

# GERT SIBANDE DISTRICT MUNICIPALITY



**APPOINTMENT OF A SERVICE PROVIDER FOR THE REVERSE OSMOSIS WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GERT SIBANDE DISTRICT MUNICIPALITY WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS**  
**Project Number: 130/2021**

## TENDER DOCUMENT

Issued by:  
Gert Sibande District Municipality  
PO Box 1748  
ERMELO

NAME OF TENDERER: .....

TOTAL BID PRICE (EXCL. VAT): .....

TOTAL BID PRICE (INCL. VAT): .....

PREFERENCE / BBBEE GRADING: .....

CENTRAL SUPPLIER DATABASE NO: .....

TAX COMPLIANT STATUS PIN .....

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## **TENDER**

This part of the Bid Specification Document consists of the following two sections:

- **Part T1: Tendering Procedures**

This section details the:

- tender notice and invitation to tender; and
- tender data pertaining to the rules of the tender and the evaluation method

- **Part T2: Returnable Documents**

This section details the:

- list of returnable documents for evaluation and contract purposes ; and
- returnable document requirements listed in Forms A to N

## **Part A: Tendering Procedures**

### **A1. Tender Notice and Invitation to Tender**

Tenders are hereby invited from experienced vendors on APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS - GSDM: 130/2021.

Tender documents will be obtainable from **Ms Nonkululeko Nkosi** in **Room 1E323** as from **13 July 2022** from the Gert Sibande District Municipality Office in Ermelo against payment of a non-refundable levy of R250.00. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to Gert Sibande District Municipality. Documents can be obtained during normal working hours which are 07h30 - 16h30 Mondays to Thursdays and 07h30 to 13h30 on Fridays. **This bid document is also available at no cost on the e-Tender Website at <http://www.etenders.gov.za/content/advertised-tenders>.**

Duly completed tenders enclosed in a sealed envelope marked **“TENDER NO: APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS - GSDM: 130/2021; CLOSING DATE: 29 July 2022 at 12h00”** with the name of the Tenderer, shall be deposited in the tender box provided at the Gert Sibande District Municipality in Ermelo before **12h00** on the closing date. The tenders will be opened in public. For any additional information and or clarity on the Bid Specification and/or any Technical queries the District Municipality can be contacted as per the information below.

There **will be a compulsory briefing session** on the **20 July 2022** at the premises of the Water Quality Laboratory (Cnr N17, Bethal Road & Nelspan Street, CASSIM PARK, ERMELO, 2350) at **10:00 am**, and tenderers are advised to read and understand the tender conditions.

Technical queries may be directed to **Ms Zulu** on **017 801 7098** or email: [records@gsibande.gov.za](mailto:records@gsibande.gov.za)  
Tender documents enquiries may be directed to **Mr. Lucky Mbuyane** on **017 801 7155** or email [records@gsibande.gov.za](mailto:records@gsibande.gov.za).

All tenders will be subjected to functionality evaluation. The 80/20 point system shall apply whereby a contract will be allocated to a tenderer in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the Conditions of Tender in the tender document, read in conjunction with the Preferential Procurement Policy of Gert Sibande District Municipality where 80 points will be allocated in respect of price and 20 points in respect of BBBEE. All bidders must be registered on the Central Supplier Database (CSD).

Tenderers must have the necessary skills, experience and capacity to perform the required work.

The closing date and time for the tender is **29 July 2022 at 12h00**. Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted. Tenders should be valid for a period of 90 days.

The District Municipality is not obliged to appoint the bidder with the lowest price but will consider the bidder scoring the highest number of points in line with the set criteria. The Gert Sibande District Municipality reserves the right not to make any appointment for this tender.

**Mr. CA HABILE**

**MUNICIPAL MANAGER**

**[MBD1] PART A**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (GERT SIBANDE DISTRICT MUNICIPALITY)</b>					
BID NUMBER:	GSDM 130/2021	CLOSING DATE:	29 July 2022	CLOSING TIME:	12H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

Corner of Joubert and Oosthuise Street
Ermelo, 2350
Tender Box Situated at Main Entrance- Reception of Gert Sibande District Municipality

<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

GERT SIBANDE DISTRICT MUNICIPALITY  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE REVERSE OSMOSIS WATER PURIFICATION SYSTEM  
 MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS  
 GSDM: 130/2021

<b>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>TOTAL NUMBER OF ITEMS OFFERED</b>		<b>TOTAL BID PRICE</b>	R
<b>SIGNATURE OF BIDDER</b>		<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED:</b>			
_____			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Finance- SCM Unit	CONTACT PERSON	Ms Sipiwe Zulu
CONTACT PERSON	Mr. L Mbuyane	TELEPHONE NUMBER	017 801 7098
TELEPHONE NUMBER	017 801 7155	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	records@gsibande.gov.za
E-MAIL ADDRESS	records@gsibande.gov.za		

**PART B  
 TERMS AND CONDITIONS FOR BIDDING**

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

**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: .....

**A.2 Tender Data**

**GENERAL CONDITIONS OF THE BID PROPOSAL**

**2.1 Definitions**

In these Conditions of Bid, words and expressions shall have the meanings assigned to them in the various parts of the Bid Documents and in addition, the following words and expressions shall have the meanings assigned to them hereunder:

Words and Expressions	Meaning
"Addendum" and "Addendum to Bid"	any document so entitled and pertaining to the Bid, as may be issued by the Council to prospective Bidders at any time prior to the Closing of Bids
"Authorised"	by or with the prior written instruction, consent or approval of the Council and "unauthorised" means the converse.
"Closing of Bids"	the time and date before which Bids must be received by the Council and after which no further Bids will be accepted by the Council.
"Conforming Bid"	a bid which is strictly in accordance with the Bid Documents in all respects, without variation, addition, omission or qualification whatever.

“Bidder”	any person, firm, or juristic party which submits a Bid to the Council in response to the Invitation issued or published by the Council inviting the submission of Bids.
“Bid Period”	the period between the issue by the Council, of an invitation to submit Bids for the project or the issue of the Bid Documents, whichever is the earlier, and the Closing of Bids.
brand names, trademarks, names, patent or producer,	Any reference in circumstances to brand names, trademarks, names, patent or producer, implies to be followed by the word “ or similar” or “ or equivalent”.

## **2.2 INTERPRETATION**

### **2.2.1 APPLICATION**

These Conditions of Bid govern the submission and adjudication of proposals and the acceptance by the Council of any proposal. They shall not form part of nor be interpreted or construed as forming part of any subsequent Contract as may result from the acceptance by the Council of any Bid received, nor shall these Conditions of Bid have any force or significance in any such subsequent Contract.

### **2.2.2 LANGUAGE**

These Conditions of Bid shall be interpreted in the English language.

### **2.2.3 GOVERNING LAW**

All Bids, as well as the adjudication thereof and the acceptance of any bid shall be subject to the law of the Republic of South Africa.

### **2.2.4 SINGULAR, PLURAL AND GENDER**

In these Conditions of Bid, words importing the singular include the plural and words imparting the masculine include the feminine and neuter and vice versa where the context requires.

### **2.2.5 HEADINGS AND SUB-TITLES**

The clause headings and sub-titles in these Conditions of Bid shall not be deemed to be part thereof nor be taken into consideration in the interpretation or construction thereof or of the Conditions of Bid.

### **2.2.6 SCHEDULE AND FORMS TO BE COMPLETED BY THE BIDDER**

2.2.6.1 Bidders must complete the proposal Documents where entries by the Bidder are required, in indelible black ink, and notice must be taken that tip-ex or any other corrective measures may not be used in the document.

2.2.6.2 All alterations must be initialled by the authorised submitter.

## **2.3 AMENDMENTS TO THE BID DOCUMENTS**

### **2.3.1 AMENDMENTS BY THE BIDDER**

2.3.1.1 Bidders shall not make any unauthorised amendment or addition to any part of the text or content of the proposal Documents. If any such unauthorised amendments, alterations or additions are made by the Bidder, these will be deemed to be of no force or significance in the Bid and will be ignored in the evaluation and adjudication of the Bid.

2.3.1.2 Any point of difficulty in the interpretation of the Bid Documents must be clarified with the Council as early as possible during the Bid Period. If a query by any Bidder is found to be of significance, the Council will inform all Bidders accordingly as soon as possible.

### **2.3.2 AMENDMENTS BY THE EMPLOYER**

2.3.2.1 The Council shall be entitled, at any time prior to the Closing of Bids, to make any variation, amendment or addition to, or omission from the Bid Documents, including to the time and date set for the Closing of Bids, by the issuing of an Addendum (or Addenda).

2.3.2.2 Any Addendum so issued shall be deemed to form part of the Bid Documents and shall be communicated in writing to all parties who have acquired the Bid Documents from the Council. Prospective Bidders shall comply in all respects with the content of any such Addendum and failure to do so will render any Bid subsequently submitted, as invalid.

2.3.2.3 No variation by the Council of the Bid Documents will be of any force or effect unless set out in an Addendum as described above, despite the fact that a variation of or amendment to the Bid Documents may have been implied in or may reasonably be inferred from any other document issued or statement made by the Council.

## **2.4 SIGNING OF BID**

The Bid must be signed in the presence of the subscribing witnesses, by the person named in the form entitled "Authority of Signatory" in the section "Forms to be Completed by the Bidder" of the Bid Documents, as duly authorised by the Bidder to do so.

## **2.5 CONFIDENTIAL NATURE OF DOCUMENTS**

The content of the Bid Documents is private and confidential and Copyright in every aspect thereof remains vested in the Council. Recipients of the Bid Documents shall not be entitled to utilise the Bid Documents or any part of the content thereof for any purpose whatsoever, other than for the preparation and submission of their Bid and shall, whether a Bid is submitted or otherwise, treat the details of the documents as private and confidential.

## **2.6 COSTS INCURRED BY BIDDERS**

The Council will neither be responsible for nor pay for any costs whatever, incurred by any Bidder or any recipient of the Bid Documents in preparing a Bid, nor in providing any such further information pertaining to the Bid as may be required by the Council or in terms of these Conditions of Bid.

## **2.7 ACCEPTANCE OF BID**

The Council is not bound to accept any Bid or the lowest bid sum offered, and reserves the right to award in part or in whole.

## **2.8 PERIOD OF VALIDITY OF BIDS**

2.8.1 Proposals shall remain valid and open for acceptance by the Council for a period of three (3) months after Closing of Bids.

2.8.2 Prices must be firm during this period and not linked to any exchange rate whatsoever.

## **2.9 REPUDIATION OF BID OR INVALIDATION OF CONTRACT**

2.9.1 If the Council is satisfied that the Bidder or any person, whether an employee, partner, director, member or shareholder of the Bidder, or a person acting on behalf of or with the knowledge of the Bidder:

2.9.1.1 Has offered, promised or given a bribe or other gift or remuneration or reward to any person in connection with obtaining a contract; or has acted in a fraudulent or corrupt manner in obtaining a contract; or

2.9.1.2 Has approached an officer or employee of the Council in order to influence the award of a contract in the Bidder's favour; or

2.9.1.3 Has entered into an agreement or has made an arrangement, whether legally binding or not, with another person, firm or company to:

2.9.1.3.2 Refrain from bidding for this Contract; or

2.9.1.3.2 as to the amount of the Bid to be submitted by either party;

2.9.1.3.3 Except only where such other person or firm is named in the Bid as a prospective member of an intended Joint Venture to be formed if the Bid is accepted by the Council; or

2.9.1.4 Has disclosed to another person, firm or company other than the Council, the exact or approximate amount of its proposed Bid, except only when:

2.9.1.4.1 the disclosure, in confidence, had been necessary in order to obtain insurance premium quotations required for the preparation of the Bid; or

2.9.1.4.2 such other person, firm or company is named in the Bid as a prospective member of an intended Joint Venture to be formed if the Bid is accepted by the Council;

2.9.2 The Council may, in addition to other legal remedies, repudiate the Bid or declare the Contract invalid if the Contract has been awarded.

## **2.10 BIDDER'S ADDRESS FOR THE DELIVERY OF NOTICES**

Each Bidder shall, indicate a place in the Republic of South Africa and specify it in the "Bidders Particulars" form, where legal process and all notices pertaining to the Bid may be delivered to him. Such address shall not be a postal box, private bag or electronic address, but shall be the address of a physical location within South Africa (e.g. street address, property/stand number or farm name etc.).

## **2.11 ADDITIONAL INFORMATION REQUIRED**

2.11.1 The Council may request any Bidder to clarify any aspect of its Bid and also reserves the right to instruct a public accountant to report on the financial status of the Bidder, and the Bidder must render all reasonable assistance in such an investigation.

2.11.2 The additional information so obtained, as well as all written information submitted by the Bidder with and in support of its Bid, will be considered to form the basis on which the Bid has been prepared and submitted.

## **2.12 TAXES AND LEVIES**

The bidder must submit with this bid an original and valid Tax Pin from the South African Revenue Services (SARS).

## **2.13 CLEARANCE FROM MUNICIPALITIES**

The contractor must provide clearance from the municipality where they are based indicating that they are not in arrears with regard to their respective municipal services accounts.

## **2.14 NO ACCEPTANCE OF BIDS FROM PERSONS IN THE SERVICE OF THE STATE**

2.14.1 No bids will be considered from persons in the service of the state

\* 2.14.1.1 MSCM Regulations: "in the service of the state" means to be –

2.14.1.1.1 a member of any municipal council;

2.14.1.1.2 a member of any provincial legislature; or

2.14.1.1.3 a member of the national Assembly or the national Council of provinces;

2.14.1.1.4 a member of the board of directors of any municipal entity;

2.14.1.1.5 an official of any municipality or municipal entity;

2.14.1.1.6 an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

2.14.1.1.7 a member of the accounting authority of any national or provincial public entity; or

2.14.1.1.8 an employee of Parliament or a provincial legislature.

### **3. SPECIAL CONDITIONS OF THE BID PROPOSAL**

- 3.1 The transaction shall be subject to any stipulations in any Act, Ordinance or By-law pertaining thereto.
- 3.2 No proposals by any person that is not competent to enter into an agreement will be considered and if it is established that it is the case, the contract agreement in this regard will be considered null and void by Council.
- 3.3 Disputes must be settled by means of mutual consultation, mediation (with or without legal representation) or when unsuccessful, in a South African court of law on an attorney and client scale.
- 3.4 Should any legal action be deemed necessary to determine any aspect arising out of these conditions or to enforce any rights in terms of these conditions, then and in that event the parties hereto agree categorically to the jurisdiction of the Magistrate's Court to hear such action and to pass judgment notwithstanding the fact that the cause of action is beyond the jurisdiction of the Court: Provided always that Council shall have the right in its sole discretion to take action in any competent higher court in any matter exceeding the ordinary jurisdiction of the Magistrate's Court.
- 3.5 Council reserves the right to accept any cost proposal in a bid submitted or part thereof and will not be obliged to accept the lowest bid price submitted in a bid OR any cost proposal submitted.
- 3.6 Council reserves the right to alter quantities based on the supplied rates.
- 3.7 All Bids will be adjudicated in terms of the Gert Sibande District Municipality's Procurement Policy and in compliance with the criteria as set out in the Preferential Procurement Framework Act, Act No. 5 of 2000.
- 3.8 The successful bidder(s) must accept to make good or reimburse the Council on all damages or repairs that arise from the actions in executing this bid award.
- 3.9 The successful bidder(s) must accept to remove all equipment, restore the system(s) to the original state(s) at their own costs and and/or reimburse the Council in full in the event of failing to deliver as proposed in this bid.
- 3.10 The successful bidder(s) will at all times report to and obey the instructions of the Council's representative in relation to this bid.
- 3.11 Any variation to the execution in terms of this bid must be by mutual agreement by all parties concerned and served with official notices in writing.
- 3.12 Bidders must be prepared to demonstrate their products or solution proposals at established sites at their own costs.

## **4. TERMS OF REFERENCE**

PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT PROPOSALS FOR THE **APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS - GSDM: 130/2021**

### **4.1 GENERAL INFORMATION**

#### **4.1.1 Purpose**

4.1.1.1 The Gert Sibande District Municipality is in need to Appoint a Service Provider for the Reverse Osmosis (RO) Water Purification System Maintenance Services - LABORATORY - GSDM: 130/2021

#### **4.1.2 TYPE OF CONTRACT**

4.1.2.1 The contract will be to maintain a Reverse Osmosis (RO) Water Purification System on a Maintenance Contract(3 Years)

## **4.2 SUBMISSION OF PROPOSALS (BIDS)**

4.2.1 Each bidder is required to return the complete set of bid documents (including drawings if applicable) with all the required information and complete in all respects.

4.2.2 The original Bid document must be submitted together with your detailed proposal Annexure B).

4.2.3 Bidders must initial all the pages of the proposal document and sign the Bidder particulars page in full (Page 2).

4.2.4 The cost proposal on your official quote(s) submitted in your Annexure B may not contain unbalanced rates.

4.2.5 Your official quote must reflect your Trade Name, Legal Name, Vat Registration Number, Postal Address, Physical Address, Banking Details and sufficient technical description as applicable.

4.2.6 Any items that do not appear on your official quote as required in 2.2.5, may be submitted on your official letter head.

4.2.7 Bidders shall not tamper with the Bid Documents which must be submitted as issued. Where Bid Documents have been issued in a bound condition and found to have been unbound and rebound may be deemed unacceptable.

4.2.8 The proposal document and all Addenda as may have been issued by the Council, duly signed, by an authorised agent, together with the Bidder's covering correspondence (if any) and detailed proposal must be enclosed in a sealed envelope, clearly endorsed on the outside.

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4.2.9 The Bid proposal must be placed and sealed in an envelope clearly marked “**THE MUNICIPAL MANAGER, GERT SIBANDE DISTRICT MUNICIPALITY, APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS - GSDM: 130/2021**” and must be deposited in the bid box of Gert Sibande District Municipality situated in the reception on or before the closing date of **29 July 2022 at 12H00**.

4.2.10 Bids must be placed in the tender box of the Municipality before the Closing of Bids, situated at:

The Main Reception  
Gert Sibande District Municipality  
Corner of Joubert and Oosthuise Streets  
Ermelo  
2351

4.2.11 The bids will be opened in public.

4.2.12 Telegraphic or facsimile transmission of bids, save only for amendments to or withdrawal of bids already submitted, in accordance with Conditions of Bid, will not be permitted.

4.2.13 Bids received after the Closing of Bids and time will not be considered.

4.2.14 Bidders will not be permitted to alter their Bid Sum after Bids have been opened.

4.2.15 A Bidder may not submit more than one Conforming Bid.

4.2.16 The Bid must include the company profile with the completion of all the forms as provided in this bid.

4.2.17 The bid must be signed by an authorised agent.

### **4.3 BACKGROUND**

Gert Sibande District Municipality has the need to do routine maintenance and repair on a Reverse Osmosis (RO) Water Plant situated at the GSDM Laboratory.

The purpose of this tender is to appoint a suitable and competent service provider for the Reverse Osmosis (RO) Water Plant situated at the GSDM Laboratory.

### **4.4 SPECIFICATIONS/DELIVERABLES**

The specifications shall entail the following: *APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS - GSDM: 130/2021*

#### **4.4.1 EMPLOYERS OBJECTIVES**

- **Strategic Objective**

The strategic objective of this assignment is for the appointment of a service provider that will provide a professional and well managed maintenance service for specific equipment within the GSDM Laboratory and which will be strictly in the line with the requirements as set out in this document.

- **Project Objective**

The objective of this particular project is for the rendering of Maintenance Services on the Reverse Osmosis (RO) Water Plant situated at the Water Quality Laboratory of GSDM.

#### **4.4.2 LOCATION OF THE PROJECT**

The overall project includes for following facilities which are located as follows:

- GSDM Water Quality Laboratory building in Ermelo  
(Cnr N17, Bethal Road & Nelspan Street, CASSIM PARK, ERMELO, 2350)

#### **4.4.3 PROJECT SCOPE OF WORK**

The summarized scope of works in respect of this assignment includes for the Maintenance of all Equipment and Machinery as part of the Reverse Osmosis (RO) Water Plant situated at the Water Quality Laboratory of GSDM.

#### **Scope of Work**

The successful service provider will be responsible for the maintenance as follows:

#### **4.4.4 PREVENTATIVE MAINTENANCE**

- The bidder will be responsible for the preventative maintenance of the RO's as per the listed schedules bi-annually.
- The bidder shall report any trends detected that reflect system or equipment degradation, loss of performance, or frequency of failure to the Gert Sibande Municipality.
- Preventative Maintenance shall comply with the Maintenance Specific Activity Schedules contained in this document on page 18.
- The bidder shall arrange with the Gert Sibande Municipality and obtain approval for date, time and duration when equipment or systems shall be out of service for the purpose of performing Preventative Maintenance.
- In the event of repairs having to be carried out which does not form part of PM, the need for such repairs shall be reported to the Gert Sibande Municipality for further instructions.

#### 4.4.5 AD HOC REQUESTS / CALL OUTS

- The contractor shall have a call out facility.
- The maximum response time which the contractor must respond to a call must be as follows:
  - Critical (Plant failure) – Within eight (8) hours from notification;
  - Non-Critical (Plant Failure during routine testing / inspection) – within twenty-four (24) hours from notification.
- Spares required for ad hoc requests must be quoted for and approved by the Gert Sibande Municipality before the service is rendered
- The Contractor shall ensure that standby arrangements for emergency call outs are at all times in place with contact details of the technicians on standby.

#### 4.4.6 MAINTENANCE STAFF

- The contractor shall employ and manage his Maintenance Staff to ensure timely and efficient execution of the Works with minimum interruption to the Gert Sibande Municipality.
- Technician and any other staff member working at the Gert Sibande Municipality must be issued with safety clothing with the company's name clearly visible.
- Maintenance Staff must be fully trained to:
  - ✓ Perform the maintenance services.
  - ✓ Do fault finding.
  - ✓ Capable of doing repairs on all the equipment

**NOTE: All nominated, selected and direct sub-contractors shall be deemed to be employees of the contractor.**

#### 4.4.7 MEETINGS

- The appointed service provider shall attend Maintenance Co-ordination meetings and any other meetings called by the Gert Sibande Municipality where applicable

#### 4.4.8 MAINTENANCE SCHEDULE

- In the event of any delays against the programme the contractor shall expedite the maintenance work to make up any delays.
- The bidder shall deploy sufficient staff on the contract to ensure completion of the works within programme and within normal working hours.
- Normal working hours will be from 08H00 to 16H30 Monday to Thursdays and 07:30 to 14H00 for Fridays excluding Public Holidays.

Below are the maintenance service schedules (Schedule A) that the appointed service provider will have to comply with when providing this service:

**4.4.8.1 SCHEDULE A: SERVICE (bi-annually)**

**MAINTENANCE ACTIVITIES**

	Activities
<b>Preventative Maintenance</b>	
Preventative maintenance schedules to perform the following:	
Perform Visual Inspection	•
Perform Environmental Inspection	•
Perform Mechanical/Electrical Inspection	•
Verify firmware revision and update as needed	•
Deliver Site Report with service recommendations	•
Preventative maintenance on Filters	•
<b>Call Outs, Assessments and Diagnosis</b>	
Labor and travel for call outs during office hours. Option to upgrade to afterhours.	•
Priority access to service queue.	•
8hr response..	•
<b>Parts and Remedial services</b>	
Labor and travel to perform remedial services	•
Priority access to the Supply Chain.	•
8hr response.	•
Replacement of parts is included but is subject to the approval of a works order before work can be started.	<i>Exclude specific equipment – to be priced additionally</i>
Root Cause Analysis	•

**4.4.9 PROJECT TIMELINES**

The appointed service provider(s) will be required to start immediately after signing the contract and provide the services for a period of three (3) years, subject to quarterly review of service provider’s performance. The Gert Sibande Municipality reserves the right to terminate the appointment failing by the contractor to perform the services.

It is of paramount importance that a specialist supplier be selected for this particular project as a Maintenance Contract and or warranty for the equipment is needed. Procurement through a third party will not be feasible as maintenance and warranties cannot be seeded to a second party.





## **FINANCIAL AND CONTRACTUAL ARRANGEMENTS**

- The following conditions are set by the Gert Sibande District Municipality:
- The Council accepts the original bid price will be valid for 90 days (3 months).
- Payment will be made within 30 days after receipt of invoices.

## FUNCTIONALITY EVALUATION

### Functionality

The criteria for functionality are kept to the essential so as not to render the evaluation a mechanical exercise but rather a professional assessment. A few pointers are, however, relevant:

- ❑ **Traceable Project Experience** refers to previous relevant projects and overall track record of experience of the company in the required field of expertise stipulated.
- ❑ **Qualifications** refers to the qualifications of the specific persons that form part of the team that will physically be performing the scope of work, e.g. Artisans, Works Foreman etc.
- ❑ **Experience** refers to the experience of the specific persons that form part of the team that will physically be performing the scope of work, e.g. Artisans, Works Foreman etc.

**A separate bound document detailing all the information as requested in the Evaluation Criteria for Functionality should be submitted in order to claim points in this regard. This will be an addendum to the Bid Document and should detail the methodology, project plan, organogram, curriculum vitae of the project team, company experience, programme, quality plan etc as may be necessary.**

All proposals will be evaluated in terms of functionality with maximum of **60** functionality points. All proposals meeting minimum scores of **36 points (i.e. 60%)** will be considered for the next and final evaluation stage whereby proposals will be evaluated in terms of price and the applicable procurement system depending on the bid price. The preferential points are allocated in accordance with the Preferential Procurement Regulations.

GERT SIBANDE DISTRICT MUNICIPALITY  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE REVERSE OSMOSIS WATER PURIFICATION SYSTEM  
 MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS  
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Key aspect of criterion	Evaluation criterion	Remarks	Points	Awarded Points
Traceable project experience of the company in the required field of expertise stipulated ( <i>Provide details of company together with contact details of projects indicated for reference processes. Attach a copy of purchased order or appointment letter or Completion certificate</i> )	Provided at least 5 or more traceable Reverse Osmosis (RO) Water Purification System maintenance or repair projects of similar nature in the past five (5) years (2017,2018, 2019, 2020 and 2021).	Good	30	30
	Provided at least 3-4 traceable Reverse Osmosis (RO) Water Purification System maintenance or repair projects of similar nature in the past five (5) years (2017,2018, 2019, 2020 and 2021).	Fair	16	
	Provided no traceable similar projects on the Reverse Osmosis (RO) Water Purification System maintenance or repair projects of similar nature in the past five (5) years (2017,2018, 2019, 2020 and 2021).	Poor	0	
Individual Qualifications (e.g. NQF Level four/more) and competence of key staff (Artisan etc.) ( <i>attach certified copies</i> )	National Diploma in Civil Engineering (NQF Level six) from Accredited institution	Good	15	15
	Certificate Qualifications in Civil Engineering/ Plumbing from Accredited institution (NQF Level Four)	Fair	10	
	No formal qualification.	Poor	0	
Individual experience ( <i>attach Curriculum Vitae (CV)</i> )	At least 5 years or more experience in the installation or maintenance of Reverse Osmosis (RO) Water Purification System	Good	15	15
	At least 2-4 years or more experience in the installation or maintenance of Reverse Osmosis (RO) Water Purification System	Fair	10	
	No experience on in the installation or maintenance of Reverse Osmosis (RO) Water Purification System.	Poor	0	
			<b>Total</b>	<b>60</b>

**PREFERENCE POINTS**

The following preference points are applicable in terms of the preferential procurement regulations:

<b>B-BBEE Status Level of Contributor</b>	<b>80/20 Preference Points System</b>	<b>90/10 Preference Points System</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0
Points for Price	80	90
Maximum number of points	100	100

**Part B: Returnable Documents**

The following documents are to be completed and returned as they constitute the tender. Whilst many of the returnable are required (Compulsory to be completed and submitted) for the purpose of evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers return all information requested.

**RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES**

<u>Form A: Compulsory Enterprise Questionnaire</u> .....	27
<u>Form B: Declaration of Bidder's Past Supply Chain Management Practices</u> .....	29
<u>Form C: Declaration of Interest(Compulsory)</u> .....	31
<u>Form D: Authority of Signatory(Compulsory)</u> .....	35
<u>Form E: SARS Declaration of Good standing (CSD Registered )(Compulsory )</u> .....	38
<u>Form F: Financial References / Bank Details</u> .....	40
<u>Form G: Municipal Utility Account (Compulsory)</u> .....	42
<u>Form H: Preferential Points System</u> .....	44
<u>Form: I Declaration Certificate for Local Production and Content</u> .....	50
<u>Form J: Contract Form</u> .....	54
<u>Form K: Certificate of Independent Bidder Determination</u> .....	62
<u>Form L: Declaration of Procurement above 10 Million</u> .....	65
<u>Form M: Pricing Schedule / Bill of Quantities(Compulsory)</u> .....	68
<u>Form N: Form of Offer (Compulsory )</u> .....	72

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**FORM A: COMPULSORY ENTERPRISE QUESTIONNAIRE**

In the case of a Joint Venture this page is to be completed and submitted in respect of each partner.

1. NAME OF ENTERPRISE AND CONTACT PERSON
2. 

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CONTACT NUMBER
3. 

---

FAX NUMBER
4. 

---

E-MAIL ADDRESS
5. 

---

POSTAL ADDRESS  

---
6. 

---

PHYSICAL ADDRESS  

---
7. 

---

VAT REGISTRATION
8. 

---

TAX REFERENCE NUMBER
9. 

---

CIDB REGISTRATION NUMBER
10. 

---

CIDB GRADING
11. 

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HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? **YES / NO**  

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? (delete which not applicable)

  - An accounting officer as contemplated in the close corporation act (CCA)
  - A verification agency accredited by the South African National Accreditation System (SANAS)
  - A registered auditor

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)
12. 

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? **YES / NO**

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Signature

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Date

Capacity under which the Bid is signed

Name of bidder

**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM A:**

**1. For Closed Corporations**

- CK1 or CK2 as applicable (Founding Statement)

**2. For Companies**

- A copy of the Certificate of Incorporation
- Certified Copies of the ID's of the Directors and
- the shareholders register

**3. For Joint Venture Agreements**

- Copy of the Joint Venture Agreement between all the parties,
- as well as the documents in (1) or (2) of each Joint Venture member.

**4. For Partnership**

- Certified Copies of the ID's of the partners

**5. One-person Business / Sole trader**

- Certified Copy of ID

**6. B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE**

- Original and valid B-BBEE Status Level Verification Certificates or Certified Copy thereof.

**FORM B: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audialterampartem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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	any other municipality / municipal entity, that is in arrears for more than three months?		
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

I, the undersigned (name) \_\_\_\_\_

certify that the information furnished on this declaration form is true and correct.

I accept that the state may reject the bid or act against me in terms of paragraph 23 of the general conditions of contract should this declaration prove to be false.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of bidder

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**FORM C: DECLARATION OF INTEREST**

1 Any legal person, including persons employed by the State<sup>1</sup>, or persons having a kinship with persons employed by the State, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the State, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the bidder is employed by the State; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below

<sup>1</sup>“State” means:

- a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b) any municipality or municipal entity;
- c) provincial legislature;
- d) National Assembly or the National Council of Provinces; or
- e) Parliament.

<sup>2</sup> “Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

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Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

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2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

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2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars:

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2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars:

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2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:

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**FORM D: AUTHORITY OF SIGNATORY**

Details of person responsible for tender process:

Name :

\_\_\_\_\_

Contact number :

\_\_\_\_\_

Office address :

\_\_\_\_\_

Signatories for **close corporations and companies** shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy on the Company Letterhead** of the relevant resolution of their members or their board of directors, as the case may be.

A **one- man business (Sole trader/owner)** shall confirm by attaching hereto a certified proof that he/she is the sole owner of the business e.g. (attaching a CK or company registration documents )

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**PRO-FORMA FOR COMPANIES AND CLOSE CORPORATIONS:**

"By resolution of the board of directors passed on *(date)* \_\_\_\_\_

Mr \_\_\_\_\_

has been duly authorized to sign all documents in connection with the Tender for:

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and any Contract which may arise there from on behalf of:

\_\_\_\_\_  
*(BLOCK CAPITALS)*

SIGNED ON BEHALF OF THE COMPANY IN HIS CAPACITY AS:

DATE: \_\_\_\_\_

FULL NAMES OF SIGNATORY: \_\_\_\_\_

\_\_\_\_\_

---

AS WITNESSES: 1. \_\_\_\_\_

2. \_\_\_\_\_

**PRO-FORMA FOR JOINT VENTURES:**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise

Mr/Ms \_\_\_\_\_,

authorised signatory of the company \_\_\_\_\_,  
 acting in the capacity of lead partner, to sign all documents in connection with the tender offer and  
 any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
		Signature: _____ Name: _____ Designation: _____

**A Joint Venture Agreement and a (duly signed and dated original or certified copy of the letter of the authorised signatory on the Company Letterhead) or a certified authorisation by the participating members of the undersigned to submit tenders and conclude contracts on behalf of the joint venture**

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**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM D:**

- Duly signed and dated original or certified copy of Authority of Signatory on company letterhead.(Private Companies ,Close corporations & Joint ventures)
- A **one- man business (Sole trader/owner)** shall confirm by attaching hereto a certified proof that he/she is the sole owner of the business e.g. (attaching a CK or company registration documents )

## **FORM E: DECLARATION OF GOOD STANDING REGARDING TAX**

The original Tax Pin must be submitted together with the bid. Failure to submit the Tax Pin will result in the invalidation of the bid. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Pin.

### **MBD 2 Tax Pin Requirements**

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

1. In order to meet this requirement bidder is required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Pin Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Pin that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Pin must be submitted together with the bid. Failure to submit the original and valid Tax Pin will result in the invalidation of the bid. Certified copies of the Tax Pin will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Pin.

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**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT  
WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM E:**

- Proof of Registration with Central Supplier Database (CSD)
- SARS e-filing PIN

**FORM F: FINANCIAL / BANK DETAILS**

**Notes to tenderer:**

1. The tenderer shall attach to this form a letter from the bank confirming the bank account and details
2. The tenderer's banking details as they appear below shall be completed.
3. In the event that the tenderer is a joint venture enterprise, details of all the members of the joint venture shall be similarly provided and attached to this form.

<b>BANK NAME:</b>		
<b>ACCOUNT NAME:</b> <i>(e.g. ABC Civil Construction cc)</i>		
<b>ACCOUNT TYPE:</b> <i>(e.g. Savings, Cheque etc.)</i>		
<b>ACCOUNT NO:</b>		
<b>ADDRESS OF BANK:</b>		
<b>CONTACT PERSON:</b>		
<b>TELEPHONE NUMBER OF BANK OR CONTACT PERSON:</b>		
How long has this account been in existence (tick which is appropriate):	0-6 months	
	7-12 months	
	13-24 months	
	More than 24 months	

Name of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Full name of signatory: \_\_\_\_\_

\_\_\_\_\_

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**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT  
WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM F:**

- Original or certified copy of a letter from tenderer's bank (not older than three months from tender closure and must have a bank stamp)

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**FORM G: MUNICIPAL UTILITY ACCOUNT**

**DECLARATION BY THE TENDERER**

I the undersigned \_\_\_\_\_

\_\_\_\_\_ has been duly authorized to sign all documents with the Tender for:

**APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION  
SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF  
THREE (3) YEARS - GSDM: 130/2021**

on behalf of

\_\_\_\_\_  
*(referred to herein as "the Bidder")*

hereby make a declaration as follows:

1. I declare that the bidder and /or any of its director(s) / member(s) does not owe the municipality, or any other municipality and/or municipal entity any amount which is in arrears in respect of any municipal rates and taxes or municipal service charges.
2. I understand and accept that in the event that this declaration is proved to be false, the bid shall be rejected forthwith. All other rights of the municipality (including but not limited to the right to claim damages where applicable) shall remain reserved in full.

SIGNED ON BEHALF OF  
THE COMPANY

\_\_\_\_\_

IN HIS CAPACITY AS

\_\_\_\_\_

DATE

\_\_\_\_\_

FULL NAMES OF SIGNATORY

\_\_\_\_\_

---

**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM G:**

- Municipal utility account invoice must be in line with the address on the CSD (not older than three months)
- If the company is operating on leased premises, both the lease agreement and the Municipal Utility account invoice must be attached, the same address as in both documents. (failure to do so will lead to disqualification)

**FORM H: PREFERENCE SCHEDULE**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1)**

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

NB: BEFORE COMPLETING THIS FORM, TENDERES MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to all bids: 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 The value of this bid is estimated to **not exceed R50 000 000 00** (all applicable taxes included) and therefore the **80/20** system shall be applicable.
- 1.3 Preference points for this bid shall be awarded for:
  - Price; and
  - B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

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

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2 DEFINITIONS**

- 2.1 "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- 2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or offers;
- 2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “EME” means exempted micro enterprise that is any enterprise with an annual total revenue of R5 million or less.
- 2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “non-firm prices” means all prices other than “firm” prices;
- 2.13 “person” includes a juristic person;
- 2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.19 Compulsory sub-contracting successful tenderise must sub-contracting 30% of all project above 30 million to EME or QSE own by youth, black woman and black people with disability.

### **3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.

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

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

Where

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

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

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

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

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

- 
- 5.3 Tenderers other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS
  - 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
  - 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
  - 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
  - 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
  - 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

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

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: \_\_\_\_\_ = \_\_\_\_\_ maximum of 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8. SUB-CONTRACTING**

- 8.1 Will any portion of the contract be sub-contracted? **YES /NO**
  
- 8.1.1 If yes, indicate:
  - i) what percentage of the contract will be subcontracted?  
  
\_\_\_\_\_ %
  - ii) the name of the sub-contractor?  
  
\_\_\_\_\_
  - iii) the B-BBEE status level of the sub-contractor?  
  
\_\_\_\_\_

iv) \_\_\_\_\_  
whether the sub-contractor is an EME?  
\_\_\_\_\_

**9. DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of firm: \_\_\_\_\_

9.2 VAT registration number \_\_\_\_\_

9.3 Company registration number \_\_\_\_\_

9.4 Type of Firm (Tick Applicable Box):

<input type="checkbox"/>	Partnership/ Joint Venture/ Consortium
<input type="checkbox"/>	One Person business/ sole propriety
<input type="checkbox"/>	Close Corporation
<input type="checkbox"/>	Company
<input type="checkbox"/>	(Pty) Ltd
<input type="checkbox"/>	Other (Specify): _____

9.5 Describe Principal Business Activities \_\_\_\_\_

9.6 Company Classification (Tick Applicable Box):

<input type="checkbox"/>	Manufacturer
<input type="checkbox"/>	Supplier
<input type="checkbox"/>	Professional service provider
<input type="checkbox"/>	Other service providers, e.g. transporter, etc.

9.7 Municipal Information:

Municipality where business is situated \_\_\_\_\_

Registered Account Number \_\_\_\_\_

Stand Number \_\_\_\_\_

9.8 Total number of years the company/firm has been in business? \_\_\_\_\_

- 9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - iv. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
    - a) disqualify the person from the bidding process;
    - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and forward the matter for criminal prosecution

WITNESSES:

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SIGNATURE(S) OF BIDDER(S)

DATE:

ADDRESS:

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**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT  
WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM H:**

- B-BBEE Certificate or Sworn Affidavit

## **FORM I: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (MBD 6.2) ( APPLICABLE)**

This Municipal Bidding Document (MBD 6.2) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

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

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

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

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

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

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

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

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

*(Tick applicable box)*

YES		NO	
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3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

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

**IN RESPECT OF BID NO. GSDM 130/2021**

**ISSUED BY: GERT SIBANDE DISTRICT MUNICIPALITY**

NB

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

I, the undersigned, ..... (full names),  
 do hereby declare, in my capacity as .....  
 of .....(name of bidder entity),  
 the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

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

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

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

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FORM J: CONTRACT FORM – (i) PURCHASE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## **PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the **GERT SIBANDE DISTRICT MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number **GSDM 130/2021** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Central Supply Database registration;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

**NAME (PRINT)** .....

**CAPACITY** .....

**SIGNATURE** .....

**NAME OF FIRM** .....

**DATE** .....

<b>Witnesses</b>
1.....
2.....
<b>DATE:</b> .....

**(ii) CONTRACT FORM - RENDERING OF SERVICES**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

7. I hereby undertake to render services described in the attached bidding documents to the **GERT SIBANDE DISTRICT MUNICIPALITY** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **GSDM 130/2021** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
  
8. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (iv) Bidding documents, viz
    - Invitation to bid;
    - Central Supply Database registration;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (v) General Conditions of Contract; and
  - (vi) Other (specify)
  
9. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

- 10. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
  
- 11. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
  
- 12. I confirm that I am duly authorised to sign this contract.

**NAME (PRINT)** .....

**CAPACITY** .....

**SIGNATURE** .....

**NAME OF FIRM** .....

**DATE** .....

<b>Witnesses</b>
<b>1</b> .....
<b>2</b> .....
<b>DATE:</b> .....

## PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ..... in my capacity as ..... accept your bid under reference number **GSDM 130/2021** dated **29 July 2022**, for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
APPOINTMENT OF A SERVICE FOR THE REVERSE OSMOSIS (RO) WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A PERIOD OF THREE (3) YEARS - GSDM: 130/2021				

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON THIS .....DAY..... OF 2022

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

**(i) CONTRACT FORM - SALE OF GOODS/WORKS**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

## **PART 1 (TO BE FILLED IN BY THE BIDDER)**

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from **GERT SIBANDE DISTRICT MUNICIPALITY** in accordance with the requirements stipulated in (bid number) **GSDM 130/2021** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Pricing schedule(s);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

**NAME  
(PRINT)** .....

**CAPACITY** .....

**SIGNATURE** .....

**NAME OF  
FIRM** .....

**DATE** .....

<p><b>Witnesses</b></p> <p>1.....</p> <p>2.....</p> <p><b>DATE:</b> .....</p>
-------------------------------------------------------------------------------

**(ii) CONTRACT FORM - SALE OF GOODS/WORKS**

**PART 2 (TO BE FILLED IN BY THE SELLER)**

1. I .....in my capacity as .....accept your bid under reference number **GSDM 130/2021** dated **29 July 2022** for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES	
1.	.....
2.	.....

**FORM K: 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 offers.

<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.

---

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**GSDM 130/2021:**  
**APPOINTMENT OF A SERVICE PROVIDER FOR THE REVERSE OSMOSIS (RO) WATER**  
**PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY**  
**LABORATORY FOR A PERIOD OF THREE (3) YEARS**

*(Bid Number and Description)*

in response to the invitation for the bid made by:

**GERT SIBANDE DISTRICT MUNICIPALITY**  
*(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.
- 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.

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Signature

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Date

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Position

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Name of bidder

<sup>3</sup> *Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.*

**FORM L: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

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

1. Are you by law required to prepare annual financial statements for auditing?  
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 for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? YES / NO
  - 1.2. 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.
  - 1.3. 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
  - 1.4. If yes, furnish 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
  - 1.5. If yes, furnish particulars  
.....  
.....

.....  
.....

**CERTIFICATION**

I, THE UNDERSIGNED (NAME)

.....

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

-----  
Signature

-----  
Date

-----  
Position

-----  
Name of Bidder

---

**ATTACH THE FOLLOWING DOCUMENTS AS AN ANNEXURE TO THE TENDER DOCUMENT  
WITH REFERENCE TO THE APPLICABLE RETURNABLE SCHEDULE – FORM J:**

- 3 Year audited financial statements.

**FORM M: PRICING SCHEDULE – NON-FIRM PRICES  
 (PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder:		
Bid #: GSDM 130/2021	Closing Time: 12h00	Closing Date: 29 July 2022

**(II) BILL OF QUANTITIES/ PRICING SCHEDULE**

**PRICING INSTRUCTIONS**

With reference to the Scope of Works for this project (refer to Page 15-18 in the document), the Employers Objectives to be read together with the Location of the project/s and the summarized Project Scope of Work.

Further to the above, the schedule of quantities shall be read in conjunction with all the tender documentation i.e. Conditions of tendering, Special Conditions of Contract Specification (as may be applicable).

**NB. The appointment for this assignment will be for period of 36 months (subject to an acceptable quarterly performance evaluation on the services rendered by the service provider) from the date of appointment, however it is stressed that the schedule of quantities for this assignment is based on a call out rate based on an the indicated hours for all building facilities for the appointment period.**

The schedule of quantities include as far as can be determined the entire scope of the assignment which the Service Provider is likely to be called upon to perform or supply.

The prices and rates to be inserted in the schedule of quantities are to be the full inclusive value of the work described under the several items, including all costs and expenses which may be required in the work described together with all general risks, inabilities and obligations set forth or implied in the documents on which the tender is to be based. Where special risks, liabilities and obligations cannot be dealt with as above, then the price thereof is to be stated separately. Value Added Tax (VAT) shall not be included in the individual rates but is to be added as a total at the end of the summary.

A price or rate is to be inserted against each item in the schedule of quantities, whether quantities are stated or not. Items against which no price is entered are to be considered as covered by the prices or rates in the schedule.

The tendered unit prices will be deemed to apply to any changes in quantity that may be necessary. All unit prices, extensions and totals must be filled in, in black ink.

**NB. It is a requirement that that the Rates/Amounts to be entered in the schedule of quantities, is to include for any costs that may be applicable to this project. NB. No additional costs for the items will be considered**

Notwithstanding the acceptance by the GSDM of a tender submitted, a formal quotation based on the accepted tender will be required from the appointed service provider for each task to be performed, where after an official order will be issued by the GSDM to the service provider, prior to any of the work being commenced with. It is stressed that the GSDM will not be under any obligation to settle a claim if the correct procedures were not adhered to.

Further to the above, it is noted that all materials required for general and/or emergency work as requested by the GSDM in respect of this assignment **must** be authorized by way of an official order or communiqué, prior to any work commencing.

Price **escalation** on a year to year basis will be **CPI (+1%)**.

## C3.2 SCHEDULE OF QUANTITIES

### Section 1: Gert Sibande District Municipality – Water Quality Laboratory – Ermelo

**N.B.** The schedule below indicates the Reverse Osmosis Water Plant Infrastructure etc. as being installed/fitted in the above building and is reproduced for reference purposes for pricing. The pricing on specialized Items to be done on an bi-annually basis per PC sum involving specialized suppliers which will be guided by Agreement.

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
<b>1.1</b>	<b>REVERSE OSMOSIS WATER PURIFICATION SYSTEM</b>				
1.1.1	13* FRP Vessel, top and bottom strainers, riser, auto filter	No	2		
1.1.2	Zeolite Media	No	1		
1.1.3	Activated Carbon per bag (25kg bag)	No	1		
1.1.4	20" Sediment Filter	No	1		
1.1.5	DMI iron removal media	No	1		
1.1.6	In-line chlorinator with tables	No	1		
1.1.7	Triple Big Blue Filter System with 20" Big Blue Housing and Bracket	No	1		
1.1.8	3000 LPD-100 litres per hour industrial RO system	No	1		
1.1.9	Electronic float	No	1		
1.1.10	55 W UV Light	No	1		
1.1.11	1000L Slim Pump Ready Water tank	No	2		
1.1.12	Three (3) Tap stainless steel filling table		1		
1.1.13	Stainless Steel Pressure Pump with controller <b>NB: Please see Scope of Work</b>	No	1		
<b>1.2</b>	<b>PREVENTATIVES MAINTENANCE INSPECTIONS</b>				
1.2.1	Perform Visual inspection	p/a	2		
1.2.2	Perform Environmental Inspection	p/a	2		
1.2.3	Perform Mechanical /Electrical Inspection	p/a	2		
1.2.4	Verify firmware revision and update as needed	p/a	2		
1.2.5	Deliver Site Report with service recommendations	p/a	2		
<b>1.3</b>	<b>SUMMARISED PROVISIONAL AMOUNT</b>				
1.3.1	Provisional Sum (Expended by GSDM Approval) Item 1.1 as per the above	sum	1	R 20 000	R 20 000
1.3.2	Consumables	sum	1	R 10 000	R 10 000
<b>1.4</b>	<b>TRAVELLING</b>				
1.4.1	Travelling Rate per Km	km	1000		
<b>1.5</b>	<b>ACCOMMODATION</b>				
1.5.1	Accommodation Rate per night	p/n	1		
<b>TOTAL</b>				<b>R</b>	<b>R</b>

**Section 2: Labour call-out Rates**

Description	Unit	Qty	Rate	Amount
Fixed charge for General Call out (working hours)	Hr	30		
Fixed charge for Emergency Call out (outside working hours)	Hr	30		
Labour Rate for Artisan – General	Hr	20		
Labour Rate for Artisan Hand – General	Hr	20		
Labour Rate for Artisan–Emergency	Hr	20		
Labour Rate for Artisan Hand–Emergency	Hr	20		
<b>TOTAL</b>			<b>R</b>	<b>R</b>

**Section 3: Summary Sections 1 – 2**

Description	Amount
<b>Section 1</b>	
<b>Section 2</b>	
<b>Sub-Total</b>	
<b>VAT</b>	
<b>GRANT TOTAL for 12 Months Contract Period</b>	
<b>X 3</b>	
<b>GRANT TOTAL for 36 Months Contract Period</b>	

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**FORM N: AGREEMENT AND CONTRACT DATA**

**Form of Offer and Acceptance**

**OFFER**

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

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The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

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—

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—

Rand *(in words)*; and R\_\_\_\_\_ *(in figures)*.

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

Signature(s) \_\_\_\_\_

Name(s) \_\_\_\_\_

Capacity \_\_\_\_\_

for the tenderer \_\_\_\_\_

*(name and address of the organization)*

Witness signature \_\_\_\_\_

Witness name \_\_\_\_\_

Date \_\_\_\_\_

**ACCEPTANCE**

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

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

The Tenderer shall within two weeks after receiving a letter of acceptance, contact the Purchaser's representative (whose details are given in the Contract Data) to arrange the delivery of guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data, at or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Supplier) within five days of the

date of such receipt notifies the Purchaser in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

**GERT SIBANDE DISTRICT MUNICIPALITY**

NAME(s): (BLOCK LETTERS) .....

CAPACITY of authorized agents: .....

SIGNATURE(s) of authorized agents: .....

SIGNED at .....on this.....day of .....

WITNESSES: (Full name – BLOCK LETTERS – and signature)

1. Name ..... Signature .....

2. Name ..... Signature .....

**DRAFT SERVICE LEVEL AGREEMENT TO BE SUBMITTED BY  
LEGAL SERVICES**

**Local Content Declaration - Summary Schedule**

- (C1) **Tender No.**
- (C2) **Tender description:**
- (C3) **Designated product(s)**
- (C4) **Tender Authority:**
- (C5) **Tendering Entity name:**
- (C6) **Tender Exchange Rate:**
- (C7) **Specified local content %**

Pula       EU       GBP

# Annex C

**Note: VAT to be excluded from all calculations**

**Calculation of local content**

Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

**Tender summary**

Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

(C20) Total tender value

(C21) Total Exempt imported content

(C22) Total Tender value net of exempt imported content

(C23) Total Imported content

(C24) Total local content

(C25) Average local content % of tender

**Signature of tenderer from Annex**

**B**

Date: \_\_\_\_\_



## Annex D

### Imported Content Declaration – Supporting Schedule to Annex C

(D1)Tender No.		<b>Note: VAT to be excluded from all calculations</b>					
(D2)Tender Description							
(D3)Designated Products							
(D4)Tender Authority		Pula		EU		GBP	

<b>A. Exempted imported content</b>				Calculation of imported content						Summary	
(D5)Tendering Entity Name											
(D6)Tender Exchange Rate											
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
<i>This total must correspond with Annex C - C 21</i>										(D19) Total exempt imported value	

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

GERT SIBANDE DISTRICT MUNICIPALITY  
 APPOINTMENT OF A SERVICE PROVIDER FOR THE REVERSE OSMOSIS WATER PURIFICATION SYSTEM MAINTENANCE SERVICES AT GSDM WATER QUALITY LABORATORY FOR A  
 PERIOD OF THREE (3) YEARS GSDM: 130/2021

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

B. Imported directly by the Tenderer			Calculation of foreign currency payments		Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
<b>(D52) Total of foreign currency payments declared by tenderer and/or 3rd party</b>					

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

**This total must correspond with Annex C - C 23**

Signature of tenderer from Annex B

\_\_\_\_\_

Date: \_\_\_\_\_

*The guidance document can be found at: [www.dti.gov.za/industrial\\_development/docs/ip/guideline](http://www.dti.gov.za/industrial_development/docs/ip/guideline).*

# Annex E

## Local Content Declaration - Supporting Schedule to Annex C

Note: VAT to be excluded from all calculations

Tender description:

Designated products:

Tender Authority:

Tendering Entity name:

**Local Products (Goods, Services and Works)**

Description of items purchased

Local suppliers

Value

(E6)

(E7)

(E8)

(E9) Total local products (Goods, Services and Works)

**Manpower costs**

(E10) (Tenderer's manpower cost)

**Factory overheads** (E11)(Rental, depreciation & amortisation, utility costs, consumables etc.)

**Administration overheads and mark-up** (E12)(Marketing, insurance, financing, interest etc.)

**(E13) Total local content**

Signature of tenderer from Annex B

**This total must correspond with Annex  
C - C24**

\_\_\_\_\_  
Date: \_\_\_\_\_

