



## PART A INVITATION TO BID

|                                                                                                       |                                                                                    |               |                   |                     |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|-------------------|---------------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)</b> |                                                                                    |               |                   |                     |
| BID NUMBER:                                                                                           | EDUMT06/2026/27                                                                    | CLOSING DATE: | 21 SEPTEMBER 2026 | CLOSING TIME: 12H00 |
| DESCRIPTION                                                                                           | PROVISION OF INTERNET CONNECTIVITY SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS |               |                   |                     |
| <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)

|                                                                                        |                                                                                               |                                                  |                                                                   |                                                                                                  |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>EDUMBE MUNICIPALITY</b>                                                             |                                                                                               |                                                  |                                                                   |                                                                                                  |
| <b>10 HOOG STREET</b>                                                                  |                                                                                               |                                                  |                                                                   |                                                                                                  |
| <b>PAULPIETERSBURG</b>                                                                 |                                                                                               |                                                  |                                                                   |                                                                                                  |
| <b>3180</b>                                                                            |                                                                                               |                                                  |                                                                   |                                                                                                  |
| <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:                                                                                          |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] |                                                  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>[IF YES, ANSWER PART B:3] |
| TOTAL NUMBER OF ITEMS OFFERED                                                          |                                                                                               |                                                  | TOTAL BID PRICE                                                   | R                                                                                                |
| SIGNATURE OF BIDDER                                                                    |                                                                                               |                                                  | DATE                                                              |                                                                                                  |
| CAPACITY UNDER WHICH THIS BID IS SIGNED                                                |                                                                                               |                                                  |                                                                   |                                                                                                  |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>                                 |                                                                                               | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b> |                                                                   |                                                                                                  |
| DEPARTMENT                                                                             | FINANCE (SCM)                                                                                 | CONTACT PERSON                                   | IT DEPARTMENT                                                     |                                                                                                  |
| CONTACT PERSON                                                                         | ZP Nkambule                                                                                   | TELEPHONE NUMBER                                 | 034 995 1650                                                      |                                                                                                  |
| TELEPHONE NUMBER                                                                       | 034 995 1650                                                                                  | FACSIMILE NUMBER                                 | N/A                                                               |                                                                                                  |
| FACSIMILE NUMBER                                                                       | N/A                                                                                           | E-MAIL ADDRESS                                   | mmthabela@edumbe.gov.za                                           |                                                                                                  |
| E-MAIL ADDRESS                                                                         | nkambulep@edumbe.gov.za                                                                       |                                                  |                                                                   |                                                                                                  |

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-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.

### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |                                                                      |                                                          |
|----------------------------------------------------------------------|----------------------------------------------------------|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?       | <input type="checkbox"/> YES <input type="checkbox"/> NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

# éDumbe Municipality

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



☎ : (034) 995 1650  
Fax : (034) 995 1192  
edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

## INVITATION TO BID

éDumbe Local Municipality hereby invites experienced and suitably qualified service providers to submit bids for the following 36-month contracts:

| BID NUMBER      | PROJECT DESCRIPTION                                                                                             |
|-----------------|-----------------------------------------------------------------------------------------------------------------|
| EDUMT05/2026/27 | Provision, Configuration, Implementation and Support of a Disaster Recovery Cloud Backup Solution for 36 Months |
| EDUMT06/2026/27 | Internet Connectivity Services for 36 Months                                                                    |
| EDUMT07/2026/27 | Provision of Microsoft Office 365 Business Standard or equivalent for 36 Months                                 |

**Document Availability:** Available from Friday, 21 August 2026 for free download on [www.etenders.gov.za](http://www.etenders.gov.za) and [www.edumbe.gov.za](http://www.edumbe.gov.za). No briefing session will be held..

**Evaluation Criteria:** Bids will be vetted for administrative responsiveness, followed by functionality criteria, and evaluated on the 80/20 Preference Point System in terms of SCM Regulations.

**Compulsory Returnable Documents:** All compulsory returnable documents, MBD forms, tax compliance requirements, and specific goals are detailed in the tender document.

**Specific Goals:** The following specific goals, as detailed in the tender document of each of the above-mentioned tenders will be used.

| Description / Goal                                                               | Max Points | Allocated Points | Mandatory Returnable Document(s)                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------|------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Economic Development (Locality)<br>• Business located within KZN Province  | 20         | 20               | 1. Statement of Municipal Rates Account (not older than 3 months) in bidder's name; OR<br>2. Valid Lease Agreement with recent municipal bill; OR<br>3. Proof of Address / Official Confirmation from Traditional Council / Tribal Authority (for rural areas). |
| Local Economic Development (Locality)<br>• Business located outside KZN Province |            | 15               | 1. Statement of Municipal Rates Account (not older than 3 months) showing physical business location outside KZN; OR<br>2. Valid Lease Agreement showing physical location outside KZN.                                                                         |
| Non-submission / Invalid Proof                                                   |            | 0                | No valid proof submitted. Bidder scores 0 points for Locality goal.                                                                                                                                                                                             |

*Note: Late, incomplete, faxed, or emailed submissions will not be accepted. The municipality reserves the right to cancel these tenders, not to accept the whole or any part of the bid. The municipality also reserves the right to extend validity of these bids. Intention to Award will be published on e-Tenders and website only to for cost saving purposes*

**Submission:** Sealed envelopes clearly marked with the 'Tender Number & Project Name' must be deposited in the Tender Box at Reception, éDumbe Local Municipality, 10 Hoog Street, Paulpietersburg, 3180.

**Enquires:** Technical Queries, email ICT Manager at [mmathabela@edumbe.gov.za](mailto:mmathabela@edumbe.gov.za) and SCM Queries, email SCM Practitioner at [nkambulep@edumbe.gov.za](mailto:nkambulep@edumbe.gov.za)

**Closing Date & Time:** Monday, 21 September 2026 at 12H00.

---

**PRINCE DH ZULU**  
**MUNICIPAL MANAGER**

## TENDER RETURNABLES

Bidders are required to submit the below returnable documents as part of the administrative evaluation requirements. Failure to submit any of these compulsory returnable's will render the bid unresponsive. A company profile as part of the tender returnable's that records evidence of previous work which substantiate their ability to undertake specific tasks.

The Company Profile must include the following items as tender returnable's:

- Certificate of Authority of Signatory and Proof / Letter of Authority to Sign Bid Document.
- Valid SARS Tax Compliance Status PIN.
- Proof of Central Supplier Database (CSD) Report.
- Valid ICASA (ICESA/IECNS/ECS) license
- Proof of ISO 9001:2015 certificate
- Completed and fully signed MBD1, MBD4, MBD 6.1, MBD 8 and MBD9 forms
- Statement of Municipal Rates not older than 3 months, Proof of residence for those living in rural areas or lease agreements for both director/s of the company and the business.
- Valid Letter of Good Standing (COIDA) from Department of Labour.
- Company / CC / Trust / Partnership / registration certificates
- ID certificate(s) of all directors, members and/or shareholders
- Joint Venture Agreement and Power of attorney in case of Joint Ventures

**NB: Failure to provide with a compulsory accreditation certifications (ICESA/IECNS/ECS) license will automatically disqualify the bidder for further evaluation process.**

- All attachments as required and indicated on the functionality pages.

Please note that all copies must be certified not more than three months prior to the date of tender closing.

Copies of certified documents will not be accepted.

|                     |  |                     |  |
|---------------------|--|---------------------|--|
| <b>SIGNATURE</b>    |  | <b>NAME (PRINT)</b> |  |
| <b>CAPACITY</b>     |  | <b>DATE</b>         |  |
| <b>NAME OF FIRM</b> |  |                     |  |

## FUNCTIONALITY EVALUATION CRITERIA

Bidders who score less than 70 points out of 100 for functionality shall not be considered for further evaluation.

| CRITERION                                                                                                                                                                                                    | VERIFICATION METHOD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | TOTAL POINTS |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------------------------------------------------------------------------------------|----|-----------------------------------------------------------------------------|---|----|
| <b>1. Company experience:</b><br>Company's proof of Provision of Internet service within RSA Public Sector.<br>(Provide Signed and stamped reference letters on the referee's letterhead for each project)   | <ul style="list-style-type: none"><li>• 3 and above = 30 points</li><li>• 2 = 20 points</li><li>• 1 = 10 points</li><li>• 0 = 0 points</li></ul> <p>Each reference must clearly indicate; the name of the bidder and the description of the project (nature of the project) contact details of the referee and must be signed.<br/><b>NB: If any of the above information is omitted/missing, will lead to the reference not allocated points</b></p>                                                                                                                                                                                                                                       | 30           |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |
| <b>2. Technical Support Capability:</b>                                                                                                                                                                      | <p>Bidders must provide a support model outlining service levels, escalation procedures, support channels, and response times.</p> <table><thead><tr><th>Requirement</th><th>Points</th></tr></thead><tbody><tr><td><ul style="list-style-type: none"><li>• Comprehensive support structure including dedicated helpdesk, escalation procedures, network monitoring capability, SLA commitments, and support resources</li></ul></td><td>20</td></tr><tr><td><ul style="list-style-type: none"><li>• Basic support structure provided</li></ul></td><td>10</td></tr><tr><td><ul style="list-style-type: none"><li>• No support plan submitted</li></ul></td><td>0</td></tr></tbody></table> | Requirement  | Points | <ul style="list-style-type: none"><li>• Comprehensive support structure including dedicated helpdesk, escalation procedures, network monitoring capability, SLA commitments, and support resources</li></ul> | 20 | <ul style="list-style-type: none"><li>• Basic support structure provided</li></ul> | 10 | <ul style="list-style-type: none"><li>• No support plan submitted</li></ul> | 0 | 20 |
| Requirement                                                                                                                                                                                                  | Points                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |
| <ul style="list-style-type: none"><li>• Comprehensive support structure including dedicated helpdesk, escalation procedures, network monitoring capability, SLA commitments, and support resources</li></ul> | 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |
| <ul style="list-style-type: none"><li>• Basic support structure provided</li></ul>                                                                                                                           | 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |
| <ul style="list-style-type: none"><li>• No support plan submitted</li></ul>                                                                                                                                  | 0                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |
| <b>3. Key Personnel Experience:</b>                                                                                                                                                                          | <p>Relevant experience of Lead Technical Personnel. Attach Minimum IT Technician qualification with Core certifications (i.e. CompTIA network+, CCNP), hands on experience with fiber optic systems, wireless networks, routing protocols and IP network design network. A detailed C.V - The CV must clearly indicate the network engineering qualification, experience in Internet technical support and ISP Helpdesk environment.</p>                                                                                                                                                                                                                                                    | 30           |        |                                                                                                                                                                                                              |    |                                                                                    |    |                                                                             |   |    |

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|                                                         | <ul style="list-style-type: none"> <li>• More than 5 years = 15</li> <li>• 3 - 4 years = 10</li> <li>• 1 to less than 2 years = 5</li> <li>• Less than 1 = 0</li> </ul> <p>Project Manager experience. Attach Minimum Certified IT Related Degree, Project Management Certification, and a C.V - The CV must clearly indicate the network engineering qualification and experience in Internet technical support.</p> <ul style="list-style-type: none"> <li>• More than 5 years = 15</li> <li>• 3 - 4 years = 10</li> <li>• 1 to less than 2 years = 5</li> <li>• Less than 1 = 0</li> </ul> |    |
| 4. Provision of compulsory accreditation certifications | <p>Company submission of accreditation certificates:</p> <ul style="list-style-type: none"> <li>• Valid ICASA (ICESA/IECNS/ECS) license and proof of ISO 9001:2015 certificate = 20</li> <li>• Valid ICASA (ICESA/IECNS/ECS) only = 10</li> <li>• No proof submitted = 0</li> </ul>                                                                                                                                                                                                                                                                                                           | 20 |

#### PRICE AND PREFERENCE POINTS

Bids will be evaluated in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and the Council's approved evaluation criteria.

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- The 20 preference points will be allocated based on Specific goals allocated as per table below:-
- **Specific Goals**

| The specific goals allocated points in terms of this tender                                             | Number of points allocated (80/20 system) (To be completed by the organ of state)                              | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| LOCALITY<br>(Provide the Proof of Municipal rates statement not older than 3 months / Lease agreement.) | <ul style="list-style-type: none"> <li>• Within KZN boundaries = 20</li> <li>• Any other areas = 15</li> </ul> | Claim your points here                                                    |

## **SPECIFICATIONS OF TENDER**

### **OBJECTIVE**

The objective of this project is to provide reliable, secure and high-speed internet connectivity to municipal offices and remote sites in order to support municipal operations, communication systems, digital services and business continuity.

### **SCOPE OF WORK**

- The successful bidder shall:
- Supply, install, configure and maintain internet connectivity services.
- Provide fibre internet services for identified municipal sites.
- Provide wireless internet services for remote sites where fibre infrastructure is unavailable.
- Supply all necessary equipment required for connectivity.
- Provide monitoring, maintenance and technical support.
- Ensure minimum downtime and service availability.
- Provide monthly service usage and uptime reports.

### **TECHNICAL REQUIREMENTS**

#### **4.1 Main Office Connectivity – site 1**

Quantity: 1

Service Type: Fibre Internet Access

Data Restriction: Uncapped Internet Access

Bandwidth Speed: Minimum 200Mbps Download / 200Mbps Upload

Location: Edumbe Main Office, 10 Hoog Street, Paulpietersburg, 3180

Coordinates: -27.421975300217806, 30.81632167426304

#### **4.2 Remote Site Fibre Connectivity**

Quantity: 3

Service Type: Fibre Internet Access

Data Restriction: Uncapped Internet Access

Bandwidth Speed: Minimum 50Mbps Download / 50Mbps Upload

Planning Department – site 2

1 Oos Street, Paulpietersburg, 3180

Coordinates: -27.422167551013583, 30.822729497152668

Tourism Department – site 3

20 South Street, Paulpietersburg, 3180

Coordinates: -27.428990247942775, 30.820406706809152

Traffic Department – site 4

Corner of Natal Spa (R33) and Nkambule Road (R33), Paulpietersburg, 3180

Coordinates: -27.43267781310276, 30.81980856720929

#### 4.3 Wireless Internet Connectivity

Quantity: 2

Service Type: Wireless Internet Access

Data Restriction: Uncapped Internet Access

Bandwidth Speed: Minimum 8Mbps Download / 3Mbps Upload

Bilanyoni Site – site 5

316 Section D, Bilanyoni / Frieschgewaagd, 3180

Coordinates: -27.390477941886985, 30.95323656390796

Technical Department – site 6

Edumbe Township Stand No. 221, Paulpietersburg, 3180

Coordinates: -27.40563279098001, 30.81879337568994

#### **SERVICE LEVEL REQUIREMENTS**

- Minimum network availability of 99% uptime per month.
- 24/7 network monitoring.
- Fault response within 4 hours for critical incidents.
- Resolution timeframes to be clearly defined in the Service Level Agreement (SLA).
- Planned maintenance must be communicated in advance.
- Redundancy and failover options where applicable.

#### **SUPPORT AND MAINTENANCE**

The successful bidder shall provide:

- Technical support services.
- Preventative and corrective maintenance.
- Escalation procedures.
- Qualified technical personnel.
- Remote and on-site support where required.

#### **COMPLIANCE WITH LEGISLATION**

- The successful bidder must comply with:
- Local Government: Municipal Finance Management Act (MFMA), 56 of 2003.
- Municipal Supply Chain Management Regulations.
- Preferential Procurement Policy Framework Act (PPPFA).
- Preferential Procurement Regulations.

- Protection of Personal Information Act (POPIA).
- Electronic Communications Act and applicable ICASA requirements.

### **Project Deliverables**

- Site Surveys for all municipal sites requiring connection.
- Provide Work Project Plan: provision of schedules mapping the deployment timelines and resource allocation.
- Virtual Private Network links connecting different municipal branches and the implementation of Quality of Service (QoS) for voice traffic.
- Network monitoring tools for network performance.
- Service Level Agreements (SLAs) with legally binding targets.
- 24/7/365 Helpdesk Support with clear fault reporting, ticketing, and escalation plans
- Performance Monthly Reporting

## FORM OF OFFER 1

The Municipal Manager  
P / Bag X 308  
PAULPIETERSBURG  
3180

Sir,

I/We \_\_\_\_\_ offer to **PROVIDE**  
**INTERNET CONNECTIVITY SERVICES ON 36 MONTHS CONTRACT** in accordance  
with the required specifications / scope of work for an amount of:-

| FINANCIAL YEAR                   | OFFER AMOUNT |
|----------------------------------|--------------|
| INTERNET SERVICE FEES YEAR ONE   |              |
| INTERNET SERVICE FEES YEAR TWO   |              |
| INTERNET SERVICE FEES YEAR THREE |              |
| <b>SUBTOTAL</b>                  |              |
| <b>VAT</b>                       |              |
| <b>TOTAL</b>                     |              |
| <b>TOTAL AMOUNT IN WORDS :</b>   |              |
|                                  |              |
|                                  |              |

Until such time that a formal agreement is compiled and accepted, these tenders will be in conjunction with your acceptance or the persons acting on your behalf and will be a binding contract between both parties.

Value added tax (VAT) be excluded in the prices. The price be valid for 3 (Three) months after being awarded.

I/We understand that the Council is not bound to accept the lowest or any tender received.

The Tenderer, identified in the Offer Signature below, has examined the documents listed in the Tender Data and addenda (if applicable) 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 that their true intent and meaning for an amount determined in accordance with the Conditions of Contract identified in the Contract Data.

Yours faithfully,

For \_\_\_\_\_

Address \_\_\_\_\_

Upon the terms set out in the conditions of tender, I/We hereby acknowledge:-

1. That I/We have read and acquainted myself/ourselves with the terms and conditions of tender and understand the purpose thereof and agree that all such conditions shall form part of this tender;
2. that this offer is irrevocable for a period of 6 (six) months from the date fixed for the opening of tenders and may be accepted in writing by the eDumbe Municipality, at any time during that period, which acceptance, together with this tender shall constitute a binding agreement of purchase and sale between the eDumbe Municipality and myself/ourselves.

I/We understand that the Council is not bound to accept the lowest or any tender it may receive.

**THE CONDITIONS OF TENDER I/WE READ AND ACCEPT**

**Signature :( of person authorized to sign the tender on behalf of the Tenderer):**

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

**Name (of signatory in capitals)** : \_\_\_\_\_

**Name of Tenderer : (organization)** : \_\_\_\_\_

**Address** : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number** : \_\_\_\_\_

**Fax Number** : \_\_\_\_\_

**Witness Signature** : \_\_\_\_\_

**Witness Name (in Capitals)** : \_\_\_\_\_

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

**ACCEPTANCE (This is completed by the Municipality and not the Tenderer)**

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

**Signature of MM** : \_\_\_\_\_

**Name (in capitals)** : PRINCE DH ZULU

**Capacity** : MUNICIPAL MANAGER

**Name of Employer** : éDUMBE MUNICIPALITY

**Address** : P/ BAG X 308, PAULPIETERSBURG, 3180

**Witness Signature** : \_\_\_\_\_

**Name (in capitals)** : \_\_\_\_\_

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

## MBD 4

### DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars. ....

.....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

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

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

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

3.14.1 If yes, furnish particulars:

.....  
.....

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

| Full Name | Identity Number | State Employee Number |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

|                                                           |           |                                                           |
|-----------------------------------------------------------|-----------|-----------------------------------------------------------|
| <b>80/20</b>                                              | <b>or</b> | <b>90/10</b>                                              |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ | or        | $Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

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

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

| <b>The specific goals allocated points in terms of this tender</b> | <b>Number of points allocated (90/10 system)<br/>(To be completed by the organ of state)</b>                                                             | <b>Number of points allocated (80/20 system)<br/>(To be completed by the organ of state)</b> | <b>Number of points claimed (90/10 system)<br/>(To be completed by the tenderer)</b> | <b>Number of points claimed (80/20 system)<br/>(To be completed by the tenderer)</b> |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Locality (20)</b>                                               |                                                                                                                                                          |                                                                                              |                                                                                      |                                                                                      |
| Within KwaZulu- Natal                                              |                                                                                                                                                          | <b>20</b>                                                                                    |                                                                                      |                                                                                      |
| Any other areas                                                    |                                                                                                                                                          | <b>15</b>                                                                                    |                                                                                      |                                                                                      |
| <b>PROOF REQUIRED</b>                                              | <b>Statement of municipal rates account, not older than 3 months, lease agreement for business OR Proof of address where the business is rural based</b> |                                                                                              |                                                                                      |                                                                                      |
| <b>Total</b>                                                       |                                                                                                                                                          | <b>20</b>                                                                                    |                                                                                      |                                                                                      |

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

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

4.4. Company registration number:

.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender,

qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

|                                    |                |
|------------------------------------|----------------|
| .....                              |                |
| <b>SIGNATURE(S) OF TENDERER(S)</b> |                |
| <b>SURNAME AND NAME:</b>           | .....          |
| <b>DATE:</b>                       | .....          |
| <b>ADDRESS:</b>                    | .....<br>..... |

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

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

| Item  | Question                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes                             | No                             |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 4.1   | <p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>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.</b></p> | Yes<br><input type="checkbox"/> | No<br><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)?<br><b>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.</b> | Yes<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1       | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                |
| <b>Item</b> | <b>Question</b>                                                                                                                                                                                                                                                                                                                                                                                             | <b>Yes</b>                      | <b>No</b>                      |
| 4.4         | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?                                                                                                                                                                      | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1       | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                |
| 4.5         | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?                                                                                                                                                                                              | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.7.1       | If so, furnish particulars:                                                                                                                                                                                                                                                                                                                                                                                 |                                 |                                |

## CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**MBD 9**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

- a. take all reasonable steps to prevent such abuse;
- b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
- c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or

services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.  
MBD 9

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by: éDumbe Municipality 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder/Company

## AUTHORITY TO SIGN A BID

### 1. COMPANIES AND CLOSE CORPORATIONS

- 1.1. If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid
- 1.2. In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

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

|                                                       |  |
|-------------------------------------------------------|--|
| Date Resolution was taken                             |  |
| Resolution signed by (name and                        |  |
| Capacity                                              |  |
| Name and surname of delegated<br>Authorised Signatory |  |
| Capacity                                              |  |
| Specimen Signature                                    |  |

| Full name and surname of ALL Director(s) / Member (s) |  |        |    |
|-------------------------------------------------------|--|--------|----|
| 1.                                                    |  | 2.     |    |
| 3.                                                    |  | 4.     |    |
| 5.                                                    |  | 6.     |    |
| 7.                                                    |  | 8.     |    |
| Is a CERTIFIED COPY of the resolution attached?       |  | YE     | NO |
| SIGNED ON<br>BEHALF OF<br>COMPANY /<br>CC:            |  | DATE:  |    |
| PRINT NAME:                                           |  |        |    |
| WITNESS 1:                                            |  | WITNES |    |

---

**2. SOLE PROPRIETOR (SINGLE OWNER BUSINESS)**

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

|             |  |         |  |
|-------------|--|---------|--|
| SIGNATURE:  |  | DATE:   |  |
| PRINT NAME: |  |         |  |
| WITNESS 1:  |  | WITNESS |  |

---

---

### 3. PARTNERSHIP

We, the undersigned partners in the business trading as \_\_\_\_\_  
\_\_\_\_\_ hereby authorize Mr/Ms \_\_\_\_\_ to sign  
this bid as well as any contract resulting from the bid and any other documents  
and correspondence in connection with this bid and /or contract for and on behalf  
of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

| Full name of partner                       |             | Signature |  |
|--------------------------------------------|-------------|-----------|--|
|                                            |             |           |  |
|                                            |             |           |  |
|                                            |             |           |  |
|                                            |             |           |  |
|                                            |             |           |  |
| SIGNED ON<br>BEHALF OF<br>PARTNERSHI<br>P: |             | DATE:     |  |
|                                            | PRINT NAME: |           |  |
| WITNESS 1:                                 |             | WITNESS   |  |

### 4. CONSORTIUM

We, the undersigned consortium partners, hereby authorize \_\_\_\_\_  
\_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorize  
Mr./Ms.

\_\_\_\_\_ To sign this offer as well as any contract  
resulting from this tender and any other documents and correspondence in  
connection with this tender and / or contract for and on behalf of the consortium.

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

| Full Name of Consortium<br>Member | Role of Consortium<br>Member | % | Signature |
|-----------------------------------|------------------------------|---|-----------|
|                                   |                              |   |           |

|                                     |  |        |  |
|-------------------------------------|--|--------|--|
|                                     |  |        |  |
|                                     |  |        |  |
|                                     |  |        |  |
|                                     |  |        |  |
|                                     |  |        |  |
| SIGNED ON BEHALF<br>OF PARTNERSHIP: |  | DATE:  |  |
| PRINT NAME:                         |  |        |  |
| WITNESS 1:                          |  | WITNES |  |

## **Section A**

# **General Conditions of Contract**

## 1. Definitions

The following terms shall be interpreted as indicated:

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

- 1.10 **"Delivery into consignee's store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the Vendor bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **"Force majeure"** means an event beyond the control of the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **"GCC"** means the General Conditions of Contract.
- 1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the Vendor is required to supply to the Purchaser under the contract.
- 1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the Vendor or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods/works or the rendering of a service.
- 1.20 **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the Institution purchasing the goods/works and/or service.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the Vendor covered under the contract.
- 1.25 **“Written”** or **“in writing”** means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of

rights, but **excluding immovable property**, unless otherwise indicated in the bidding documents.

- 2.2 Where applicable, Special Conditions of Contract are also laid down to cover specific Vendors, services or works.
- 2.3 Where such Special Conditions of Contract are in conflict with these general conditions, the special conditions shall apply.

### **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the Purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za).

### **4. Standards**

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

### **5. Use of Contract Document and Information; Inspection**

- 5.1 The Vendor shall not, without the Purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a

person employed by the Vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2 The Vendor shall not, without the Purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Vendor's performance under the contract if so required by the Purchaser.
- 5.4 The Vendor shall permit the Purchaser to inspect the Vendor's records relating to the performance of the Vendor and to have them audited by auditors appointed by the Purchaser, if so required by the Purchaser.
- 5.5 The Vendor shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the Purchaser.

## **6. Patent Rights**

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

## **7. Performance Security**

- 7.1 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Vendor's failure to complete his obligations under the contract.
- 7.2 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the Purchaser and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Purchaser's country or abroad, acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
  - b) a cashier's or certified cheque.
- 7.3 The performance security will be discharged by the Purchaser and returned to the Vendor not later than thirty (30) days following the date of completion of the Vendor's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

## **8. Inspection, Tests and Analysis**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Institution or an organization acting on behalf of the Institution.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the Purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the Vendor.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the Vendor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the Vendor's cost and risk. Should the Vendor fail to provide the substitute supplies forthwith, the Purchaser may, without giving the Vendor further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the Vendor.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the Purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of clause 23 of GCC.

## **9. Packaging**

9.1 The Vendor shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

## **10. Delivery and Documents**

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

10.2 Documents to be submitted by the Vendor are specified in SCC.

## **11. Insurance**

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

## **12. Transportation**

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

### **13. Incidental Services**

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

### **14. Spare Parts**

- 14.1 Specified in SCC, the Vendor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Vendor:
- a) such spare parts as the Purchaser may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor of any warranty obligations under the contract; and

b) in the event of termination of production of the spare parts:

- i. Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
- ii. following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty**

- 15.1 The Vendor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Vendor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Vendor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Purchaser shall promptly notify the Vendor in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Vendor shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Purchaser.
- 15.5 If the Vendor, having been notified, fails to remedy the defect(s) within the period specified in SCC, the Purchaser may proceed to take such remedial action as may be necessary, at

the Vendor's risk and expense and without prejudice to any other rights which the Purchaser may have against the Vendor under the contract.

## **16. Payment**

- 16.1 The method and conditions of payment to be made to the Vendor under this contract shall be specified in SCC.
- 16.2 The Vendor shall furnish the Purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Vendor.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

## **17. Prices**

- 17.1 Prices charged by the Vendor for goods/works delivered and/or services rendered under the contract shall not vary from prices quoted by the Vendor in this bid, with an exception of any price adjustments authorized in SCC or Purchaser's request for bid validity extension, as the case may be.

## **18. Contract Amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

## **19. Assignment**

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

## **20. Subcontractors**

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

## **21. Delay in Vendor's Performance**

- 21.1 Delivery of the goods/works and/or performance of services shall be made by the Vendor in accordance with the time schedule prescribed by the Purchaser in the contract.
- 21.2 If at any time during performance of the contract, the Vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods/works and/or performance of services, the Vendor shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Vendor's notice, the Purchaser shall evaluate the situation and may at his discretion extend the Vendor's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have essential services executed if an emergency arises, the Vendor's point of supply is not situated at or near the place the supplies are required or the Vendor's supplies or goods are not readily available.
- 21.5 Except as provided under GCC clause 25, a delay by the Vendor in the performance of its delivery obligations shall render the Vendor liable to the imposition of penalties, pursuant

to GCC clause 22, unless an extension of time is agreed upon pursuant to GCC clause 21.2 without the application of penalties.

- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the Purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the Vendor's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the Vendor.

## **22. Penalties**

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

## **23. Termination for Default**

- 23.1 The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, may terminate this contract in whole or in part:
- a) if the Vendor fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to GCC clause 21.2;
  - b) if the Vendor fails to perform any other obligation(s) under the contract; or
  - c) if the Vendor, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 23.2 In the event the Purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods/works and/or services similar to those undelivered, and the Vendor shall be liable to the Purchaser for any excess costs for such similar goods/works and/or services. However, the Vendor shall continue performance of the contract to the extent not terminated.
- 23.3 Where the Purchaser terminates the contract in whole or in part, the Purchaser may decide to impose a restriction penalty on the Vendor by prohibiting such Vendor from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a Purchaser intends imposing a restriction on a Vendor or any person associated with the Vendor, the Vendor will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the Vendor fail to respond within the stipulated fourteen (14) days the Purchaser may regard the intended penalty as not objected against and may impose it on the Vendor.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the Purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the Vendor and / or person restricted by the Purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of Vendors or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also

rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

## **24. Anti-Dumping and Countervailing Duties and Rights**

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

## **25. Force Majeure**

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

reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination on Insolvency**

- 26.1 The Purchaser may at any time terminate the contract by giving written notice to the Vendor if the Vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

## **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the Purchaser and the Vendor in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Vendor may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - b) the Purchaser shall pay the Vendor any monies due the Vendor.

## **28. Limitation of Liability**

- 28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to clause 6;
- a) the Vendor shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Vendor to pay penalties and/or damages to the Purchaser; and

- b) the aggregate liability of the Vendor to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing Language**

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. Applicable Law**

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

## **31. Notices**

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

## **32. Taxes and Duties**

- 32.1 A foreign Vendor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.
- 32.2 A local Vendor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Purchaser.

- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

### **33. National Industrial Participation Programme**

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

### **34. Prohibition of Restrictive Practices**

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the Purchaser, has / have engaged in the restrictive practice referred to above, the Purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the Purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

## SUPPLIERS DATABASE REGISTRATION FORM



**DELIVER TO:**  
**PROCUREMENT SECTION**  
**EDUMBE LOCAL MUNICIPALITY OFFICES**  
**10 HIGH STREET**  
**PAULPIETERSBURG**  
**3180**

**OR POST TO:**  
**THE PROCUREMENT SECTION**  
**EDUMBE LOCAL MUNICIPALITY OFFICES**  
**PRIVATE BAG X308**  
**PAULPIETERSBURG**  
**3180**

**All enquiries to be directed to: The SCM MANAGER**  
**Telephone: 0349951650/2**  
**Fax number: 0349951192**  
[buthlezibw@edumbe.gov.za](mailto:buthlezibw@edumbe.gov.za)

### **For office use:**

|                               |       |             |       |
|-------------------------------|-------|-------------|-------|
| <b>Supplier Name</b>          | _____ |             |       |
| <b>Edumbe Registration No</b> | _____ |             |       |
| <b>Captured By</b>            | _____ | <b>Date</b> | _____ |
| <b>Approved by</b>            | _____ | <b>Date</b> | _____ |

## IMPORTANT NOTES:

Please read carefully

- To be completed by all vendors seeking registration as an approved supplier.
- Form must be completed in **full** and must be **signed**.
- Suppliers must comply with the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
- Applicants will be contacted via fax and must therefore submit an operating fax number; failure to comply will result in excluding the supplier from the EFT system.
- It should be noted that eDumbe Local Municipality reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect
- Suppliers will **not be notified** whether the application was accepted or not but will be advised of the outcome if telephonically requested
- Documents must be hand delivered at or posted to the above address. Faxed documents will not be accepted.
- Only black pen to be used on completion of this form

## GUIDELINES:

1. Applicants are advised that only **ORIGINAL** eDumbe Local Municipality forms or **PHOTCOPIES** thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.
2. It is imperative that only supporting documents with an **ORIGINAL** signature be submitted.
3. All signatures must be commissioned by an authorized Commissioner of Oaths. Failure to do so will result in the applicant **not qualifying** for registration.
4. Suppliers registered on the Suppliers Database **MUST** notify the Supply Chain Management Office of any changes to information provided in the initial eDumbe Local Municipality forms, as captured onto the Suppliers Database. Failure to do so may result in such a supplier being removed from the Suppliers Database and/or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.

5. Suppliers providing incorrect information or fraudulent in their eDumbe Local Municipality forms will be **disqualified** from bidding and **removed** from the Suppliers Database, in addition to any other action the Province may institute against such a supplier. Furthermore, in the event of the Province being prejudiced financially, it reserves the right to **take legal action** against the supplier.
6. For definitions of terminology used in this document, please refer to the definitions set out in Treasury Regulation 16 A and eDumbe Local Municipality's Supply Chain management Framework.
7. Any **alterations** made by the supplier to its own information inserted on this document, must be **initialled** by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant.
8. Reminding letters will be issued by the eDumbe Local Municipality to suppliers to update their information. It remains the responsibility of the supplier to ensure that their information is updated in the Suppliers Database, therefore if a reminder letter is not received, the supplier must follow up with the eDumbe Local Municipality.

## SUBMISSION OF DOCUMENTATION

The following documents must accompany your application: Please indicate

| Documents                                                                                      | Expiry date | YES | NO |
|------------------------------------------------------------------------------------------------|-------------|-----|----|
| Certified copies of Identity Documents (ID) of shareholders                                    |             |     |    |
| Valid SARS Tax Clearance Certificate (original documents only)                                 |             |     |    |
| Company Registration Documents (e.g. CK)                                                       |             |     |    |
| Original or Certified Proof of Residence (Municipal Account)                                   |             |     |    |
| CIDB Grading Certificate                                                                       |             |     |    |
| Professional Body Affiliation Certificate                                                      |             |     |    |
| Reference Letters                                                                              |             |     |    |
| Training Institution ( SETA Accreditation Certificate)                                         |             |     |    |
| Original Valid Broad-Base Black Economic Empowerment (BBBEE) Certificate                       |             |     |    |
| Copy of bank statement (not older than 3 months) or cancelled cheque for proof of Bank Details |             |     |    |
| National Treasury Supplier Central Database Number                                             |             |     |    |

## SECTION 1: PARTICULARS OF THE ORGANISATION

Please note that all information will be treated confidentially.

Where organisation is a joint venture the individual members of the joint venture are to separately provide information on their organisation.

1.1. Registered name of the organisation:

1.2. Trading name:

1.3. Type of organisation: (please tick one)

|          |                          |    |                          |                |                          |               |                          |                   |                          |                   |                          |
|----------|--------------------------|----|--------------------------|----------------|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| PTY(Ltd) | <input type="checkbox"/> | CC | <input type="checkbox"/> | Sole<br>Trader | <input type="checkbox"/> | Section<br>21 | <input type="checkbox"/> | Public<br>Company | <input type="checkbox"/> | Other<br>(Specify | <input type="checkbox"/> |
|----------|--------------------------|----|--------------------------|----------------|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|

1.4. Company registration number:

1.5. Income tax registration number:

1.6. VAT registration number:

1.7. UIF registration number:

1.8. PAYE number:

1.9. Construction industry development board registration number (CIDB):

1.10. Compensation commissioner registration number:

|  |
|--|
|  |
|--|

1.11. (a) Business Postal address:

|             |              |  |
|-------------|--------------|--|
| Box /Bag    |              |  |
| Box/Bag no. |              |  |
|             |              |  |
| Town        |              |  |
|             | Postal Code: |  |

(b) Business Physical address

|                    |              |  |
|--------------------|--------------|--|
| Street No.         |              |  |
| Street Name        |              |  |
| Local Municipality |              |  |
| Town               |              |  |
|                    | Postal Code: |  |

1.12. Contact person (**Full name**) and designation:

|  |  |
|--|--|
|  |  |
|--|--|

1.13. Contact Details:

|                   |  |
|-------------------|--|
| EMAIL (Office)    |  |
| TELEPHONE NUMBER: |  |
| CELL NUMBER:      |  |
| FAX NUMBER        |  |

1.14. State the municipality in which you're business operates:

|                          |  |
|--------------------------|--|
| Name of the Municipality |  |
|--------------------------|--|

|                                                                                        |  |
|----------------------------------------------------------------------------------------|--|
| Account Number ( A<br>confirmation Letter if your business area<br>does not pay Rates) |  |
| Contact for Municipality                                                               |  |

#### 1.15. Previous business information (if applicable)

|                                                            |  |
|------------------------------------------------------------|--|
| Did your business exist under a different name previously? |  |
| If "yes" what was the previous business name?              |  |
| Reason for name change?                                    |  |

#### 1.16. Banking details:

The eDumbe Local Municipality has adopted a policy of making vendor payments via EFT. To ensure that there are no delays in the processing of payments, ensure that the Electronic funds transfer form and the banking account details form are completed correctly and have the requisite bank authorisations.

#### 1.17. Declaration of Interest

No bid will be accepted from persons in the service of the state\*.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

Are you presently in the service of the state\***YES / NO**

If so, furnish particulars.

\_\_\_\_\_

\_\_\_\_\_

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

If so, furnish particulars.

### **ELECTRONIC FUNDS TRANSFER**

Name of company/ partnership/individual: \_\_\_\_\_

Trading as: \_\_\_\_\_

Reg. No.: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

I/ We, the undersigned, hereby authorise and instruct the eDumbe Local Municipality to pay all amounts that may hereafter, from time to time, become due and payable to me/us by the eDumbe Local Municipality by electronically transferring the same to the bank mentioned below for the credit of my/our account detailed below.

I/ We, the undersigned, understand and agree that:

- Any such transfer shall constitute a full and final discharge of the eDumbe Local Municipality's obligation to make such payments to me/ us. The eDumbe Local Municipality shall not be liable to make good any loss. I/ We may suffer consequent upon such transfer pursuant to this authority and instruction.
- This payment authorisation and instruction will be applied to both goods purchased and services rendered.
- This authority and instruction will remain valid unless cancelled by either party upon thirty (30) days written notice. The said notice will only be effective in writing, delivered to the other party at the addresses stated herein and bearing an acknowledgement of receipt by the other party.
- Should any transfer attempted in respect of this authorisation be unsuccessful due to incorrect information supplied by me/ us, I/We agree to pay all bank charges for this transfer attempt.

In the event that the details set out herein should change, I/ We agree to notify the Municipality forthwith.

\_\_\_\_\_  
Name Capacity Telephone/Cell

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BANK ACCOUNT TO WHICH PAYMENTS ARE TO BE MADE**

Name in which account is held: \_\_\_\_\_

Name of bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Bank clearing number:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

Account Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|

ACCOUNT TYPE: \_\_\_\_\_

**Important:**

Please ensure that you have included a certified copy of your identification and a copy of a cancelled cheque or bank statement as per the documents required.

**SECTION B: BEFORE RETURNING, THIS SECTION MUST BE COMPLETED BY YOUR BANK**

I/We confirm that the above information on the client's account at this bank is correct.

\_\_\_\_\_  
**Signed on behalf of Bank**

Bank Stamp:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Capacity

Note: This information will supersede any previous authorisation and instruction lodged with eDumbe Local Municipality. **Original completed** forms must be hand delivered or posted to the above address. Photocopies or faxed copies will not be accepted.

| For Office Use Only | Supplier Code | Captured By(Name) | Initial | Date |
|---------------------|---------------|-------------------|---------|------|
|                     |               |                   |         |      |

## SECTION 2: SERVICE TYPE AND CATEGORIES

| Vendor type and services categories                                                                    |                                            |          |            |                                         |          |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------|----------|------------|-----------------------------------------|----------|
| Please indicate your Service Type (ONE ONLY) by marking the appropriate box with an X.                 |                                            |          |            |                                         |          |
| Code                                                                                                   | Service Type                               | X        | Code       | Service Type                            | X        |
| Cons                                                                                                   | Consultant                                 |          | Supp       | Supplier                                |          |
| Cont                                                                                                   | Contractor                                 |          |            |                                         |          |
| Service providers may choose a MAXIMUM OF 5 (five) categories by marking the appropriate box with an X |                                            |          |            |                                         |          |
| * If more than 5 services are indicated, only the first five will apply                                |                                            |          |            |                                         |          |
| **If your service is not indicated, write it clearly under "OTHER"                                     |                                            |          |            |                                         |          |
| <b>300</b>                                                                                             | <b>Construction Equipment And Supplies</b> | <b>X</b> | <b>100</b> | <b>General Services</b>                 | <b>X</b> |
| 301                                                                                                    | Construction equipment                     |          | 101        | Catering                                |          |
| 302                                                                                                    | Building materials                         |          | 102        | Conferencing and Event management       |          |
| 303                                                                                                    | Electrical materials                       |          | 103        | Cleaning and Gardening Services         |          |
| 304                                                                                                    | Plant hire equipment                       |          | 104        | Courier                                 |          |
| 305                                                                                                    | Plumbing materials                         |          | 105        | General Maintenance                     |          |
| <b>500</b>                                                                                             | <b>Construction Services</b>               | <b>X</b> | 106        | Laundry and Dry Cleaning                |          |
| 501                                                                                                    | Civil                                      |          | 107        | Pest Control                            |          |
| 502                                                                                                    | Electrical                                 |          | 108        | Photographic and Graphic Design         |          |
| 503                                                                                                    | Mechanical                                 |          | 109        | Printing                                |          |
| <b>400</b>                                                                                             | <b>Professional Services</b>               | <b>X</b> | 110        | Security and Safety                     |          |
| 401                                                                                                    | Accounting, Auditing, Financial            |          | 111        | Transport (buses / minibuses)           |          |
| 402                                                                                                    | Architectural and Quantity Surveying       |          | <b>200</b> | <b>Office and Facilities Supplies</b>   | <b>X</b> |
| 403                                                                                                    | Arts and Culture                           |          | 201        | Audio systems                           |          |
| 404                                                                                                    | Auctioneering                              |          | 202        | Clothing and Corporate gifts            |          |
| 405                                                                                                    | Consulting Civil Engineer                  |          | 203        | Fire protection equipment               |          |
| 406                                                                                                    | Consulting Electrical Engineer             |          | 204        | Groceries                               |          |
| 407                                                                                                    | Consulting Geo-technical Engineer          |          | 205        | IT- hardware/ software                  |          |
| 408                                                                                                    | Consulting Mechanical Engineer             |          | 206        | Office furniture and equipment          |          |
| 409                                                                                                    | Fire and Safety                            |          | 207        | Stationery                              |          |
| 410                                                                                                    | GIS and Mapping and Data Collection        |          | <b>600</b> | <b>Vehicles</b>                         | <b>X</b> |
| 411                                                                                                    | Occupational Health & Safety               |          | 601        | Alarms and tracking systems             |          |
| 412                                                                                                    | Land and Property Valuers                  |          | 602        | Mechanical repairs and maintenance      |          |
| 413                                                                                                    | Land Surveying                             |          | 603        | Electrical repairs and maintenance      |          |
| 414                                                                                                    | Legal Services                             |          | 604        | Panel Beating                           |          |
| 415                                                                                                    | Recruitment                                |          | 605        | Spares and parts                        |          |
| 416                                                                                                    | Town and Regional Planners                 |          | 606        | Towing                                  |          |
| 417                                                                                                    | Training and Development                   |          | 607        | Vehicle dealership and Fleet Management |          |
| 418                                                                                                    | Translation and Interpretation             |          | <b>800</b> | <b>Other</b>                            | <b>X</b> |
| <b>700</b>                                                                                             | <b>Miscellaneous Supplies</b>              | <b>X</b> | 801        |                                         |          |
| 701                                                                                                    | Functions Equipment Hire                   |          | 802        |                                         |          |
| 702                                                                                                    | Sports                                     |          | 803        |                                         |          |

### SECTION 3: EVALUATION SECTION

**Failure to complete this section will result in the application being declined.**

3.1. Please indicate size of the organisation based on annual turnover in the past three year's turnover:

3.2. Please provide total number of staff members employed by the company:

#### **SECTION 4: REFERENCES**

List at least three completed projects and their contactable reference. List per each type of service registered for:

| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|--------------|------------------|--------------|-------------------------------|--------------|
|              |                  |              |                               |              |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|              |                  |              |                               |              |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|              |                  |              |                               |              |

| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|--------------|------------------|--------------|-------------------------------|--------------|
|              |                  |              |                               |              |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|              |                  |              |                               |              |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|              |                  |              |                               |              |

| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|--------------|------------------|--------------|-------------------------------|--------------|
|              |                  |              |                               |              |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|              |                  |              |                               |              |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME<br>AND CONTACT | DATE AWARDED |
|              |                  |              |                               |              |

**NB: A supplier can attach additional references per service type. References will be contacted, thus inaccurate contact details or poor service delivery may be used as valid grounds for registration being declined.**

## **SECTION 5: DECLARATION**

**I the undersigned hereby declare that the information given in this document is to the best of my knowledge true, and correct in every respect.**

Full names of owner or supplier representative: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Signed at: \_\_\_\_\_

Supplier name: \_\_\_\_\_

**SIGNED AND AFFIRMED BEFORE ME (COMMISSIONER OF OATHS):**

Full name: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Capacity: \_\_\_\_\_

**OFFICIAL STAMP**