
Specific goals status level verification certificate [tick applicable box]	<input type="checkbox"/> Yes <input type="checkbox"/> No		Specific goals status level/ sworn affidavit	<input type="checkbox"/> Yes <input type="checkbox"/> No

**[A SPECIFIC GOALS STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]**

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			
<b>Bidding procedure enquiries may be directed to:</b>		<b>Technical information may be directed to:</b>	
Department	Supply chain management	Department	Engineering wires
Contact person	Ms. P Makhele	Contact person	Mr. K Mohlakane
Telephone number	051- 412 2753	Telephone number	051 - 409 2226
Facsimile number	N/a	Facsimile number	N/a
Email address		Email address	
<a href="mailto:Palesa.Makhele@centlec.co.za">Palesa.Makhele@centlec.co.za</a>		<a href="mailto:Kenneth.Mohlakane@centlec.co.za">Kenneth.Mohlakane@centlec.co.za</a>	

*M. P. Makhele*  
P.R. O.P.

## 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, 2022, 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](http://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-successful bidders 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.
- 2.8. Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or lease agreement with a current bill and rates clearances, or hardware current bill of account not owing more than 90 days. In a case where the services are paid by the landlord, the signed lease agreement and statement of account must be submitted by the bidder.
  - 2.8.1. In an event that the bidder utilizes prepaid services (e.g. water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.9. Submit proof of registration on the national treasury centralized supplier's database.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. Is the entity a resident of the republic of South Africa (RSA)? Yes ☐ No ☐
- 3.2. Does the entity have a branch in the RSA? Yes ☐ No ☐
- 3.3. Does the entity have a permanent establishment in the RSA? Yes ☐ No ☐
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? Yes ☐ No ☐
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? Yes ☐ 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.**

P.R.  D.P.

**4. MANDATORY RETURNABLES, BID RULES AND INSTRUCTIONS (FAILURE TO COMPLY WITH THE PRE-SET REQUIREMENTS)**

- 4.1. Duly completed and signed mbd 1 form by service provider and formal written price quotation by the bidder.
- 4.2. Completion and signing of all declaration forms (MBD)
- 4.3. Submission of a valid SARS TCS pin
- 4.4. Proof and declaration that the bidder is not in arrears of municipal rates more than 90 days
- 4.5. CIDB grading – Level 8EP, 8EB and 8CE
- 4.6. Bidder must provide certified id copies of all directors, shareholders, and partners.
- 4.7. All certified copies must not be older than six (06) months from closing date.
- 4.8. Certified copy of company registration certificate to be attached with the bid document
- 4.9. Central supplier database (CSD) registration number, and
- 4.10. Declaration that bidder is not in arrears of any municipal rates, municipal rates of each company director, valid lease agreement and lease declaration by lessor or proof of residence from the municipal council (if operating business from an informal non-billed residential area)

**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: : .....

*NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.  
ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX MONTHS FROM BID  
CLOSING DATE. COPIES OF CERTIFIED COPIES WILL NOT BE CONSIDERED AS  
VALID COPIES.*

*G.*  
*P.R.*  
*M.*  
*DP*

### 3. BID DATA

Clause	Wording (Data)
	The employer is CENTLEC (SOC) Ltd.
	<p>The bid documents issued by the employer comprise:</p> <p><b>1: BIDDING PROCEDURES</b></p> <p>1.1: Bid Notice and Invitation to Bid</p> <p>1.2: Bid Data</p> <p><b>2: RETURNABLE DOCUMENTS</b></p> <p>2.1: List of Returnable Documents</p> <p><b>5: SCOPE OF WORKS</b></p>
	<p>The Employer's agent is:</p> <p>The Chief Executive Officer</p> <p>Mr. MS Sekoboto</p> <p>CENTLEC (SOC) Ltd</p> <p>30 Rhodes Avenue</p> <p>Oranjesig</p> <p>BLOEMFONTEIN</p> <p>9301</p>
	<p>Only those bidders who satisfy the following eligibility criteria are eligible to submit bids:</p> <p>a) CSD Registered service providers.</p> <p>b) Bidders not listed on National Treasury's Bid Defaulters Database and Restricted suppliers.</p> <p>c) Bidders registered at the relevant and designated authorities/professional bodies.</p>
	<p>The Employer's address for delivery of bid offers and identification details to be shown on each bid offer package are:</p> <p><b>Location of bid box:</b> CENTLEC (SOC) Ltd Supply Chain Management Offices</p> <p><b>Physical address:</b> 30 Rhodes Avenue, Oranjesig, Bloemfontein 9301</p>
	Postal address: 30 Rhodes Avenue, Oranjesig, Bloemfontein 9301
	A two-envelope procedure will not be followed.

*[Handwritten signature]*  
P.R. DP

	<p><b>Compulsory Briefing Meeting Date and Time:</b></p> <p>Refer to the “call for bids” document for details of the site briefing session.</p>
	<p><b>The closing time for submission of bid offers is:</b></p>
	<p>Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will NOT be accepted.</p>
	<p><b>The bid offer validity period is 120 days.</b></p>
<b>Clause</b>	<b>Wording (Data)</b>
	<p>The bid shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.</p>
	<p><b>The bidder is required to submit the following certificates with his bid:</b></p> <p>Particulars of any contracts awarded by an organ of state during the last five years including particulars of any material non-compliance or dispute concerning their execution over this period (if &gt;R10 000 incl. VAT); and</p>
	<p>The time and location for opening of the bid offers are in accordance with regulation 23 of the MFMA</p>
	<p><b>Functionality Requirements:</b></p> <p>Prospective Bidders are required to score a minimum of 80 <b>points or 80%</b> for them considered for further evaluation</p>
	<p><b>the B-BBEE balanced scorecard -</b></p> <p>Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their Specific Goals rating claims as stipulated in the Preferential Procurement Policy Framework Act, Act No.5 of 2000 and Preferential Procurement Regulation 2022.</p>
	<p><b>Bid offers will only be accepted on condition that:</b></p> <p>the bidder has in <u>his or her possession</u> an original Tax Clearance Certificate / valid and compliant SARS TCS Pin issued by the South African Revenue Services;</p>

*[Handwritten signatures and initials]*  
M P.R D.P

	<p>a) the bidder is registered with the Central Supplier Database of National Treasury;</p> <p>b) the bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</p>
	<p><b>the bidder has not:</b></p> <p>a) abused the Employer's Supply Chain Management System; or</p> <p>i) failed to perform on any previous contract and has been given a written notice to this effect; and</p> <p>ii) has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially comprise the bid process.</p>
	<p>b) The number of paper copies of the signed contract to be provided by the Employer is ONE (1).</p>
	<p>The Entity reserves the right to appoint more than one service provider.</p> <p>The Entity reserves the right to cancel or withdraw the bid, or not to award.</p>

#### 4. RETURNABLE DOCUMENTS

***(Bidder Must comply with the set out Schedules below, bid rules and Instructions, failure to comply will result in bid being nonresponsive). THE FOLLOWING FORMS and documents are mandatory returnable for bids to be considered responsive:***

##### LISTS OF RETURNABLE DOCUMENTS

- i. Certificate of Attendance at clarification meeting (not applicable).
- ii. Record of addenda (where applicable).
- iii. Certificate of Authority of Signatory and Proof / Letter of Authority to Sign Bid Document.
- iv. Registration certificate / Agreement / Identity Documents.
- v. Tax Clearance Requirements – Valid SARS TCS PIN.
- vi. Declaration by Bidder MBD 4 (Declaration of Interest).
- vii. Declaration by Bidder MBD 5 (Procurement expected to exceed R10m).
- viii. Declaration by Bidder MBD 6.1 (Preference Claim Points).

*M* *P.R* *D.P*



- ix. Declaration by Bidder MBD 8 (Bidder's Past Supply Chain Management Practices).
- x. Declaration by Bidder MBD 9 (Certificate of Independent Bid Determination).
- xi. Comprehensive (Not Summary) Central Supplier Database (CSD) Report.
- xii. Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- xiii. Valid proof of professional Indemnity (Insurance cover) equivalent to 20% of the total project value.
- xiv. Valid Letter of Good Standing (COIDA) from Department of Employment & Labour or other relevant authorities.
- xv. Compulsory Enterprise Questionnaire.
- xvi. CIBD grading- level 8EP, 8EB and 8CE.

#### **LIST OF OTHER RETURNABLE DOCUMENTS FOR EVALUATION PURPOSES:**

- i. Copy of certified B-BBEE SANAS certificate or valid Sworn affidavit certificate
- ii. Minimum requirement stipulated on the call for bids, must also be adhered to.

*Note: In Addition: Bidders who fail to comply with the underneath pre-set Bid Instructions and Rules will not be accepted (will be rejected as non-responsive):*

*All certified documents must not be older than six months from bid closing date, all alterations and cancellations to bid document must be signed by the authorised signatory, employer reserves the right to disqualify bidders for infringing any of the Standard Bid Conditions, rules and issued instructions. ALL pages of the bid document must be initialled by authorised signatory. Copies of certified copies will not be accepted as valid copies. Bidder's whose names appear on the National Treasury list of Restricted Suppliers and Defaulters will not be accepted.*



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**PROOF / CERTIFICATE OF ATTENDANCE AT SITE MEETING**

This is to certify that (*bidder*).....  
of (*address*) .....  
.....  
.....  
was represented by the person(s) named below at the compulsory meeting held for all  
bidders at (*location*) .....  
on (*date*)..... starting at (*time*).....

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with  
the site of the works and / or matters incidental to doing the work specified in the bid  
documents in order for me / us to take account of everything necessary when compiling our  
rates and prices included in the bid.

**Particulars of person(s) attending the meeting:**

Name: ..... Signature: .....  
Capacity: .....

Name: ..... Signature: .....  
Capacity: .....

**Attendance of the above person(s) at the meeting is confirmed by the Employer's  
representative, namely:**

Name: ..... Signature: .....  
Capacity: .....

Date and Time: .....

M G.   
PR D.P

## RECORD OF ADDENDA TO BID DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer:

	Date	Title or Details
1.		
2.		
3.		
4.		

Attach additional pages if more space is required. Bidders are required (mandatory to sign the underneath declaration) irrespective of an Addendum issued or not.

**Signed:** .....

**Date:** .....

**Name:** .....

**Position:** .....

**Bidder:** .....

  
P.R. D.F.

## CERTIFICATE OF AUTHORITY FOR SIGNATORY

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder **MUST** complete the certificate set out below for the relevant category, **and attach their Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents. Bidders MUST attach valid Proof of Authority to sign the bid to this form under the Company's Letterhead.**

(I) Company	
(II) Close Corporation	
(III) Partnership	
(IV) Joint Venture	
(V) Sole Proprietor	

### (I) CERTIFICATE FOR COMPANY

I, ..... chairperson of the Board of Directors of  
..... hereby confirm that by  
a resolution of the Board (copy attached) taken on .....20.....  
Mr/Ms ..... acting in the capacity of .....  
was authorized to sign all documents in connection with the bid for Contract No  
..... and any contract resulting from it, on behalf of the company.

Chairperson: .....

As Witnesses: 1. ....  
2. ....

Date: .....

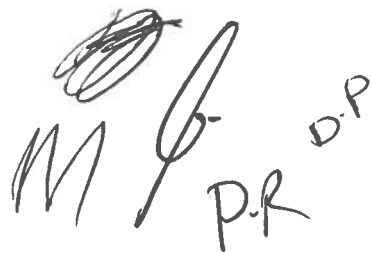
M J. D.P.  
P.R.

**(ii) CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as .....  
.....  
hereby authorise Mr/Ms ..... acting in the capacity  
of ..... to sign all documents in  
connection with the bid for Contract No .....and any contract resulting from  
it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note: This certificate is to be completed and signed by all of the key members upon  
whom rests the direction of the affairs of the Close Corporation as a whole.**



Handwritten signatures and initials, including a large signature at the top, and the letters 'M', 'P.R.', and 'D.P.' below it.

**(III). CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key members in the business trading as .....

.....

hereby authorise Mr/Ms ..... acting in the capacity

of ..... to sign all documents in

connection with the bid for Contract No .....and any contract resulting from

it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.**

*M*  
*G.*  
*P.R*  
*D.P*  
22

**(IV) CERTIFICATE FOR JOINT VENTURE**

We, the undersigned, being the key members in the business trading as .....

.....

hereby authorise Mr/Ms ..... acting in the capacity  
of ..... to sign all documents in  
connection with the bid for Contract No .....and any contract resulting from  
it, on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized  
signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORIZING SIGNATURE NAME AND CAPACITY
Lead Partner		

**Note: This certificate is to be completed and signed by all of the key partners upon  
whom rests the direction of the affairs of the Partnership as a whole.**

 P.R. 23

**(V) CERTIFICATE FOR SOLE PROPRIETOR**

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

Signature of Sole owner: .....

As Witnesses:      1. ....  
                             2. ....



**Date:** .....

Handwritten signatures and initials. There are three distinct signatures. Below the signatures, the initials 'D.R.' and 'D.P.' are written.



**CERTIFIED COPIES OF REGISTRATION CERTIFICATE / AGREEMENT/ ID DOCUMENT**

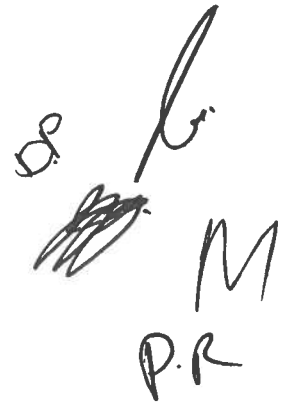
*(Important note to Bidder: certified copies of Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and must be inserted here)*

O.P.   
 M  
P.R.

**MBD 2**

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. Bidder must attach a valid SARS TCS Tax Compliance Status Pin Failure to submit the valid Tax Compliance Status (TCS) PIN from SARS will invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-successful bidders are involved each party must submit a separate SARS Tax Compliance Status Pin

Handwritten signatures and initials in black ink. There are three distinct signatures: one at the top right, one in the middle left, and one at the bottom right. Below the bottom right signature are the initials 'P.R.'.

**MBD 3.1**

**PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder: .....	Bid Number: .....
Closing Time .....	Closing Date: .....

OFFER TO BE VALID FOR.....**120**...DAYS FROM THE CLOSING DATE OF BID.

ITEM	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY NO. **(ALL APPLICABLE TAXES INCLUDED)
------	----------	-------------	--

Required by: .....

At: .....

Brand and Model N/A

Country of Origin .....

Does the offer comply with the specification(s)? \*YES / NO

If not to specification, indicate deviation(s) .....

Period required for delivery .....


\*Delivery: Firm / Not firm

Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

  
 P.R.  
 27

**MBD 4**

**DECLARATION OF INTEREST**

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

Full Name: .....

Identity Number: .....

Company Registration Number: .....

VAT Registration Number: .....

Are you presently in the service of the state? **Yes / No**

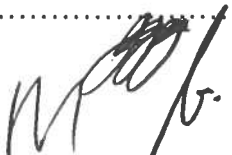
If so furnish particulars: .....

.....

Have you been in the service of the state in the last twelve months? **Yes / No**

If so furnish particulars .....

.....

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

- (a) a member of
  - (1) any municipal council;
  - (2) any provincial legislature; or
  - (3) 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
- (e) constitutional institution within the meaning of the Public Finance Management Act, 1999 (act no 1 of 1999);
- (f) a member of the accounting authority of any national or provincial 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**

If so furnish particulars: .....  
.....

Are *you*, aware of any relationship (family, friendly, other) between a bidder and persons in the service of the state who may be involved with the evaluation and adjudication of this bid. **Yes / No**


If so furnish particulars: .....  
.....

Are any of the company's directors, managers, principle Shareholders or stakeholders in the service of the State? **Yes / No**

If so furnish particulars: .....  
.....

Is any spouse, child, or parent of the company's directors, managers, principle shareholders or stakeholders in service of the State? **Yes / No**

If so furnish particulars: .....  
.....

M  D.P.  
29  
P.R.

Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **Yes / No**

If yes, furnish particulars:.....  
.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....  
.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THE DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**SIGNATURE**

.....

**POSITION**

.....

**DATE**

P.R. D.R.

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....**

.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THE DECLARATION FORM  
IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF  
CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....

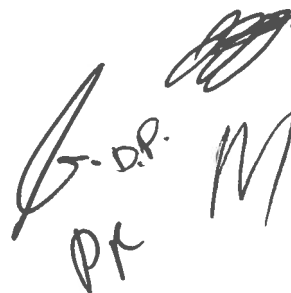
**SIGNATURE**

.....

**DATE**

.....

**POSITION**

Handwritten signature and initials. The signature appears to be 'G.D.P.' with 'PR' below it. To the right is a large, stylized 'M'.

## MBD 5

**DECLARATION FOR PROCUREMENT ABOVE R10-MILLION (ALL APPLICABLE TAXES INCLUDED) for all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:**

		Tick applicable box	
1.	By law you are required to prepare annual financial statements for auditing?	Yes	No
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.		
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality OR MU 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:		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	Yes	No
3.1	If yes, provide particulars:		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	Yes	No
4.1	If yes, provide particulars:		

**CERTIFICATION**

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

Name of representative: .....

Authorized Signature: ..... Date: .....

Capacity: .....

M  
P.K. D.P. 31



**MBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to bid:
- 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 value of this bid is estimated **to exceed R 50 000 000** and
  - b) therefore the **90/10** preference point system will be applied.
- 1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
- c) Price; and
  - d) Specific Goals.
- 1.4 **To be completed by the organ of state:**

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

M  
G.  
PR  
D.P.  
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- 1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, 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 bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“bid”** 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 bidding process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money bided 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) **“bid 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:

80/20 or 90/10

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

$P_{\min}$   $P_{\min}$

M / G. D.P.  
PR 33

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

### 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

$P_s = 80 (1 + \frac{P_t - P_{max}}{P_{max}})$  or  $P_s = 90 (1 + \frac{P_t - P_{max}}{P_{max}})$

Where:

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

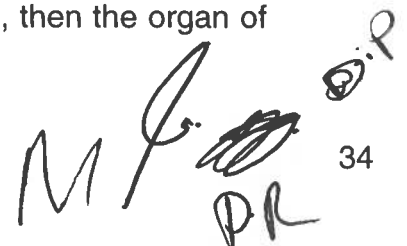
$P_{max}$  = Price of highest acceptable bid

## 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 bid. For the purposes of this bid the bidder 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 bid:

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 bid documents, stipulate in the case of—

- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system; or
- (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid will be used to determine the applicable preference point system, then the organ of

  
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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 bid 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 bidders: The bidder MUST indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this bid	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 bidder)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
50% or more Black Owned enterprise <i>To be verified through CIPC Certificate, or share certificate CSD Report</i>	10		5	
50% or more Women shareholding <i>To be verified through CIPC Certificate, or share certificate CSD Report</i>	5		2.5	
50% or more Youth shareholding <i>To be verified through CIPC Certificate, or share certificate CSD Report</i>	5		2.5	
<b>Total Specific Goals Points</b>	<b>20</b>		<b>10</b>	

PR  
M  
35  
D.P

#### 4.3 DECLARATION WITH REGARD TO COMPANY/FIRM

- i) Name of company/firm
- ii) Company registration number:
- iii) 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]

4.4. 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 bid, 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 successful bidder 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 bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

M. F. P. R. O. P.  
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- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or successful bidder, 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 OF BIDDER(S):** .....

**SURNAME AND NAME:** ..... **DATE:** .....

**ADDRESS:** .....

.....

.....

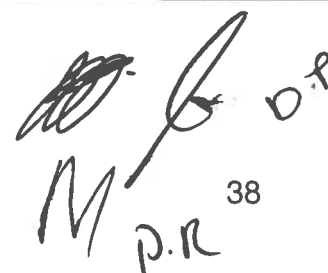
  
D.P  
PR  
37

**MBD 8**

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Standard Bidding Document must form part of all bids invited. It serves as a declaration to be used by institutions 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.
2. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
1.1	Is the Bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.1.1	If so, furnish particulars:		
1.2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2.1	If so, furnish particulars:		

  
M. G. D. P.R. 38

1.3	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"/>
1.3.1	If so, furnish particulars:		
1.4	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"/>
1.4.1	If so, furnish particulars:		
1.5	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"/>
1.5.1	If so, furnish particulars:		

**\*Where the entity bidding is a joint venture, each party to the joint venture must sign a declaration in terms of the Municipal Finance Management Act and attach it to this schedule**

## CERTIFICATION

I, the undersigned (full name).....

Certify that the information furnished on this declaration form is 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**

.....

**NAME**

.....

**POSITION**

*M. G. P.R.*  
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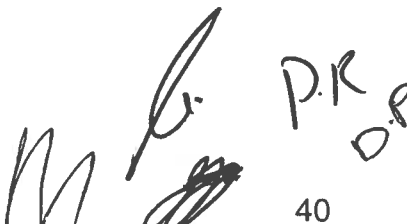
**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding 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 bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

**<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

  
P.R.  
D.P.  
40

## 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 consortium<sup>3</sup> will not be construed as collusive bidding.

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

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF BIDDER**

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P.R. 42

## PROOF OF CSD REGISTRATION

Bidders MUST attach Proof of Comprehensive CSD registration report hereto and provide CSD Supplier Number:

MAAA .....

## CERTIFICATION

I, the undersigned (full name) .....  
certify that the information furnished on this declaration form is true and correct. I  
further undertake full responsibility for any incorrect information provided and that the  
employer (CENTLEC (SOC) Ltd.) may not be held accountable for incorrect information  
provided.



.....  
SIGNATURE

.....  
DATE

.....  
NAME

.....  
POSITION

.....  
NAME OF BIDDER

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## MUNICIPAL UTILITY ACCOUNT / LEASE AGREEMENT / PROOF OF RESIDENCE

***(Affix hereto RECENT / LATEST proof of municipal services account for tax & rates STATEMENT not owing more than three (3) months hereto) / Valid lease Agreement (Proof that leased premises rates are not in arrears for more than 90 days) / Proof of Residence for bidders that reside in non-billed municipal area or jurisdiction.***

***Bidders MUST complete the clearance certificate as set out below.***

### CLEARANCE CERTIFICATE FOR WATER & LIGHTS

**Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.**

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality in the municipal area where the service provider conduct his / her business or if the bidder is a tenant, a Letter from the Landlord stipulating the office space leased and the payment status of the service charges. Should the above not be applicable NO AFFIDIVIT will be acceptable ONLY AN OFFICIAL COUNCIL LETTER OF RESIDENCE from bidders residing in non-billed areas will be acceptable (subject to verification)

**Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive. (Please tick with X where appropriate):**

QUESTIONS		YES	NO
1.	Do you own a property?		
2.	Do you receive a municipal rates account?		
3.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
4.	If yes, provide the following details:		

M  
D.P. P.R.

4.1	Municipality name		
4.2	Municipal account number		
5.	<b>If yes, please attach proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months</b>		
6.	Does the bidder lease / rent the property where the business is situated?		
7	If yes, provide the following details:		
7.1	Landlord name		
7.2	Address property is situated		
7.3	Contact number of landlord		
8.	<b>Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof</b>		
I, (Insert full name)			
of (insert physical address)			
being a Director, Principal Shareholder, owner of company (Insert company name)			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
<b>SIGNATURE:</b>		<b>DATE:</b>	

**\* IMPORTANT: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON-RESPONSIVE**

*M*  
*[Signature]*  
*P.R*  
*DP*

Names of all directors, their ID numbers and municipal account number.

Director / Shareholder / partner	ID Number of Director / Shareholder / Partner	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)	Municipality where the account is held

- Certified copies of municipal accounts mentioned of each Director, Shareholder, and partner listed above (Not older than 3 months).

### CERTIFICATION

I, the undersigned (full name) .....  
certify that the information furnished on this declaration form is true and correct. I  
further undertake full responsibility for any incorrect information provided and that the  
employer (CENTLEC (SOC) Ltd.) may not be held accountable for incorrect information  
provided.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**NAME**

.....  
**POSITION**

.....  
**NAME OF BIDDER**

M D.P.  
G. P.R.

## COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaire in respect of each partner must be completed and submitted.

### Section 1: Name of Enterprise:

.....

### Section 2: VAT registration number, if any:

.....

### Section 3: CIDB registration number, if any:

.....

### Section 4: Particulars of sole proprietor and partners in partnerships

Name*	Identity number*	Personal income tax number*

\*complete only if sole proprietor or partnership and attach separate page if more than three partners

### Section 5: particulars of companies and close corporations

Company registration number.....

Close corporation number.....

Tax reference number.....

### Section 6: record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- ☐ A member of any provincial legislature
- ☐ A member of the national assembly or the National Council of Province
- ☐ A member of the board of directors of any Municipal entity
- ☐ An official of any municipality or municipal entity
- ☐ A member of any municipal council
- ☐ An employee of any provincial department national or provincial public entity or constitutional institution within the meaning of public finance management Act, 1999 (act 1 of 1999)

M D.P. G. P.R.



- ☐ A member of an accounting authority of any national or provincial public entity
- ☐ An employee of parliament or a provincial legislature

**If any of the above boxes are marked, disclose the following:** (insert separate page if necessary)

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 7:** Indicate by marking the relevant boxes with a cross, if any sole proprietor, partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- ☐ A member of any provincial legislature
- ☐ A member of the national assembly or the National Council of Province
- ☐ A member of the board of directors of any Municipal entity
- ☐ An official of any municipality or municipal entity
- ☐ A member of any municipal council
- ☐ An employee of any provincial department national or provincial public entity or constitutional institution within the meaning of public finance management Act, 1999 (act 1 of 1999)
- ☐ A member of an accounting authority of any national or provincial public entity
- ☐ An employee of parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public offices, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*M. D. P.*  
*P.R.*


\*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- (i) Authorise the employer to obtain a tax clearance certificate from the South African Revenue services that my/our tax matters are in order;
- (ii) Confirms that the neither the name of the enterprise or the name of any partner, manage, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the register on the bid defaulters established in terms of the prevention and combating of corrupt activities Act of 2004;
- (iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- (iv) Confirms that I / we are not associated, linked or involved with any other bidding entities submitting bid offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- (v) Confirms that the contents of this questionnaire are within my personal knowledge and are to be the best
- (vi) Of my belief both true and correct.

.....  
SIGNATURE DATE

.....  
NAME POSITION

.....  
NAME OF BIDDER

*G. M. D.P.*  
*P.R.*

**COMPANY INFORMATION:**

<b>HEAD OFFICE</b>	
<b>Physical address</b> Building: Street: Suburb: City/Town: Province: District/Metropolitan Council: Local Municipality:	
<b>Postal address</b>	
<b>Telephone no.</b>	
<b>Fax no.</b>	
<b>E-mail</b>	
If subsidiary company- state name of holding company	

**DETAILS OF BRANCH OFFICES:**

<b>BRANCH OFFICE</b>	
<b>Physical address</b> Building: Street: Suburb: City/Town: Province: District/Metropolitan Council: Local Municipality:	
<b>Postal address</b>	
<b>Telephone no.</b>	

M. O. R.  
P.R. 50

<b>Fax no.</b>	
<b>E-mail</b>	
If subsidiary company- state name of holding company	

## 5. EVALUATION CRITERIA

Proposals documents will be evaluated in three phases. The evaluation criteria for the assessment of the proposals will be on mandatory returnable documents, functionality and financial aspects.

### In the first phase:

Bids will be evaluated on mandatory returnable documents as listed and required in the document.

### In the second phase:

Proposals will be evaluated according to the functionality criteria indicated apart from those laid down in the preferential procurement regulations, 2022 pertaining to the preferential procurement policy framework Act 5 of 2000. Bidders are expected to score a minimum of **80%** to be ACCEPTED.

Bidders will be evaluated according to the selection and submission of the below proposals:

(Indicate with an X)

Proposal	Yes	No
1. Re-purposing of Coal-Fired Power Station		
2. Establishment of 2 – 5 MW MicroGrids		
3. Establishment of 30 MW Solar Plant		

*[Handwritten signature]*  
*[Handwritten initials]* DP  
M P.R



## QUALITY / FUNCTIONALITY EVALUATION OF THE PROPOSALS:

### EVALUATION CRITERIA


No	Criteria	Guidelines for criteria application	Points Scorable	Max. Points	Verification method
1	<b>Experience of the Bidder:</b>	<p>Bidder to submit proof of similar completed projects in the past ten years to a minimum value of R20 Million.</p> <p>A minimum of three (3) signed and stamped reference letters on company's letterhead signed by the duly authorized person confirming track record and experience related to the scope of work.</p> <p>Three (3) Reference Letters = <b>10 points</b></p> <p>Four (4) Reference Letters or more = <b>20 points</b></p>	<b>10</b>	<b>20</b>	Signed and stamped reference letters on company's letterhead signed by the duly authorized person.
2	<b>Employees relevant qualification &amp; experience</b>	<p>Qualification and experience with professional registrations.</p> <p>a) Attach CV including a proof of qualification certificates of an Electrical Engineer registered with Engineering Council of South Africa (hereafter</p>	<b>30</b>	<b>30</b>	Certified Copy of Qualification, Professional registration and Curriculum Vitae to be attached.

*[Handwritten signatures and initials]*  
M. P.R. 52

No	Criteria	Guidelines for criteria application	Points Scorable	Max. Points	Verification method
		<p>referred to as ECSA), i.e. Professional Engineer or Technologist or Certified Engineer who signs off the designs and record drawings (Certificate of Compliance) on similar project with an experience between 5 – 10 years or above = <b>10 points</b></p> <p>b) Attach a CV with proof of qualification certificates of a Project Manager on a similar project with an experience of 5 – 10 years or above = <b>10 points</b></p> <p>c) Attach CV including a proof of qualification certificates of a Civil Structural Engineer registered with ECSA, i.e. Professional Engineer or Technologist or Certified Engineer who signs off the designs and record drawings (Certificate of Compliance) on similar project with an experience between 5 – 10 years or above = <b>10 points</b></p>			

  
  
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No	Criteria	Guidelines for criteria application	Points Scorable	Max. Points	Verification method
3	<b>Methodology and Approach:</b>	<p>The bidder should demonstrate the approach and methodology to be used in rendering the service. The proposal(s) should include but not limited to the following:</p> <p>Demonstrate the viability of the option(s) chosen by the bidder on proposed project, that shall include the following:</p> <p>a) Return on investment and life cycle of a similar project for costing on all viable options = <b>10 points</b></p> <p>b) Funding model and financial plans for the project = <b>10 points</b></p> <p>c) Training and skills transfer = <b>10 points.</b></p> <p><b>(Presentation to the Bid Evaluation Committee is compulsory).</b></p>	<b>30</b>	<b>30</b>	Presentation to Bid Evaluation Committee.
4	<b>Local (Mangaung) operational capability and economic investment in-</b>	<p>Does the bidder have a local office with operational capability?</p> <p>(a) Existing and established local office = <b>20 points</b></p> <p>(b) If not, but within RSA = <b>10 points</b></p>	<b>10</b>	<b>20</b>	Municipal Bill and Lease agreement if the account is not in the name of the bidder.
	<b>TOTAL</b>		<b>80</b>	<b>100</b>	

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A bidder who gets a minimum of 80 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

Item 1 – 10 Points

Item 2 – 30 Points

Item 3 – 30 Points

Item 4 – 10 Points

  
P. M. O. P.  
P. R.



## 6. SCOPE OF WORK / SPECIFICATION

### 6.1. BACKGROUND

CENTLEC located in Mangaung Metro, is responsible for the provision of safe and reliable electricity supply within its area of supply.

### 6.2. OBJECTIVES

The overall objective is to appoint a service provider to assist the entity with the design, construction and project management of various renewable energy projects, which are aimed at strengthening the resilience of the electrical infrastructure in Mangaung Metropolitan Municipality. The consulting services are to be provided to CENTLEC for a period of thirty-six (36) months.

### 6.3. SCOPE OF WORK

- 6.3.1 Conducting of EIA, Surveying and registration of the land earmarked for the establishment of the proposed microgrid, renewable energy plant and battery energy storage system and the repurposing of the Coal-Fired Power Station.
- 6.3.2 The design for microgrid, renewable energy plant and battery energy storage system and re-purposing of Coal-Fired Power Station into a renewable source of energy with a grid interconnection, supply of electrical equipment, civil works, controls and security monitoring system, battery or capacitor storage, grid entry point to the existing 132kV network and associated outdoor 132kV switching and protection equipment, 11kV switchgears with associated equipment, mini substations or any other alternative energy solution supplied with associated components.
- 6.3.3 Engagement with CENTLEC's team for conceptualization and preliminary work for the establishment of the 30MW renewable energy plant interconnected with the grid at identified location, that is Bloemindustria area in Mangaung Metro Municipality.
- 6.3.4 Project management that includes amongst others:
  - 6.3.4.1 The design specifications drawings.
  - 6.3.4.2 Tender specifications for all civils works
  - 6.3.4.3 Renewable energy system equipment

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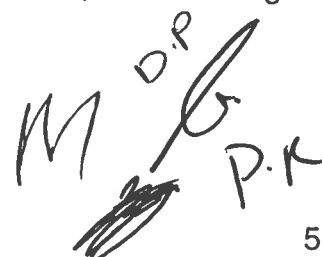
- 6.3.4.4 Electrical equipment
- 6.3.4.5 Systems control and monitoring equipment
- 6.3.4.6 Power Quality equipment
- 6.3.4.7 Alarm and security monitoring systems
- 6.3.4.8 Evaluation of tender documents and associated administration
- 6.3.4.9 Recommendation reports
- 6.3.4.10 Assignment of contractors
- 6.3.4.11 Contractor management
- 6.3.4.12 Quality assurance and inspections
- 6.3.4.13 Payment certificates
- 6.3.4.14 Stock management
- 6.3.4.15 Commissioning and signing of test reports
- 6.3.4.16 Record drawings
- 6.3.4.17 Maintenance and support of the system for a period not longer than three (3) years
- 6.3.4.18 Inventory report
- 6.3.4.19 Handover of installation and equipment to CENTLEC
- 6.3.5 The bidder must provide clarity and recommendations on the items outlined below:
  - 6.3.5.1 Required battery or capacitor storage capacity and security plan for it.
  - 6.3.5.2 Recommendation on specific types of storage battery cells including their applicable number of cycles and reasons thereof.
  - 6.3.5.3 The plant management software capabilities include but not limited to; communication and reporting on the status as well as the performance of the system.
  - 6.3.5.4 Grid connection – provide the details regarding the connection to the local electrical grid with the aid of single line diagrams, including the technical requirements, interconnection points and grid integration plans.

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- 6.3.6 Recommendations should be made on the funding models and financial plans which should include but not limited to:
- 6.3.6.1 Build and transfer of microgrids, renewable energy plant or battery energy storage system.
  - 6.3.6.2 Duration for skills transfer after the completion of the projects.
  - 6.3.6.3 Estimate of the total cost of installation of the facility and the cost should be separate from the interconnection costs.
  - 6.3.6.4 Describe any awards, grants, special tax incentives or credits, loan guarantees, financial models or other subsidies that are or may be sought in connection with the facility.
  - 6.3.6.5 Explicitly identify the economic benefits as well as other impacts in the event that a subsidy is not received.
- 6.3.7 The bidder must provide a description of the expected operations plan including the following:
- 6.3.7.1 Whether the bidder will operate and manage the facility through a separate contract for Operations & Maintenance services.
  - 6.3.7.2 Provide the expected warranties that will be obtained for all major equipment and/or installations.
- 6.3.8 All proposals must provide a detailed schedule of project development activities and completion dates for engineering and maintenance during the prescribed period.

## 7. SPECIAL CONDITIONS

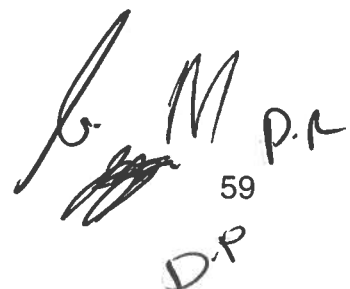
- 7.1 The successful bidder will enter into a Service Level Agreement (SLA) with CENTLEC.
- 7.2 The successful bidder will manage the project as "Turnkey".
- 7.3 All legal and procedural content of this RFP shall be addressed in the SLA (Service Level Agreement) entered into by CENTLEC and the successful bidder.
- 7.4 In the event that the successful bidder appoints sub-contractors, the following will be expected:

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- 7.4.1 The successful bidder will have to ensure that the contractors to be appointed will be supplied with Safety Health Environment Risk and Quality (SHERQ) specification.
- 7.4.2 The successful bidder will have to ensure that the work will always be carried out under the supervision of a competent supervisor.
- 7.5 A list of all employees appointed for this contract, including supervisor(s) and site managers, must be submitted. Vetting results for all listed employees must be submitted to CENTLEC.
- 7.6 The competency, qualifications and experience of the key staff must be submitted with the resources file (i.e., Contract Manager, Site Agent, Foreman and Surveyor) identified in the projects. Organizational Chart recorded in their Curricula Vitae will be evaluated in the context of the requirements for the project.
- 7.7 It will be required by the successful bidder to arrange project meetings with all the relevant sections of CENTLEC who may be involved with the project. All necessary arrangements will be addressed in the project kick-off meeting(s).
- 7.8 Submit a Health and Safety file within 14 days after appointment.
- 7.9 Construction work on site may only commence after the safety file has been approved by the CENTLEC Health and Safety Section.
- 7.10 All staff on site shall attend the CENTLEC Safety Standard Operating Procedures training and pass the required examination or tests provided by the Human Resource Development Directorate and be authorized to commence with work on site. The pass mark for the SOP is 70%.
- 7.11 Submit training plan for skills transfer to CENTLEC employees within one week (7 days) after receiving an official order.

The training plan shall include but is not limited to the following:

- 7.11.1 System design and modelling
  - 7.11.2 Construction of Renewable Energy Plant
  - 7.11.3 Protection and SCADA system
  - 7.11.4 Testing and Commissioning
  - 7.11.5 System Maintenance and
  - 7.11.6 Power Quality and energy management.
- 7.12 Skills transfer plan should clearly be indicated in the proposal.



Handwritten signatures and initials, including 'G.M.P.R.' and 'D.P.', along with the number '59'.

## 8. PRICING DATA

- 8.1 The quantities set out in the specification provided are approximate and do not necessarily represent the actual amount of QUANTITIES / VOLUME to be supplied. The quantities of supplied and certified for payment will be used for determining payments due and not the quantities given in the Bills of Quantities.
- 8.2 The prices and rates to be inserted in the Bills of Quantities (in your tender document) are to be the full inclusive prices described under the several items. Such prices and rates shall cover all costs and expenses that may be required for the delivery of items as described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- 8.3 A price or rate is to be entered against each item in the Schedule/Bills of Quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the Bills of Quantities. A single lump sum will apply should a number of items be grouped together for pricing purposes.
- 8.4 Price to be inserted to in unit terms as stated
- 8.5 No escalation will be allowed on rates quoted.
- 8.6 All quoted prices must in South African Currency (Rand)
- 8.7 Prices quoted are for evaluation purpose only and should NOT be considered as contract prices for this Panel

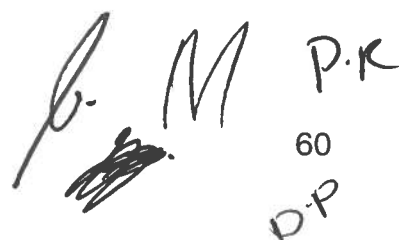
## 9. PRICING ESTIMATE / PROPOSED SCHEDULE OF FEES / FEE STRUCTURE

### 9.1 Fee / Tariff Structure

Herein Prospective Bidders are required to attach a comprehensive Fee / Tariff Structure (for evaluation purposes only) that are wholly inclusive of all Prices applicable in terms of ECSA Guidelines for Registered Professionals. The Fees / Tariffs should incorporate amongst others;

#### 9.1.1 Normal Services

- 9.1.1.1 Inception
- 9.1.1.2 Concept and Viability (Preliminary Designs),
- 9.1.1.3 Design Development (Detailed Designs),
- 9.1.1.4 Documentation and Procurement,

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- 9.1.1.5 Contract Administration and Inspection, and
- 9.1.1.6 Close-Out Report

**9.1.2 Additional Services to Include**

- 9.1.2.1 Additional Services pertaining to all stages of the Project,
- 9.1.2.2 Construction Monitoring,
- 9.1.2.3 Compliance with Occupational Health and Safety Act, 1993 (Act No.85 of 1993),
- 9.1.2.4 Quality Assurance System,
- 9.1.2.5 Lead Consulting Engineer,
- 9.1.2.6 Engineering Management Services (Principal Consultant),
- 9.1.2.7 Mediation, Arbitration and Litigation proceedings and similar Services, and
- 9.1.2.8 Principal Agent of the Client
- 9.1.2.9 Compliance with National Environmental Management Act 107 of 1998 (NEMA).



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## 10. APPENDIX: STANDARD CONDITIONS OF BID

Standard Conditions of Bid

*(AS PER GOVERNMENT GAZETTE NO. 29138 OF 18 AUGUST 2006)*

*(As contained in Annexure F of the Standard for Uniformity in Construction Procurement)*

### F.1 General

#### F.1.1 Actions

The employer and each bidder submitting a bid offer shall comply with these conditions of bid. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

#### F.1.2 Bid Documents

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

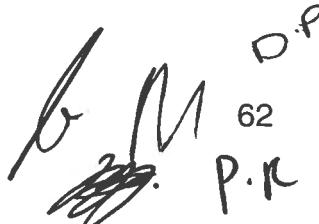
#### F.1.3 Interpretation

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

**F.1.3.2** These conditions of bid, the bid data and bid schedules which are only required for bid evaluation purposes, shall not form part of any contract arising from the invitation to bid.

**F.1.3.3** For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **comparative offer** means the bidder's financial offer after the factors of non-firm prices, all unconditional discounts and any other bided parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the bid process; and

  
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- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the bid process or the award of a contract arising from a bid offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels
- d) **quality (functionality)** means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

#### **F.1.4 Communication and employer's agent**

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

#### **F.1.5 The employer's right to accept or reject any bid offer**

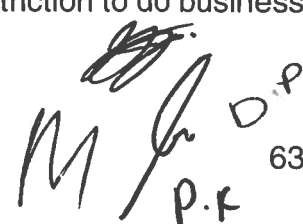
**F.1.5.1** The employer may accept or reject any variation, deviation, bid offer, or alternative bid offer, and may cancel the bid process and reject all bid offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a bidder for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

**F.1.5.2** The employer may not subsequent to the cancellation or abandonment of a bid process or the rejection of all responsive bid offers re-issue a bid covering substantially the same scope of work within a period of six (6) months unless only one bid was received and such bid was returned unopened to the bidder.

### **F.2 Bidder's obligations**

#### **F.2.1 Eligibility**

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

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**F.2.2 Cost of bidding**

Accept that the employer will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

**F.2.3 Check documents**

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

**F.2.4 Confidentiality and copyright of documents**

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

**F.2.5 Reference documents**

Obtain, as necessary for submitting a bid offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the bid documents by reference.

**F.2.6 Acknowledge addenda**

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

**F.2.7 Clarification meeting**

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

**F.2.8 Seek clarification**

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

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## **F.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The bidder is required to seek adequate cover for covering liability that may ensue during the contract term.

## **F.2.10 Pricing the bid offer**

**F.2.10.1** Include in the rates, prices, and the bided total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful bidder, such duties, taxes and levies being those applicable 14 days before the closing time stated in the bid data.

**F.2.10.2** Show VAT payable by the employer separately as an addition to the bided total of the prices.

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

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

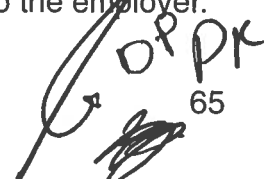
## **F.2.11 Alterations to documents**

Not make any alterations or additions to the bid documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the bidder. All signatories to the bid offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

## **F.2.12 Alternative bid offers**

**F.2.12.1** Submit alternative bid offers only if a main bid offer, strictly in accordance with all the requirements of the bid documents, is also submitted. The alternative bid offer is to be submitted with the main bid offer together with a schedule that compares the requirements of the bid documents with the alternative requirements the bidder proposes.

**F.2.12.2** Accept that an alternative bid offer may be based only on the criteria stated in the bid data or criteria otherwise acceptable to the employer.

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**F.2.13 Submitting a bid offer**

- F.2.13.1** Submit a bid offer to provide the whole of the works, services or supply identified in the contract data, unless stated otherwise in the bid data.
- F.2.13.2** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.
- F.2.13.3** Submit the parts of the bid offer communicated on paper as an original plus the number of copies stated in the bid data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.
- F.2.13.4** Sign the original and all copies of the bid offer where required in terms of the bid data. The employer will hold all authorized signatories liable on behalf of the bidder. Signatories for bidders proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the bid offer.
- F.2.13.5** Seal the original and each copy of the bid offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the bid data, as well as the bidder's name and contact address.
- F.2.13.6** Where a two-envelope system is required in terms of the bid data, place and seal the returnable documents listed in the bid data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the bid data, as well as the bidder's name and contact address.
- F.2.13.7** Seal the original bid offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the bid data.

Handwritten signature and initials, possibly "M.G." and "P.R.", with a date "08" and the number "66" below.

**F.2.13.8** Accept that the employer will not assume any responsibility for the misplacement or premature opening of the bid offer if the outer package is not sealed and marked as stated.

**F.2.14 Information and data to be completed in all respects**

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

**F.2.15 Closing time**

**F.2.15.1** Ensure that the employer receives the bid offer at the address specified in the bid data not later than the closing time stated in the bid data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept bid offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the bid data.

**F.2.15.2** Accept that, if the employer extends the closing time stated in the bid data for any reason, the requirements of these conditions of bid apply equally to the extended deadline.

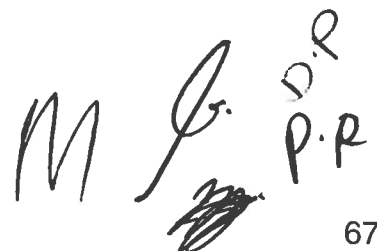
**F.2.16 Bid offer validity**

**F.2.16.1** Hold the bid offer(s) valid for acceptance by the employer at any time during the validity period stated in the bid data after the closing time stated in the bid data.

**F.2.16.2** If requested by the employer, consider extending the validity period stated in the bid data for an agreed additional period.

**F.2.17 Clarification of bid offer after submission**

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

Handwritten signature and initials. The signature appears to be 'M. G.' followed by a flourish. To the right, the initials 'D.R.' and 'P.R.' are written vertically.

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

**F.2.18 Provide other material**

**F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the bid offer, the bidder's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the bid offer as non-responsive.

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

**F.2.19 Inspections, tests and analysis**

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

**F.2.20 Submit securities, bonds, policies, etc.**

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

**F.2.21 Check final draft**

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

**F.2.22 Return of other bid documents**

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

**F.2.23 Certificates**

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

**F.3 The employer's undertakings**

Handwritten signatures and initials in black ink. On the left is a large 'M'. In the center is a signature that appears to be 'G'. To the right of 'G' is a signature that appears to be 'P.R.' with a small 'S' above it. There are also some scribbles and other marks.

**F.3.1 Respond to clarification**

Respond to a request for clarification received up to five working days before to the bid closing time stated in the bid data and notify all bidders who drew procurement documents.

**F.3.2 Issue addenda**

If necessary, issue addenda that may amend or amplify the bid documents to each bidder during the period from the date that bid documents are available until seven days before the bid closing time stated in the bid data. If, as a result a bidder applies for an extension to the closing time stated in the bid data, the employer may grant such extension and, shall then notify all bidders who drew documents.

**F.3.3 Return late bid offers**

Return bid offers received after the closing time stated in the bid data, unopened, (unless it is necessary to open a bid submission to obtain a forwarding address), to the bidder concerned.

**F.3.4 Opening of bid submissions**

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

**F.3.4.2** Announce at the meeting held immediately after the opening of bid submissions, at a venue indicated in the bid data, the name of each bidder whose bid offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main bid offer only.

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

**F.3.5 Two-envelope system**

**F.3.5.1** Where stated in the bid data that a two-envelope system is to be followed, open only the technical proposal of valid bids in the presence of bidders' agents who choose to attend at the time and place stated in the bid data and announce the name of each bidder whose technical proposal is opened.

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**F.3.5.2** Evaluate the quality of the technical proposals offered by bidders, then advise bidders who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of bidders, who score in the quality evaluation more than the minimum number of points for quality stated in the bid data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum number of points for quality.

**F.3.6 Non-disclosure**

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

**F.3.8 Grounds for rejection and disqualification**

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

**F.3.9 Test for responsiveness**

**F.3.9.1** Determine, on opening and before detailed evaluation, whether each bid offer properly received:

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

**F.3.9.2** A responsive bid is one that conforms to all the terms, conditions, and specifications of the bid documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) change the Employer's or the bidder's risks and responsibilities under the contract, or

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- c) affect the competitive position of other bidders presenting responsive bids, if it were to be rectified.
- d) Reject a non-responsive bid offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

### **F.3.10 Arithmetical errors**

**F.3.10.1** Check responsive bid offers for arithmetical errors, correcting them in the following manner:

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

**F.3.10.2** Consider the rejection of a bid offer if the bidder does not correct or accept the correction of his arithmetical errors in the manner described in F.3.9.1.

### **F.3.11 Clarification of a bid offer**

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

### **F.3.12 Evaluation of bid offers**

#### **F.3.12.1 General**

Handwritten signature and initials. The signature appears to be 'M. G. O.' with a large 'M' and 'G.' followed by 'O.'. Below it, there are initials 'P.K.' and a crossed-out signature.



Appoint an evaluation panel of not less than three persons. Reduce each responsive bid offer to a comparative offer and evaluate it using the bid evaluation method that is indicated in the bid data and described below:

Method 1: Financial offer	1)	Rank bid offers from the most favourable to the least favourable comparative offer.
	2)	Recommend highest ranked bidder for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 2: Financial offer and preferences	1)	Score bid evaluation points for financial offer.
	2)	Confirm that bidders are eligible for the preferences claimed and if so, score bid evaluation points for referencing.
	3)	Calculate total bid evaluation points.
	4)	Rank bid offers from the highest number of bid evaluation points to the lowest.
	5)	Recommend bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 3: Financial offer and quality	1)	Score quality, rejecting all bid offers that fail to score the minimum number of points for quality stated in the Bid data.
	2)	Score bid evaluation points for financial offer.
	3)	Calculate total bid evaluation points.
Method 3: (Continue)	4)	Rank bid offers from the highest number of bid evaluation points to the lowest.
	5)	Recommend bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 4: Financial	1)	Score quality, rejecting all bid offers that fail to score the minimum number of points for quality stated in the Bid data.
	2)	

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offer, quality and preferences		Score bid evaluation points for financial offer.
	3)	Confirm that bidders are eligible for the preferences claimed, and if so, score bid evaluation points for referencing.
	4)	Calculate total bid evaluation points.
	5)	Rank bid offers from the highest number of bid evaluation points to the lowest.
	6)	Recommend bidder with the highest number of bid evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
	7)	Score financial offers, preferences and quality, as relevant, to two decimal places

### F.3.12.2 Scoring financial offers

Score the financial offers of remaining responsive bid offers using the following formula:

$NFO = W_1 \times A$  where:

$NFO$  = the number of bid evaluation points awarded for the financial offer.

$W_1$  = the maximum possible number of bid evaluation points awarded for the financial offer as stated in the bid data.

$A$  = a number calculated using either formulas 1 below as stated in the bid data.

Formula	Basis for comparison	Option 1	Option 2
1.	Lowest price or percentage commission/fee	$\left(1 - \frac{(Pt - Pmin)}{Pmin}\right)$	$P_m/P$

where:

$P_m$  = the comparative offer of the most favourable bid offer.

$P$  = the comparative offer of bid offer under consideration.

### F.3.12.3 Scoring quality (functionality)

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Score quality in each of the categories in accordance with the bid data and calculate total score for quality.

**F.3.13 Insurance provided by the employer**

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

**F.3.14 Acceptance of bid offer**

**F.3.14.1** Accept bid offer only if the bidder complies with the legal requirements stated in the bid data.

**F.3.14.2** Notify the successful bidder of the employer's acceptance of his bid offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the bid data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful bidder as described in the form of offer and acceptance.

**F.3.15 Notice to unsuccessful bidders**

After the successful bidder has acknowledged the employer's notice of acceptance, notify other bidders that their bid offers have not been accepted.

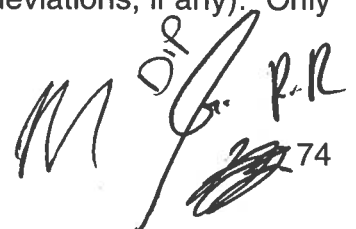
**F.3.16 Prepare contract documents**

If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the bid documents to take account of: a) addenda issued during the bid period,

- a) inclusion of some of the returnable documents,
- b) other revisions agreed between the employer and the successful bidder, and
- c) the schedule of deviations attached to the form of offer and acceptance, if any.

**F.3.17 Issue final contract**

Prepare and issue the final draft of contract documents to the successful bidder for acceptance as soon as possible after the date of the employer's signing of the form of offer and acceptance (including the schedule of deviations, if any). Only



Handwritten signature and initials, including 'P.R.' and the number '74'.

those documents that the conditions of bid require the bidder to submit, after acceptance by the employer, shall be included.

**F.3.18 Complete adjudicator's contract**

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

**F.3.19 Provide copies of the contracts**

Provide to the successful bidder the number of copies stated in the bid data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.