



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

TENDER NUMBER:

EEBU 04-2025/26

TENDER DESCRIPTION:	TENDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STEEL POLES AND ACCESSORIES FOR DISTRIBUTION OF ELECTRICITY AND STREET LIGHTING, AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.
----------------------------	--

NAME OF BIDDER:

CSD NUMBER:

VENDOR NUMBER (WHERE APPLICABLE)

Prepared by:
City of Tshwane Metropolitan Municipality
Tshwane House
320 Madiba Street
Pretoria CBD
0002
Tel: 012 358 9999

BID CLOSING DATE	05 December 2025
-------------------------	-------------------------

Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.

“Note: Bidders are required to submit electronic copies of the bid either by memory stick together with the hard copy of the Bid/Proposals”



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

DEPARTMENT: ENERGY AND ELECTRICITY BUSINESS UNIT

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Department	Contact person	Compulsory briefing session	Closing date
EEBU 04-2025/26	TENDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STEEL POLES AND ACCESSORIES FOR DISTRIBUTION OF ELECTRICITY AND STREET LIGHTING, AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.	Energy and Electricity Business Unit	Steynberg Myburg	N/A	05 December 2025 at 10:00

THE DOCUMENT IS DOWNLOADABLE ON THE TSHWANE WEBSITE (www.tshwane.gov.za) and on the E-tender portal.

Each tender shall be enclosed in a sealed envelope that bears the correct identification details and shall be placed in the tender box located at:

“Note: Bidders are required to submit electronic copies of the bid either by memory stick/USB flash drive together with the hard copy of the Bid/Proposals”

**Tshwane House
320 Madiba Street
Pretoria CBD
0002**

Documents must be deposited in the bid box not later than 10:00 on 05 December 2025

Bidders must contact the following officials for any enquiries:

- Technical enquiries: Steynberg Myburg (012 358 2441 or steynbergm@tshwane.gov.za)

- Supply chain enquiries: Mulondi Rasekgala (012 358 6636 or mulondin@tshwane.gov.za)

Bids will remain valid for a period of 90 days after the closing date.

Bids received after the closing date and time will not be considered. The City of Tshwane does not bind itself to accept the lowest or any other bid in whole or in part.

INDEX

Number	Details	Document	Page
1.	Very important notice on disqualifications		
2.	Certificate of authority for signatory		
3.	Scope of work		
4.	Pricing schedule		
5.	Invitation to bid	MBD 1	
6.	Pricing schedule: Firm prices (purchases)	MBD 3.1	
7.	Pricing schedule: Non-firm prices (purchases)	MBD 3.2	
8.	Declaration of interest	MBD 4	
9.	Declaration for procurement above R10 million (all applicable taxes Included)	MBD 5	
10.	Preference points claim form in terms of the preferential procurement regulations 2022	MBD 6.1	
11.	Contract form: Purchase of goods or works	MBD 7.1	
12.	Declaration of past supply chain management practice	MBD 8	
13.	Certificate of independent bid determination	MBD 9	
14.	General conditions of contract		
15.	Service-level agreement		

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette* 22549, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted or if a copy of the original bid document has been submitted.
2. If the bid document is completed using a pencil or Tippex corrections were made, or any other colour ink. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. The bid has been submitted after the relevant closing date and time.
5. If any bidder who, during the last five years, has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
6. The accounting officer must ensure that, irrespective of the procurement process followed, no award may be given to a person –
 - (a) who is in the service of the state;
 - i. if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
 - ii. who is an advisor or consultant contracted to the municipality in respect of a contract that would cause a conflict of interest.
7. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
8. Bid offers will be rejected if the bidder has abused the City of Tshwane supply chain management system.
9. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.
10. Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorised to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.
11. All MBD documents fully completed and fully signed? By the authorized personnel.

12. False or incorrect declarations on any of the MBD documents will result in the rejection of the bidder.
13. It is the responsibility of the bidder to disclose in MBD4 any interest in any other related companies or business whether they are bidding for this contract. Failure to disclose this interest will result in the rejection of the bid.
14. Joint Ventures (JV) – (Only applicable when the bidder tender as a joint venture)
 - i. Where the bidder bid as a Joint Ventures (JV), the required or relevant documents under administrative requirements must be provided/submitted for all JV parties. (These include MBD4, MBD5, MBD8, MBD 9, CSD and/ or SARS pin, Confirmation that the bidder's municipal rates and taxes are up to date.)
 - ii. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.
 - iii. It is a condition of this bid that the successful bidder will continue with same Joint Venture (JV) for the duration of the contract, unless prior approval is obtained from City of Tshwane.
 - iv. JV agreement must be complete, relevant and signed by all parties.

Failure to comply with the above will lead to immediate disqualification.

Bidder

CERTIFICATE OF AUTHORITY FOR SIGNATORY

Status of concern submitting tender (delete whichever is not applicable):

COMPANY/PARTNERSHIP/ONE-PERSON BUSINESS/CLOSE CORPORATION/JOINT VENTURE

A. COMPANY

If the bidder is a company, a certified copy of the resolution of the board of directors that is personally signed by the chairperson of the board, authorising the person who signs this bid to do so and to sign any contract resulting from this bid, and any other documents and correspondence in connection with this bid or contract on behalf of the company, must be submitted with this bid.

An example is shown below:

By resolution of the board of directors on 20.....,
Mr/Ms has been duly
authorised to sign all documents in connection with
Bid Number

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.

B. PARTNERSHIP

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

Full name of partner	Residential address	Signature
.....		
.....		
.....		

We, the undersigned partners in the business trading as, hereby authorise to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid or contract on our behalf.

.....		
Signature	Signature	Signature

.....		
Date	Date	Date

C. ONE-PERSON BUSINESS

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

.....	
Signature	Date

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on 20..... at
....., Mr/Ms, whose
signature appears below, has been duly authorised to sign all documents in
connection with Bid Number

SIGNED ON BEHALF OF THE CLOSE CORPORATION:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

 2.

E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms , authorised signatory of the company..... , acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:
		Signature: Name: Designation:

SPECIFICATION OR TERMS OF REFERENCE

ENERGY AND ELECTRICITY BUSINESS UNIT

TENDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STEEL POLES AND ACCESSORIES FOR DISTRIBUTION OF ELECTRICITY AND STREET LIGHTING, AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.

BID NUMBER

(EEBU 04-2025/26)

1. INTRODUCTION AND PURPOSE

The Energy and Electricity Business Unit (EEBU) is responsible for providing the Tshwane communities with service delivery in the form of electricity and public lighting. The EEBU needs to appoint service provider(s) for the supply, delivery and offloading of steel poles for distribution of electricity and street lighting.

2. SCOPE

This specification covers the City of Tshwane's requirements for the supply, delivery and offloading of steel poles and accessories for distribution of electricity and street lighting.

The scope of works will include the following:

Supply, delivery and offloading of steel poles and accessories for distribution of electricity and street lighting to the City of Tshwane's stores.

2.1. REQUIRES ITEMS

The following items are required:

GROUP 1

ITEM	DESCRIPTION
1	9,75m Transmission Terminal Pole

GROUP 2

ITEM	DESCRIPTION
2	11m Transmission Terminal Pole

GROUP 3

ITEM	DESCRIPTION
3	9,75m Transmission Pole

GROUP 4

ITEM	DESCRIPTION
4a	8,5m Street Light Pole - ø76mm Pole Top
4b	Access Opening Sliding Door
4c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
4d	Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

GROUP 5

ITEM	DESCRIPTION
5a	5m Street Light Pole - ø76mm Pole Top
5b	Access Opening Sliding Door
5c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
5d	Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

GROUP 6

ITEM	DESCRIPTION
------	-------------

6a	10,5m Street Light Pole - ø76mm Pole Top
6b	1,5m Pedestal – (Required for item 6a)
6c	Access Opening Sliding Door
6d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
6e	Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

GROUP 7

ITEM	DESCRIPTION
7a	12m Street Light Pole - ø76mm Pole Top
7b	1,5m Pedestal – (Required for item 7a)
7c	Access Opening Sliding Door
7d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
7e	Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

GROUP 8

ITEM	DESCRIPTION
8a	10,5m Street Light Pole - ø114mm Pole Top
8b	1,5m Pedestal – (Required for item 8a)
8c	Access Opening Sliding Door
8c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
8d	Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

GROUP 9

ITEM	DESCRIPTION
9a	15m Street Light Pole - ø114mm Pole Top
9b	1,5m Pedestal – (Required for item 9a)
9c	Access Opening Sliding Door

9d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin-for spares
9e	Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

GROUP 10

ITEM	DESCRIPTION
10	0,5m Long X Ø42mm Single Outreach Arm for Wooden Pole

GROUP 11

ITEM	DESCRIPTION
11a	15m Scissor Mast, Complete
11b	2m Stubby/ Pedestal – for 15m scissor mast– (Required for item 11a)
11c	0,5m long x Ø42mm single outreach arm to fit 15m mast for mounting 1 x side entry streetlight luminaire– (Required for item 11a)
11d	0,5m long x Ø42mm double outreach arm to fit 15m mast for mounting 2 x side entry streetlight luminaires– (Required for item 11a)
11e	Single floodlight bracket: 365mm long half bracket with single crossarm to fit 15m mast for mounting single floodlight including back half bracket– (Required for item 11a)
11f	Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to-back to fit 15m mast for mounting dual floodlights spread 180 degrees apart(Required for item 11a)
11g	Pre-cast Concrete Plith for 15m mast incl foundation bolts– (Required for item 11a)

GROUP 12

ITEM	DESCRIPTION
12a	20m Scissor Mast Complete
12b	2m Stubby/ Pedestal – (Required for item 12a)
12c	0,5m long x Ø42mm single outreach arm to fit 20m mast for mounting 1 x side entry streetlight luminaire– (Required for item 12a)
12d	0,5m long x Ø42mm diameter double outreach arm to fit 20m mast for mounting 2 x side entry streetlight luminaires– (Required for item 12a)

12e	Single floodlight bracket: 365mm long half bracket with single crossarm to fit 20m mast for mounting single floodlight including back half clamp– (Required for item 12a)
12f	Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to-back to fit 20m mast for mounting dual floodlights spread 180 degrees apart(Required for item 12a)
12g	Pre-Cast Concrete Plith for 20m mast incl foundation bolts– (Required for item 12a)

GROUP 13

ITEM	DESCRIPTION
13a	8,5m Street Light Pole for Aired Bundel Conductors (ABC) - Ø76mm Pole Top

GROUP 14

ITEM	DESCRIPTION
14a	10,5m Street Light Pole for Aired Bundel Conductors (ABC) - Ø76mm Pole Top
14b	1,5m Pedestal — (Required for item 14a)

GROUP 15

ITEM	DESCRIPTION
15a	12m Street Light Pole for Aired Bundel Conductors (ABC) - Ø76mm Pole Top
15b	1.5m Pedestal – (Required for item 15a)

GROUP 16

ITEM	DESCRIPTION
16a	0,5m Long x Ø42mm Single Outreach Arm to fit Ø76mm Pole Top
16b	0,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top
16c	1,5m long x Ø42mm Single Outreach Arm to fit Ø76mm Pole Top
16d	1,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top
16e	0,5m long x Ø42mm Single Outreach Arm to fit Ø114mm Pole Top
16f	0,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top

GROUP 17

ITEM	DESCRIPTION
17a	Metal Access Hole Cover Plate – For 114 / 127mm Diameter Pole
17b	HDPE Access Hole Cover Plate – For 114 / 127mm Diameter Pole
17c	Metal Access Hole Cover Plate – For 139 / 152 / 165mm Diameter Pole
17d	HDPE Access Hole Cover Plate – For 139 / 152 / 165mm Diameter Pole

GROUP 18

ITEM	DESCRIPTION
18a	Spigot Bracket for Ø160mm Concrete Pole Top
18b	Spigot Bracket for Ø228mm Concrete Pole Top

2.2. NORMATIVE REFERENCES AND ABBREVIATIONS

2.2.1. Applicable National and International Standards

The latest editions of the standards listed below shall apply, unless otherwise specified:

- SANS 10225: The design and construction of lighting masts
- SANS 1088: Luminaire entries and spigots
- SANS 657-1: Steel tubes for non-pressure purposes Part 1: Sections for scaffolding, general engineering and structural applications
- SANS 121: Hot-dip galvanized coatings on fabricated iron and steel articles - Specifications and test methods
- SANS 10044 Part 1-4 for Welding
 - SANS 10044-1 Welding Part 1: Glossary of terms
 - SANS 10044-2 Welding Part 2: Symbols
 - SANS 10044-3 Welding Part 3: The fusion welding of steel (including stainless steel): Tests for the approval of welding procedures and production welds
 - SANS 10044-4 Welding Part 4: The fusion welding of steel (including stainless steel): Tests for the approval of welders working to approved welding procedures

- SANS 10214: The design, fabrication and inspection of articles for hot-dip galvanizing
- SANS 1431: Weldable structural steels
- ISO 1872 (Part 1 & 2): Plastics — Polyethylene (PE) moulding and extrusion materials
- SANS 60529: Degrees of protection provided by enclosures (IP Code)
- SANS/IEC 61439-1 : Low-voltage switchgear and controlgear assemblies - Part 1: General rules
- SANS/IEC 61439-3:Low-voltage switchgear and controlgear assemblies - Part 3: Distribution boards intended to be operated by ordinary persons
- SANS 60947-2: Low-voltage switchgear and controlgear - Part 2: Circuit-breakers
- SANS 60947-3: Low-voltage switchgear and controlgear - Part 3: Switches, disconnectors, switch-disconnectors and fuse-combination units
- SANS 60309/IEC 60309: Plugs, socket-outlets and couplers for industrial purposes
- SANS 10142-1: The wiring of premises - Part 1: Low-voltage installations
- ISO 1461: Hot dip galvanized coatings on fabricated iron and steel articles - Specifications and test methods
- ISO 9001:2015: Quality management systems
- ISO 14001:2015: Environmental management systems
- OHASA: Occupational Health and Safety Act No. 85 of 1993

2.2.2. Abbreviations

Abbreviation	Meaning
A	Ampere
ABC	Aerial Bundle Conductor
ACSR	Aluminium Conductor Steel Reinforced
AC	Alternating Current
CSD	Central Supplier Database
ECSA	Engineering Council of South Africa
EEBU	Energy and Electricity Business Unit
HDPE	High-Density Polyethylene

ISO	International Organization for Standardization
kg	Kilogram
kg/km	Kilogram per Kilometer
LV	Low Voltage
m	Meter
m ²	Square Meter
mm	Millimeter
MPa	Megapascal
MV	Medium Voltage
SANAS	South African National Accreditation System
SANS	South African National Standard

2.3 REQUIREMENTS AND SPECIFICATIONS

2.3.1) Design

- a) The poles, masts and foundations (where applicable) must be designed in accordance with SANS 10225 and be certified by a ECSA (Engineering Council of South Africa) registered Professional Civil Engineer/Technologist.
- b) All work shall conform to the requirements shown on the Drawings listed in Section 2.3.12, Reference Drawings.
- c) The required items must be designed in accordance with the specifications and the design parameters (where indicated).

2.3.2) Design Certificates and Drawings

The successful bidder/s must submit the following within 14 days after award:

2.3.2.1) Hard Copies:

- a) Design Certificate - required for all steel poles/masts:
Original signed design certificate of the pole/mast by a registered Professional Civil Engineer/Technologist including complete design calculations and structural analysis on A4 paper.
- b) Engineer Drawings - required for each item: Full-scale engineering drawings showing:
 - Pole/mast details (where applicable)

- Foundation designs (where applicable)
- Pedestal details (where applicable)
- Flange details (where applicable)
- Mounting spigot details (where applicable)
- Sliding door details (where applicable)
- Access opening details (where applicable) including details of:
 - a two-way clip tray
 - P4000 Uni-strut
 - Earth stud
- Pole top details (where applicable)
- Cable entry details (where applicable)
- Base plate details (where applicable)
- All accessories' details such as nuts and bolts with specifications (where applicable)
- For scissor masts Item 11a and 12a, all drawings shall include both the mast's deployed (raised) configuration and its service (lowered) configuration to clearly indicate the operational positions.
- For scissor masts: detail drawings of the spigots and floodlight brackets.
- 3D Isometric drawing must be included for all spigots and floodlight brackets, sliding door (open and closed position) and concrete pole top spigot brackets
- Drawings must show standards for:
 - Design
 - Tubing
 - Grade of steel
 - Fabrication
 - Galvanizing
 - Welding

2.3.2.2) Soft Copies (Memory Stick):

- a) All above documents (design certificate and drawings) scanned and saved in PDF format
- b) Editable formats for drawings:

- DWG format (industry standard AutoCAD format)
 - DXF format (universal CAD exchange format that works with most drawing software)
 - Optional: SVG format for vector graphics
- c) Files to be clearly named according to document type
- d) Memory stick to be labeled with:
- i. Bidders details
 - ii. Tender reference number
 - iii. Date of submission

2.3.3) Manufacturing:

- a) The manufacturer of the items must hold valid certification to both ISO 9001:2015 (Quality Management Systems) and ISO 14001:2015 (Environmental Management Systems). Proof of certification must be submitted and shall include a copy of the valid certificates. The certificates must be issued by a certification body accredited by the South African National Accreditation System (SANAS).
- b) The poles, masts, all mounting fixtures (spigots, outreach arms and floodlight brackets) and all other required steel accessories shall be manufactured from SANS 1431 grade 355WA (WA = Weathering Atmospheric) steel.
- c) For each new batch / lot / order of steel used the bidder must upon delivery submit a certified copy of the material certificate (supplied by the steel manufacturer) confirming compliance with SANS 1431 Grade 355 WA steel. The certificate must verify the tensile strength range (MPa) and the relevant mechanical and chemical properties of the steel
- d) All manufacturing and tubing in compliance with SANS 657 Part 1 & 3 standards.
- e) For scissor masts manufacturing in compliance with SANS 10214-1987-1 standards.
- f) The poles, masts and all steel parts, shall be hot dipped galvanized in compliance with the requirements of ISO 1461 and SANS 121-2000-1. All parts shall be corrosion resistant.

- g) No welding, drilling, punching, bending or removal of burrs shall be carried out after the galvanizing process has been completed.
- h) All welding shall be carried out by welders who are certified under SANS (South African National Standards) for welding, particularly as per SANS 10044.) only. Inspection and acceptance certificates must be submitted on request.
- i) All welding and welding procedures to SANS 10044 Parts 1-4.
- j) Marking and Identification (applicable to all poles and masts):
Each pole/mast shall have a manufacturers name plate with the following, but not limited to, information;
 - i. Manufacturer's name,
 - ii. Year and month of manufacture,
 - iii. Serial number.
 The following identification information shall also be permanently fixed/engraved/stenciled onto the surface in a suitable area:
 - i. EEBU 04– 2025/26
 - ii. Property of the City of Tshwane.

2.3.4) Requirements for Groups 1, 2, and 3 – Transmission Poles

a) Required items:

The following items are required:

GROUP 1

ITEM	DESCRIPTION
------	-------------

1	9,75m Transmission Terminal Pole
---	----------------------------------

GROUP 2

ITEM	DESCRIPTION
------	-------------

2	11m Transmission Terminal Pole
---	--------------------------------

GROUP 3

ITEM	DESCRIPTION
------	-------------

3	9,75m Transmission Pole
---	-------------------------

b) Drawings:

Refer to the following drawing for dimensions and details of the items

Drawing Number	Item
----------------	------

Drawing 1 1, 2 and 3

c) Design Parameters:

The poles must be designed in accordance to the following parameters

Terminal transmission pole design parameters: (Three phase with neutral) 9.75/11m

Maximum span length40 m

Conductor.....ACSR-Hare

Maximum transmission line offset5°

Angle of stay wire with ground level.....60°

Conductor mass.....450kg/km (ACSR-Hare)

Conductor sag.....0,15m @ 25° (Stringing temp)

Corrosion Protection Sleeve.....

Steel poles should be fitted with an anti-corrosion sleeve fabricated from sheet steel of dimensions 6 mm × 1000 mm, so welded to the mast that the centre of the sleeve is at the ground level position.

2.3.5) Requirements for Groups 4 through 9 – Street Light Poles

a) Required items:

The following items are required:

GROUP 4

ITEM	DESCRIPTION
------	-------------

4a	8,5m Street Light Pole - Ø76mm Pole Top
----	---

4b	Access Opening Sliding Door
----	-----------------------------

4c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
----	--

4d	Fasteners for securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener
----	--

GROUP 5

ITEM	DESCRIPTION
------	-------------

5a	5m Street Light Pole - Ø76mm Pole Top
----	---------------------------------------

5b	Access Opening Sliding Door
----	-----------------------------

5c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin
----	--

- 5d Fasteners tor securing door: M6 x 30mm tamper-proof six sided
Allen-key with security pin screw/fastener

GROUP 6

ITEM DESCRIPTION

- 6a 10,5m Street Light Pole - ø76mm Pole Top
- 6b 1,5m Pedestal – (Required for item 6a)
- 6c Access Opening Sliding Door
- 6d Non-conventional tool for sliding door fasteners-4mm Hex key
with security pin
- 6e Fasteners tor securing door: M6 x 30mm tamper-proof six sided
Allen-key with security pin screw/fastener

GROUP 7

ITEM DESCRIPTION

- 7a 12m Street Light Pole - ø76mm Pole Top
- 7b 1,5m Pedestal – (Required for item 7a)
- 7c Access Opening Sliding Door
- 7d Non-conventional tool for sliding door fasteners-4mm Hex key
with security pin
- 7e Fasteners tor securing door: M6 x 30mm tamper-proof six-sided
Allen-key with security pin screw/fastener

GROUP 8

ITEM DESCRIPTION

- 8a 10,5m Street Light Pole - ø114mm Pole Top
- 8b 1,5m Pedestal – (Required for item 8a)
- 8c Access Opening Sliding Door
- 8c Non-conventional tool for sliding door fasteners-4mm Hex key
with security pin
- 8d Fasteners tor securing door: M6 x 30mm tamper-proof six-sided
Allen-key with security pin screw/fastener

GROUP 9

ITEM DESCRIPTION

- 9a 15m Street Light Pole - ø114mm Pole Top
- 9b 1,5m Pedestal – (Required for item 9a)

- 9c Access Opening Sliding Door
- 9d Non-conventional tool for sliding door fasteners-4mm Hex key with security pin-for spares
- 9e Fasteners for securing door: M6 x 30mm tamper-proof six-sided Allen-key with security pin screw/fastener

b) Drawings:

➤ **Poles**

Refer to the following drawings for dimensions and details of the poles:

Drawing Number	Item	Description
Drawing 2	4a	8,5m street light pole – Ø76mm pole top
Drawing 3	5a	5m street light pole – Ø76mm pole top
Drawing 4	6a	10,5m street light pole – Ø76mm pole top
Drawing 5	7a	12m street light pole – Ø76mm pole top
Drawing 6	8a	10,5m street light pole – Ø114mm pole top
Drawing 7	9a	15m street light pole – Ø114mm pole top

➤ **Sliding Door for Access Hole**

Refer to the Drawing 8 for dimensions and details of the Sliding Door to fit item 4a,5a, 6a, 7a, 8a, 9a.

➤ **Access Hole**

Refer to the Drawing 9 for dimensions and details of the Access Hole for item 4a,5a, 6a, 7a, 8a, 9a.

➤ **Base Flange**

Refer to Drawing 10 for dimensions and details of the base flanges.

➤ **Ø76mm Pole Top Details**

Refer to Drawing 11 for dimensions and details of the Ø76mm pole top receptacle.

➤ **Ø114mm Pole Top Details**

Refer to Drawing 12 for dimensions and details of the Ø114mm pole top receptacle.

c) Design Parameters, Requirements and Specifications:

The poles must be designed in accordance to the following parameters and requirements listed below.

Design Parameters	ITEM 4a	ITEM 5a	ITEM 6a	ITEM 7a	ITEM 8a	ITEM 9a
Luminaire						
Number of luminaires	1	1	1 or 2	1 or 2	1 or 2	1 or 2
Luminaire Mounting	42mm ø Spigot Side Entry	76mm ø Post Top Bottom Entry	42mm ø Spigot Side Entry	42mm ø Spigot Side Entry	42mm ø Spigot Side Entry	42mm ø Spigot Side Entry
Weight-(per luminaire)	20kg	20kg	20kg	20kg	20kg	20kg
Wind load (per luminaire)	0,2m ²	0,2m ²	0,2m ²	0,2m ²	0,2m ²	0,2m ²
Pole						
Total length	8,5m	5m	10,5m	12m	10,5m	15m
Height above ground level	7m	3,5m	9m	10,5m	9m	13,5m
Pole Mounting	Buried/direct planting	Buried/direct planting	1,5m Pedestal	1,5m Pedestal	1,5m Pedestal	1,5m Pedestal
Pole Diameter						
Top	76mm	76mm	76mm	76mm	114mm	114mm
Bottom	127mm	127mm	152mm	152mm	152mm	165mm
Access hole- pole diameters	127mm	127mm	127mm	127mm	127mm	127mm
Reduction	1 Step Tapered	1 Step Tapered	2 Step Tapered	2 Step Tapered	2 Step Tapered	2 Step Tapered
Steel thickness	Min 3mm	Min 3mm	Min 3mm	Min 3mm	Min 3mm	Min 3mm
Spigot						
Length	0,5 or 1,5m	-	0,5 or 1,5m	0,5 or 1,5m	0,5 m	0,5 m
Diameter	42mm	-	42mm	42mm	42mm	42mm
Outreach	Single	-	Single or Double	Single or Double	Single or Double	Single or Double
Tilt Angle	15 degrees	-	15 degrees	15 degrees	15 degrees	15 degrees
Spigot to fit pole	Item 16a, 16c	-	Item 16a, 16b, 16c, 16d	Item 16a, 16b, 16c, 16d	Item 16e, 16f,	Item 16e, 16f,
Access Opening						

Dimensions	80mm x 300mm	80mm x 300mm	80mm x 300mm	80mm x 300mm	80mm x 300mm	80mm x 300mm
Height above ground level	2,5m	2,5m	2,5m	2,5m	2,5m	2,5m
Cabel Entry						
Dimensions	100mm x 65mm	100mm x 65mm	100mm x 65mm	100mm x 65mm	100mm x 65mm	100mm x 65mm
Distance below ground level	600mm	600mm	600mm	600mm	600mm	600mm

1) Corrosion Protection Sleeve:

- Direct planting in the ground:
Item 4 and 5: Steel poles should be fitted with an anti-corrosion sleeve fabricated from sheet steel of dimensions 6 mm × 600 mm, so welded to the mast that the centre of the sleeve is at the ground level position.
- For stubby/pedestal mounted poles, a sleeve of dimensions 6 mm × 300 mm shall be welded above the flange connection point and a sleeve of dimensions 6 mm x 500 mm shall be welded below the flange connection point.

2) Access Hole Requirements:

Height above ground level:

- The pole access hole (bottom edge) must be at least 2.5 meters above ground level and the opening shall face 90 degrees away from the road.

Dimensions:

- 80mm(width) x 300mm(height).
- The access opening must accommodate and include
 - 1) a two-way clip tray for Circuit breaker mounting
 - 2) P4000 Uni-strut
 - 3) Earth stud (M10 x 30mm galvanised bolt with 1 x washer, 1 x spring washer, and 2 x nuts)
- Design and dimensions in accordance with Drawing 9.

3) Cable Entry Requirements:

Distance below ground level:

- 600mm

Dimensions:

- 100mmx65mm cable entry holes 180° apart.

4) Pole Top Requirements

- Applicable to Items 4a, 5a, 6a, 7a,13a, 14a,15a
 - Pole top diameter:76mm
 - Pole top design and dimensions in accordance with Drawing 11.
- Applicable to Items 8a, 9a
 - Pole top diameter:114mm
 - Pole top design and dimensions in accordance with Drawing 12.

5) Requirements for Access Hole Sliding Door:

General:

- The streetlight poles shall be fitted with a tubular sliding access door that fits over the pole and operates by sliding upwards to open and downward to close. It must include a stopper to align the door with the access opening when the door is closed. The door shall be made of Grade 355WA steel and be secured with tamper-proof fasteners requiring a specialized tool for enhanced security. See Figure 1 below for a illustration of the sliding door.

Drawing:

- Design and dimensions of the sliding door in accordance with Drawing 8.

Construction:

- The design of the sliding door and access hole must maintain the structural integrity of pole
- Pole diameter shall be 127mm
- Door type: Tubular sliding design (slides upward to open, downward to close, fits over the pole)
- Material: Grade 355WA steel
- Door Steel Thickness: 4,5mm
- Gap (between door and pole):±2mm
- Crew holes: M6 tapped

- Stopper: A permanently fixed stopper, 50mm wide, must be installed below the access hole to secure the door in the closed position. Additionally, the holes for the tamper-proof fasteners in the door must align with the corresponding holes in the pole when the door is closed.
- Opening Action: When the door slides upward, the bottom edge of the door must align with the top edge of the access hole ensuring there is no overlap when fully opened. Additionally, the bottom hole in the door must align with the top hole in the pole to secure the door with one tamper-proof fastener. The door must also allow unobstructed access to the access hole without interference.

Operation:

- Unlock: Two tamper-proof fasteners situated at the top and bottom of the door
- Opening: Door slides upward and secured with one tamper-proof fastener
- Closing: Door slides downward until reaching the stopper
- Securing: Two tamper-proof fasteners lock the door in the closed position
- The door should slide smoothly without binding
- The door edges must be smooth to prevent wire damage
- The sliding door must withstand repeated operation
- The sliding door must be corrosion resistant and shall be hot dipped galvanized in compliance with the requirements of ISO 1461 and SANS 121-2000-1.

Security Features:

- Locking mechanism: 2 x (M6 x 30mm) tamper-proof six-sided Allen-key screw (also known as a pin-in-hex or pin-reject screw), with security pin fasteners. Additional tamper-proof fasteners must be available on order See figure below for illustration of the fastener/screw.



Six sided Allen-key screw with security pin

- Installation: Must be recessed and flush with the door surface to prevent tampering
- Special tool requirement: A 4mm hex key L- shaped is required for locking and unlocking the M6 x 30mm fasteners.
- The material of the fasteners shall not cause galvanic corrosion and shall be corrosion resistant material.
- Min 1 x 4mm hex keys L - shaped must be included with each pole. Additional tools must be available on order.
- Materials and Standards
 - All tubing to SANS 657-1 Grade 355 WA
 - Design of poles to new SANS 1022
 - Fabrication to SANS 10214
 - Welding to SANS 10044 Part i, ii, iii, iv
 - Galvanizing to SANS 121 (ISO 1461)
- Design and fabrication must be in strict accordance with the above requirements and Drawing 8, incorporating all specified South African National Standards for structural integrity and safety requirements.

6) Provision for Advertisement Boards (Applicable to Items 6a, 7a, 8a, 9a, 14a, 15a)

Each pole must be designed to support two (2) advertisement boards installed back-to-back with the following specifications:

Mounting Configuration:

- Minimum clearance: 3.0 meters from ground level to bottom of frame
- Dual-sided display: Two boards mounted back-to-back

Board Dimensions:

- Height: 3.1 meters
- Width: 1.3 meters

- Total display area per side: 4.0 square meters

Structural Requirements:

- Weight per board assembly: 27 kilograms
- Design wind load area: 4.0 square meters

2.3.6) Requirements for Groups 10 – Outreach Arm for Wooden Pole

a) Required items:

The following item is required:

GROUP 10

ITEM	DESCRIPTION
10	0,5m Long X Ø42mm Single Outreach Arm for Wooden Pole

b) Specifications:

- Outreach: Single arm
- Outreach distance: 0,5m
- Inclination angle: 15 degrees
- Spigot diameter: 42mm
- Mounting: single back strap with provision for 10mm bolt, spring washer and nut (must be included)

Material and Protection Specifications

- Steel matching SABS 1431 grade 355 WA
- Complete hot-dip galvanization per ISO 1461 and SANS 121-2000-1 standards
- All manufacturing and tubing in compliance with SANS 657 Part 1 & 3 standards

2.3.7) Requirements for Groups 11 and 12 – 15m and 20m Scissor Masts and Accessories

a) Required items:

The following items are required:

GROUP 11

ITEM	DESCRIPTION
------	-------------

- 11a 15m Scissor Mast, Complete
- 11b 2m Stubby/ Pedestal – for 15m scissor mast– (Required for item 11a)
- 11c 0,5m long x Ø42mm single outreach arm to fit 15m mast for mounting 1 x side entry streetlight luminaire– (Required for item 11a)
- 11d 0,5m long x 42mm diameter double outreach arm to fit 15m mast for mounting 2 x side entry streetlight luminaires– (Required for item 11a)
- 11e Single floodlight bracket: 365mm long half bracket with single crossarm to fit 15m mast for mounting single floodlight including back half bracket– (Required for item 11a)
- 11f Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to back to fit 15m mast for mounting dual floodlights spread 180 degrees apart (Required for item 11a)
- 11g Pre-cast Concrete Plith for 15m mast incl foundation bolts– (Required for item 11a)

GROUP 12

ITEM DESCRIPTION

- 12a 20m Scissor Mast Complete
- 12b 2m Stubby/ Pedestal – (Required for item 12a)
- 12c 0,5m long x 42mm diameter single spigot to fit 20m mast for mounting 1 x side entry streetlight luminaire– (Required for item 12a)
- 12d 0,5m long x 42mm diameter double spigot to fit 20m mast for mounting 2 x side entry streetlight luminaires– (Required for item 12a)
- 12e Single floodlight bracket: 365mm long half bracket with single crossarm to fit 20m mast for mounting single floodlight including back half clamp– (Required for item 12a)
- 12f Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to back to fit 20m mast for mounting dual floodlights spread 180 degrees apart (Required for item 12a)

12g Pre-Cast Concrete Plith for 20m mast incl foundation bolts–
(Required for item 12a)

b) Drawings:

Refer to the following drawing for dimensions and details of the floodlight brackets:

Drawing Number	Item
Drawing 13	11e, 11f, 12e, 12f

c) Requirements and Specifications:

General:

- The specified masts must be supplied complete with all necessary accessories and components as detailed below.
- The mast/s shall be supplied without outreach and crossarms, as these mounting components will be ordered separately.
- Supply of luminaires and floodlight fixtures are not required in this contract.

Height Options

- 15-meter nominal height above ground level – Item 11a
- 20-meter nominal height above ground level – Item 12a
- The scissor masts must be designed with a 2-meter stubby/pedestal base and a option for a pre-cast concrete plinth ensuring stability and proper support for the mast during installation and operation.

Mast Geometry and Assembly

- The masts must feature an octagonal cross-section that tapers uniformly from bottom to top
- On-site assembly must involve a single tapered overlapping connection
- The lower mast half must consist of two completely enclosed sections that form a seamless octagonal profile without visible steps or protrusions

Pivoting Mechanism

- The pivot point must be located near the mast's midpoint
- It must utilize two full-length stainless steel sleeves instead of traditional shaft and hinge plate configurations
- The pivoting section must be securely fastened to the base plate using a tamper-resistant attachment system
- A specialized tool must be provided specifically for this securing mechanism and must be included with the mast.

Security Features

- An automatic locking device must be integrated that requires specialized tools to disengage
- A safety chain must connect the pivoting and fixed mast sections to prevent accidental lowering and cable damage

Required Outreach Arms

- Items 11c and 12c: A 0,5m long x 42mm diameter single outreach arm for mounting 1 x side-entry HPS/LED streetlight.
- Item 11d and 12d: A 0,5m long x 42mm diameter double outreach arm spread 180 degrees apart for mounting 2 x side-entry HPS/LED streetlights

Floodlight brackets(Item 11e and 11f for 15m mast, Item 12e and 12f for 20m mast):

- Refer to Drawing 13 for details of the crossarms brackets.
- Item 11e and 12e: Single crossarm Configuration:
 - Main component: 365mm long half bracket with single crossarm
 - Designed for one HPS/LED floodlight with stirrup attachment
 - Includes matching back half bracket
 - Forms complete collar around pole top when assembled
 - All mounting hardware (nuts and bolts) included
- Item 11f and 12f: Dual crossarm Configuration:
 - Requires 2 x 365mm long half bracket with single crossarm
 - Brackets mounted back-to-back
 - Positioned 180 degrees apart
 - Designed for 2 HPS/LED floodlights with stirrup attachment
 - Forms complete collar around pole top

- All mounting hardware (nuts and bolts) included
- All mounting attachments must be removable.
- Light fixture inclination angle: 15 degrees.
- HPS 400W Floodlights specifications:
 - Weight of the light fixture: 13,8kg
 - Aerodynamic resistance: 0,18m²
- LED light fixtures – floodlight specifications:
 - Weight of the light fixture: 14kg
 - Aerodynamic resistance: 0,095m²
- LED light fixtures – streetlight specifications:
 - Weight of the light fixture: 6,8 to 10kg

Advertisement Board Specifications:

Each mast shall support two (2) advertisement boards installed back-to-back with the following specifications:

Mounting Configuration:

- Minimum clearance: 3.0 meters from ground level to bottom of frame
- Dual-sided display: Two boards mounted back-to-back

Board Dimensions:

- Height: 3.1 meters
- Width: 1.3 meters
- Total display area per side: 4.0 square meters

Structural Requirements:

- Weight per board assembly: 27 kilograms
- Design wind load area: 4.0 square meters

Lightning Spike Requirements:

A 1200mm long, 16mm diameter copper-clad lightning spike providing 45-degree lightning protection coverage. All components must be included for full installation.

Operational Characteristics

- The mast must be lowered by a single person operation using only a rope
- No winch or power tools must be required for lowering
- Changes in counterweights at the base of the pivoting section must accommodate changes in the mast's top load.
- The fixed section must provide adequate space for electrical equipment installation, including a distribution board and multi-pin socket

Counterweight Adjustment System

- The mast's counterweight system must be adjustable to adapt to changes in the top load configuration
- Counterweights located at the base of the pivoting section must be adjustable to precisely balance different lighting configurations
- The design must enable smooth and accurate weight compensation to maintain optimal mast balance and operational stability

Mounting Capabilities

- The mast shall be engineered to support up to 2 High-Pressure Sodium (HPS) or LED streetlights/floodlights
- Counterweight mechanisms must be flexibly designed to accommodate weight variations between different lighting fixtures
- The system must ensure safe and stable positioning regardless of the number and type of lights installed (1-2 fixtures)

Design Requirement

- Mast design must comply with SANS 10225 lighting mast construction standards

Design calculations must account for:

- Wind speed of 40m/s
- Terrain category 3.0
- Site altitude of 1000.0 m

Material and Protection Specifications

- Pivot construction materials: AISI grade 304 stainless steel
- Steel with tensile strength between 460-680MPa, matching SABS 1431 grade 355 WA

- Complete hot-dip galvanization per ISO 1461 and SANS 121-2000-1 standards
- Manufacturing compliance with SANS 10214-1987-1

Electrical requirements:

Distribution Board:

- Must be IP30 rated (protected against solid objects over 2.5mm)
- Mounted inside the mast
- Contains:
 - One 3-pole isolator (main switch)
 - Single pole MCBs (Miniature Circuit Breakers) for the lights
 - 3-pin CEE plug and coupler

Splitter Box:

- IP65 rated (dust-tight and protected against water jets)
- Mounted on top of the mast
- Must include a CEE-type test socket with minimum IP44 rating at the bottom
- All circuit breakers and isolators must:
 - Have 5kA rupturing capacity
 - Bear SABS (South African Bureau of Standards) mark
 - Be accessible through cover cutouts without removing the entire cover

Labelling Requirements:

- All equipment must have engraved labels
- Stick-on embossed tape is not permitted

Installation:

- The distribution board must come fully wired
- Ready for connection to incoming supply cables

Requirements per Electrical Components:

1. Distribution Board The distribution board must comply with the following standards such as:
 - SANS 60529: Specifies the degree of protection provided by enclosures (IP30 rating).
 - SANS 60439-3: Details the construction and assembly requirements for electrical distribution boards.

- SANS/IEC 61439-1: Defines the general requirements for low-voltage switchgear and control gear assemblies.
- SANS/IEC 61439-3: Specific requirements for distribution boards intended to be operated by ordinary persons (DBO).
- Or equivalent standards

Components Compliance

2. Main Isolator (3-pole):

- Standard: SANS 60947-3 – Low-voltage switchgear and control gear; switches, disconnectors, switch-disconnectors, and fuse-combination units.
- Minimum rupturing capacity: 5kA.
- Must bear the SABS mark of approval for certification.

3. MCBs (Single pole):

- Standard: SANS 60947-2 – Circuit breakers for overcurrent protection. Minimum rupturing capacity: 5kA.
- Must bear the SABS mark of approval for certification.

4. CEE Plug and Coupler (3-pin):

- Standard: SANS 60309/IEC 60309 – Plugs, socket-outlets, and couplers for industrial purposes or equivalent standards
- Minimum IP rating: IP44, per SANS 60529.

5. Splitter Box

- The splitter box must comply with: SANS 60529: Specifies the degree of protection provided by enclosures (IP65 rating).
- SANS/IEC 61439-1: General requirements for assembly of low-voltage switchgear and control gear or equivalent standards

6. Test Socket Requirements

- CEE-type socket complying with SANS 60309/IEC 60309 or equivalent standard
- Minimum IP rating: IP44, as per SANS 60529.

7. General Installation

- All installation work must adhere to SANS 10142-1, which governs: Wiring methods:

- Ensuring correct installation and routing of cables.
 - Cable terminations: Proper connections for safe operation.
 - Earthing requirements: Compliance with earthing and bonding practices. General safety requirements: Protection for persons, livestock, and property.
8. Labelling
- Permanent engraved labels must comply with the identification requirements specified in SANS
9. Documentation Requirements
- For all electrical components (distribution board, isolator, MCBs, splitter box, etc.), the following documents must be submitted on request, detailing:
 - Technical data sheet and key performance parameters.
 - Certified copies of test reports/ certificates showing compliance with the applicable standards.

Pre-cast Concrete Plinth

Requirements for the pre-cast concrete plinth design and supply for both 15m (Item 11g) and 20m (Item 12g) scissor masts.

1. Structural Requirements
 - Design must be based on soil bearing capacity of 150kPa
 - Must provide adequate support for both 15m and 20m scissor masts
 - Square plinth must rise above ground level from circular flat base
 - Concrete strength must achieve minimum 28-day cube strength of 25 MPa
2. Foundation Bolt Requirements
 - Must include complete set of hot-dip galvanized foundation bolts
 - Galvanization must comply with SANS (ISO 1461) 2000-1
 - Each bolt must be supplied with:
 - 3 galvanized nuts
 - 2 washers

- 1 spring washer
 - Bolt quantity to be determined by structural design calculations
 - Minimum 100mm concrete cover required for all foundation bolts
3. Documentation Requirements
- Foundation design calculations must be included with the design documentation
 - Must provide detailed foundation plan including:
 - Complete reinforcement specifications
 - Soil pressure calculations
 - Overturning safety factors
 - Foundation bolt layout template
4. Cable Sleeve Requirements
- Must incorporate one or two PVC Class B cable sleeves
 - Cable sleeves must run from:
 - Center of plinth top
 - Through concrete body
 - To below ground level on plinth side
5. Reinforcement Requirements
- All reinforcing steel must have minimum 100mm concrete cover
 - Reinforcement specifications must be detailed in foundation plan
 - Reinforcement design must account for:
 - Mast loading conditions
 - Soil bearing capacity
 - Overturning moments

Operational Manual

The bidder is required to submit comprehensive documentation detailing the following:

- Installation of the mast and all components
- Complete operational procedures for the mast

- Specific counterweight adjustment instructions
- Step-by-step guidance for mounting different lighting configurations
- Maintenance and adjustment protocols
- Safety considerations during installation and modification of lighting setup
- Wiring and installation of all electrical components.

Format Requirements

1. Language
 - Must be in English
 - Clear, simple language that is easy to understand
2. Physical Format
 - Professionally printed on quality paper
 - Text must be clearly legible
 - Font size suitable for easy reading
 - High-quality printing for diagrams and illustrations
3. Production Quality
 - Professional print quality
4. Submission of Operational Manual
 - One (1) hard copy of the Operational Manual to be submitted with the tender document and additional min of thirteen (13) hard copies and soft copies on memory stick must be submitted on request after tender award.
5. Document Standards
 - Page numbers if multi-page
 - Clear section headings
 - Professional layout and formatting
 - The content should be concise, clear, and easy to understand for the end user. It should provide all the necessary information to ensure the safe and proper installation, operation, and maintenance of the mast.

2.3.8) Requirements for Groups 13, 14 and 15 - Streetlight Poles for LV Aerial Bundle Conductors (ABC)

a) Required items:

The following items are required:

Group 13

ITEM	DESCRIPTION
------	-------------

13a	8,5m Street Light Pole for Aerial Bundel Conductors (ABC) - Ø76mm Pole Top
-----	---

Group 14

ITEM	DESCRIPTION
------	-------------

14a	10,5m Street Light Pole for Aerial Bundel Conductors (ABC) - Ø76mm Pole Top
-----	--

14b	1,5m Pedestal — (Required for item 14a)
-----	---

Group 15

ITEM	DESCRIPTION
------	-------------

15a	12m Street Light Pole for Aerial Bundel Conductors (ABC) - Ø76mm Pole Top
-----	--

15b	1.5m Pedestal – (Required for item 15a)
-----	---

b) Drawings:

Refer to the following drawings for dimensions and details of the poles:

Drawing Number	Item
Drawing 14	13a
Drawing 15	14a, 14b
Drawing 16	15a, 15b

For Ø76mm pole top receptacle dimensions and details refer to Drawing 17.

For base flange dimensions and details refer to Drawing 10.

c) Design Parameters:

Poles shall be structurally designed to support the ABC cable on the pole-tops with single or double outreach arms for streetlights and in accordance to the following parameters.

Maximum span length:	40 m
Conductor:	ABC Aluminium 4-Core (3 Core + Insulated Neutral) Self Support
Conductor size:	35mm ² Nom
Cable mass:	0,53kg/m
Cable Design load(Ultimate Tensile Strength/2,5) Combined:	7,2kN max

Corrosion Protection Sleeve:

- Direct planting in the ground:
and drawings.
Item 13a: Steel pole should be fitted with an anti-corrosion sleeve fabricated from sheet steel of dimensions 6 mm × 600 mm, so welded to the mast that the centre of the sleeve is at the ground level position.
- For stubby/pedestal mounted pole - Item 14a and 15a: a sleeve of dimensions 6 mm × 300 mm shall be welded above the flange connection point and a sleeve of dimensions 6 mm x 500 mm shall be welded below the flange connection point.

Design Parameters	ITEM 13a	ITEM 14a	ITEM 15a
Luminaire			
Number of luminaires	1	1 or 2	1 or 2
Luminaire Mounting	42mm Ø Spigot Side Entry	42mm Ø Spigot Side Entry	42mm Ø Spigot Side Entry
Weight-(per luminaire)	20kg	20kg	20kg
Wind load (per luminaire)	0,2m ²	0,2m ²	0,2m ²
Pole			

Total length	8,5m	12m	10,5m
Height above ground level	7m	10,5m	9m
Pedestal	-	1,5m	1,5m
Pole Diameter			
Top	76mm	76mm	76mm
Bottom	127mm	152mm	152mm
Reduction	1 step tapered	1 step tapered	1 step tapered
Steel thickness	Min 3mm	Min 3mm	Min 3mm
Pole Mounting	Buried/direct planting	1,5m stubby	1.5m stubby
Spigot			
Length	0,5 or 1,5m	0,5 or 1,5m	0,5 or 1,5m
Diameter	42mm	42mm	42mm
Outreach	single	Single or Double	Single or Double
Tilt Angle	15 degrees	15 degrees	15 degrees
Outreach arms to fit pole	Item 16a,16c	Item 16a, 16b, 16c, 16d	Item 16a, 16b, 16c, 16d
Access Opening	Not Required	Not Required	Not Required
Cabel Entry	Not Required	Not Required	Not Required

2.3.9) Requirements for Group 16 - Outreach Arms

a) Required items:

The following outreach arms are required:

ITEM	DESCRIPTION
16a	0,5m long x Ø42mm single spigot to fit Ø76mm pole top
16b	0,5m long x Ø42mm double spigot to fit Ø76mm pole top
16c	1,5m long x Ø42mm single spigot to fit Ø76mm pole top
16d	1,5m long x Ø42mm double spigot to fit Ø76mm pole top
16e	0,5m long x Ø42mm single spigot to fit Ø114mm pole top
16f	0,5m long x Ø42mm double spigot to fit Ø114mm pole top

b) Drawing:

Refer to the following drawings for dimensions and details:

Drawing Number	Item
Drawing 17	16a
Drawing 18	16b
Drawing 19	16c
Drawing 20	16d
Drawing 21	16e
Drawing 22	16f

For pole top receptacle dimensions and details refer to the following drawings:

Drawing Number	
Drawing 17	76mm pole top receptacle details
Drawing 18	114mm pole top receptacle details

c) Requirements:

- Outreach arms design and dimensions in accordance with indicated drawings.
- Items 16a, 16b, 16c, 16d must fit 76mm pole top receptacle.
- Items 16e, 16f must fit 114mm pole top receptacle.

2.3.10) Requirements For Group 17 - Access Hole Cover Plates

a) Required items:

The following access hole cover plates are required:

ITEM	DESCRIPTION
17a	Metal Access Hole Cover Plate – For 114 / 127mm Diameter Pole
17b	HDPE Access Hole Cover Plate – For 114 / 127mm Diameter Pole
17c	Metal Access Hole Cover Plate – For 139 / 152 / 165mm Diameter Pole

17d HDPE Access Hole Cover Plate – For 139 / 152 / 165mm
Diameter Pole

b) Drawing:

Refer to Drawing 22 for the cover plate and access hole details.

c) Requirements:

- Item 17a: Metal access hole cover plate to fit 114mm and 127mm diameter pole;
 - Access hole dimensions: 90mm(w) x 350mm(h)
 - Pole diameter: 114mm and 127mm
 - Material: Cover plate shall be manufactured from Grade 355WA steel
 - The cover must be corrosion resistant and shall be hot dipped galvanized in compliance with the requirements of ISO 1461 and SANS 121-2000-1.
 - The cover plate shall hook securely into position at the bottom of the access hole and locked at the top using a 10 mm (M10) seven-sided brass nut. The brass nut must be included with the cover plate.
 - Cover plates shall be flush with the mast in order to minimise theft.
- Item 17b: HDPE access hole cover plate to fit 114mm and 127mm diameter pole;
 - Access hole dimensions: 90mm(w) x 350mm(h)
 - Pole diameter: 114mm and 127mm
 - Material: Cover shall be manufactured from High-density polyethylene (HDPE). It shall be UV-resistant and vandal proof.
 - The cover plate must be of the same colour as the pole.
 - The cover plate shall hook securely into position at the bottom of the access hole and locked at the top using a 10 mm (M10) seven-sided brass nut. The brass nut must be included with the cover plate.

- Cover plates shall be flush with the mast in order to minimise theft.
- Item 17c Metal access hole cover plate to fit 139, 152 and 165mm diameter pole;
 - Access hole dimensions: 90mm(w) x 350mm(h)
 - Pole diameter: 139mm, 152mm and 165mm
 - Material: Cover plate shall be manufactured from Grade 355WA steel
 - The cover must be corrosion resistant and shall be hot dipped galvanized in compliance with the requirements of ISO 1461 and SANS 121-2000-1.
 - The cover plate shall hook securely into position at the bottom of the access hole and locked at the top using a 10 mm (M10) seven-sided brass nut. The brass nut must be included with the cover plate.
 - Cover plates shall be flush with the mast in order to minimise theft.
- Item 17d: HDPE access hole cover plate to fit 139, 152 and 165mm diameter pole;
 - Access hole dimensions: 90mm(w) x 350mm(h)
 - Pole diameter: 139mm, 152mm and 165mm
 - Material: Cover shall be manufactured from High-density polyethylene (HDPE). It shall be UV-resistant and vandal proof.
 - The cover plate must be of the same colour as the pole.
 - The cover plate shall hook securely into position at the bottom of the access hole and locked at the top using a 10 mm (M10) seven-sided brass nut. The brass nut must be included with the cover plate.
 - Cover plates shall be flush with the mast in order to minimise theft.

2.3.11) Requirements For Group 18 - Concrete Pole Top Spigot Steel Brackets

a) Required items:

The following spigot brackets are required:

ITEM	DESCRIPTION
18a	Spigot Bracket for Ø160mm Concrete Pole Top
18b	Spigot Bracket for Ø228mm Concrete Pole Top

b) Drawing:

Refer to Drawing 23 for dimensions and details

c) Requirements:

General

- The spigot steel bracket must be a cylindrical mounting assembly designed to fit over the specified concrete pole top diameters for the installation of single and double streetlight outreach arms. The bracket must consist of a hollow cylindrical bottom sleeve with an integrated top-mounted spigot socket and four radially positioned bolt connection points for secure attachment to the concrete pole.
 - The bracket must incorporate a robust cylindrical design that completely encases the top of the concrete pole.
 - The main body is a hollow steel cylinder with:
 - 1) Top-mounted spigot socket: A vertical cylindrical receptacle (76mm diameter) welded to the top surface, designed to receive and secure the streetlight outreach arm.
 - 2) Radial bolt connections: Four threaded bolt assemblies positioned at 90-degree intervals around the circumference, allowing for uniform clamping force distribution
 - 3) Bottom sleeve design: The cylindrical body slides over the concrete pole top and is secured by tightening the four bolts inward against the concrete surface
- The bracket must create a secure mechanical connection through radial compression, where the four bolts are tightened to clamp the bracket firmly onto the concrete pole top.

Materials and Standards

- All tubing to SANS 657-1 Grade 355 WA
- Design of poles to new SANS 1022
- Fabrication to SANS 10214
- Welding to SANS 10044 Part i, ii, iii, iv
- Galvanizing to SANS 121 (ISO 1461)

Fabrication Requirements

- Clean and deburr all sharp edges
- Butt and seam welds shall be ground flush
- All steelwork fabrication and holes to be within a tolerance of 1mm

Dimensional Specifications

- Item 18a: Internal diameter to accommodate 160mm concrete pole top
- Item 18b: Internal diameter to accommodate 228mm concrete pole top
- Spigot socket: 76mm diameter top-mounted receptacle
- Spigot socket: design and dimensions in accordance to City of Tshwane 76mm Pole Top specification to fit 76mm outreach arms(Items 16a to 16d)
- Four bolt connection points positioned at 90-degree intervals
- Dimensions as per Drawing 23

Finish

- All brackets, bolts and nuts shall be hot dip galvanized in accordance with SANS 121 (ISO 1461) for corrosion protection

Compliance

- Design and fabrication must be in strict accordance with the above requirements and provided drawing 23, incorporating all specified South African National Standards for structural integrity and safety requirements.

Note: Bots must be included.

2.3.12) Reference Drawings

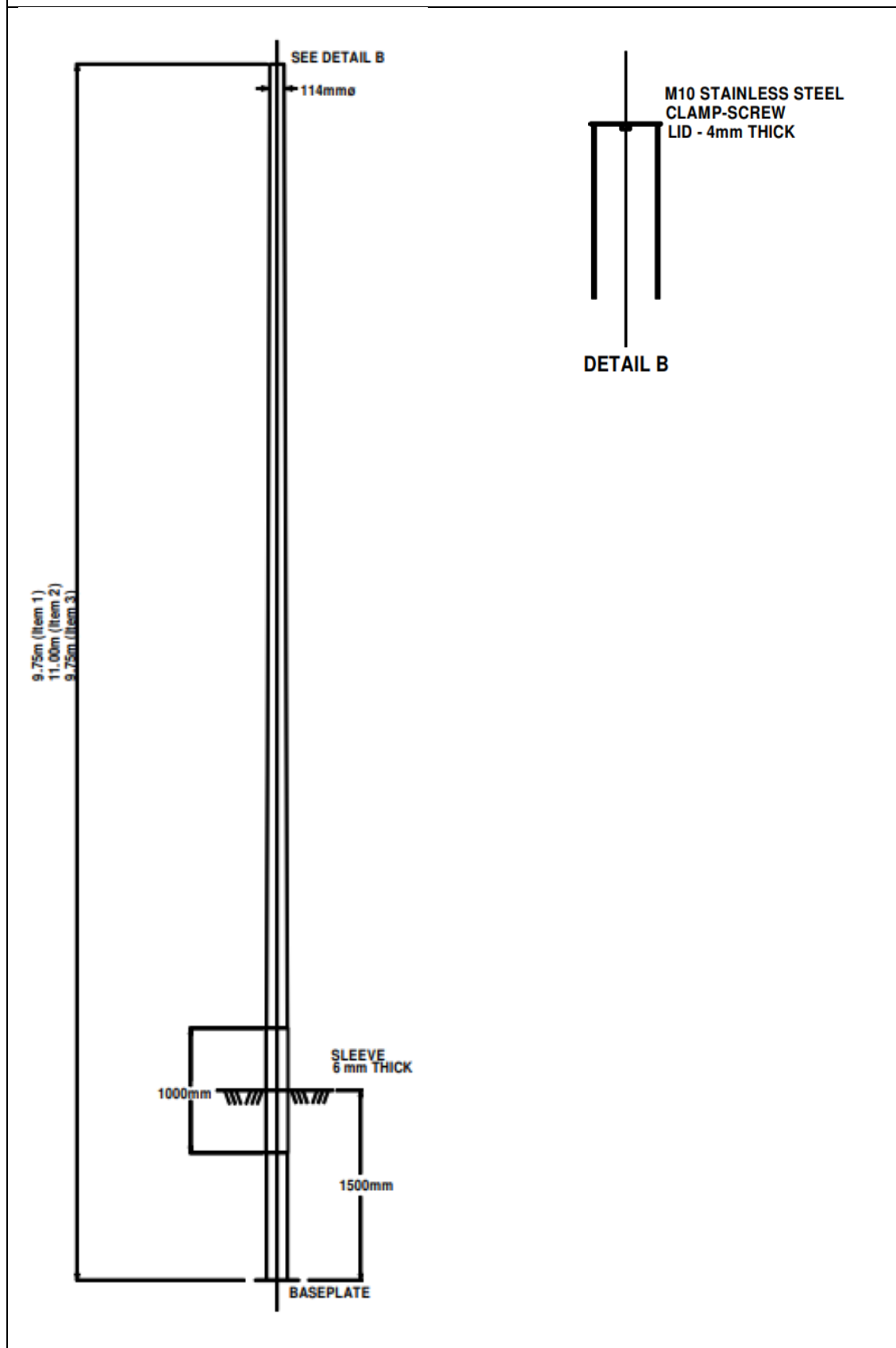
The following section lists all the drawings related to the required items.

The table below shows the drawing number related to each item with a short description of the drawings.

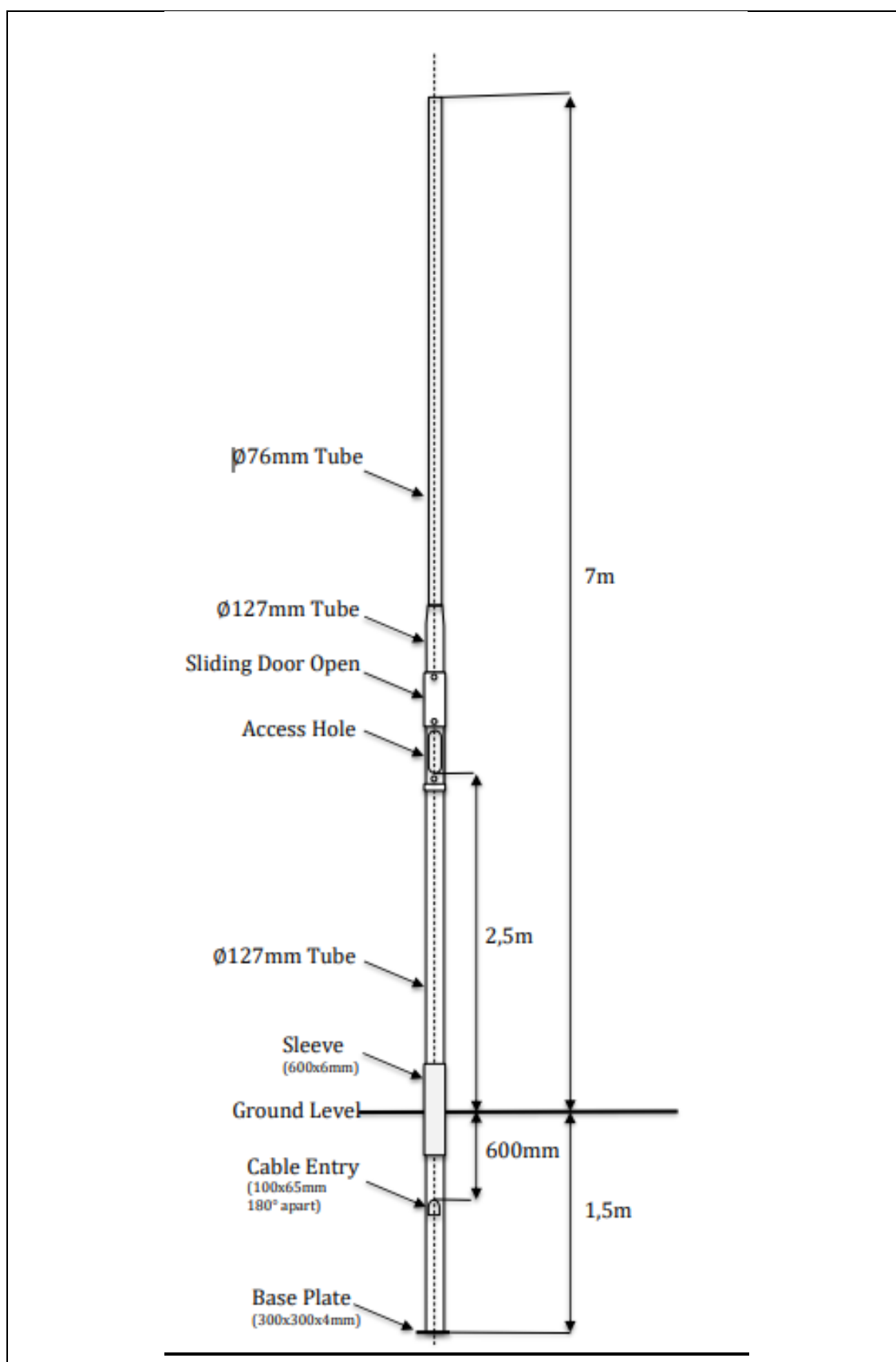
Drawing Number	Item	Description
Drawing 1	1, 2, 3	Transmission poles
Drawing 2	4a	8,5m street light pole – Ø76mm pole top
Drawing 3	5a	5m street light pole – Ø76mm pole top
Drawing 4	6a	10,5m street light pole – Ø76mm pole top
Drawing 5	7a	12m street light pole – Ø76mm pole top
Drawing 6	8a	10,5m street light pole – Ø114mm pole top
Drawing 7	9a	15m street light pole – Ø114mm pole top
Drawing 8	4b,5b, 6c, 7c, 8c, 9c	Sliding door details to fit item 4a,5a, 6a, 7a, 8a, 9a
Drawing 9	-	Access hole details for item 4a,5a, 6a, 7a, 8a, 9a
Drawing 10	6b, 7b, 8b, 9b, 14b, 15b	Base Flange details
Drawing 11	-	Ø76mm pole top details for items 4a, 5a, 6a, 7a, 13a, 14a, 15a
Drawing 12	-	Ø114mm pole top details for items 8a, 9a
Drawing 13	11e, 11f, 12e, 12f	Floodlight bracket details for 15m and 20m scissor masts
Drawing 14	13a	8,5m street light pole for ABC with 76mm pole top
Drawing 15	14a	10,5m street light pole for ABC with 76mm pole top
Drawing 16	15a	12m street light pole for ABC with 76mm pole top
Drawing 17	16a	0,5m long x Ø42mm single outreach arm to fit Ø76mm pole tops (item 4a, 5a, 6a, 7a, 13a, 14a, 15a)

Drawing 18	16b	0,5m long x Ø42mm double outreach arm to fit Ø76mm pole tops (item 4a, 5a, 6a, 7a, 13a, 14a, 15a)
Drawing 19	16c	1,5m long x Ø42mm single outreach arm to fit Ø76mm pole tops (item 4a, 5a,6a, 7a, 13a, 14a, 15a)
Drawing 20	16d	1,5m long x Ø42mm double outreach arm to fit Ø76mm pole tops (item 4a, 5a,6a, 7a, 13a, 14a, 15a)
Drawing 21	16e	0,5m long x Ø42mm single outreach arm to fit Ø114mm pole tops (item 8a, 9a)
Drawing 22	16f	0,5m long x Ø42mm double outreach arm to fit Ø114mm pole tops (item 8a, 9a)
Drawing 23	17a, 17b, 17c, 17d	Access hole cover plate details.
Drawing 24	18a, 18b	Spigot bracket details for concrete pole tops

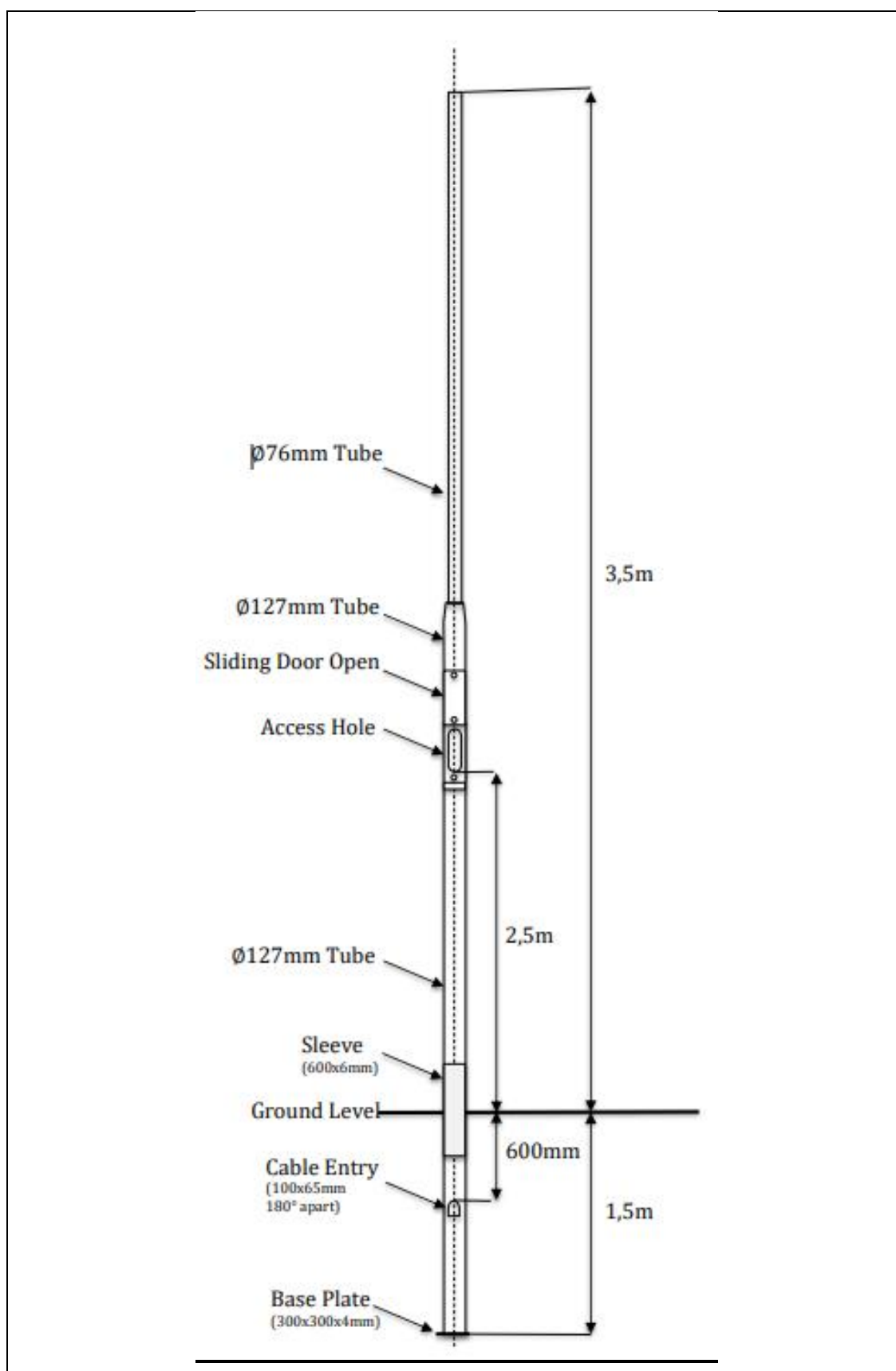
Drawing 1 – Item 1, 2 and 3; Transmission Poles



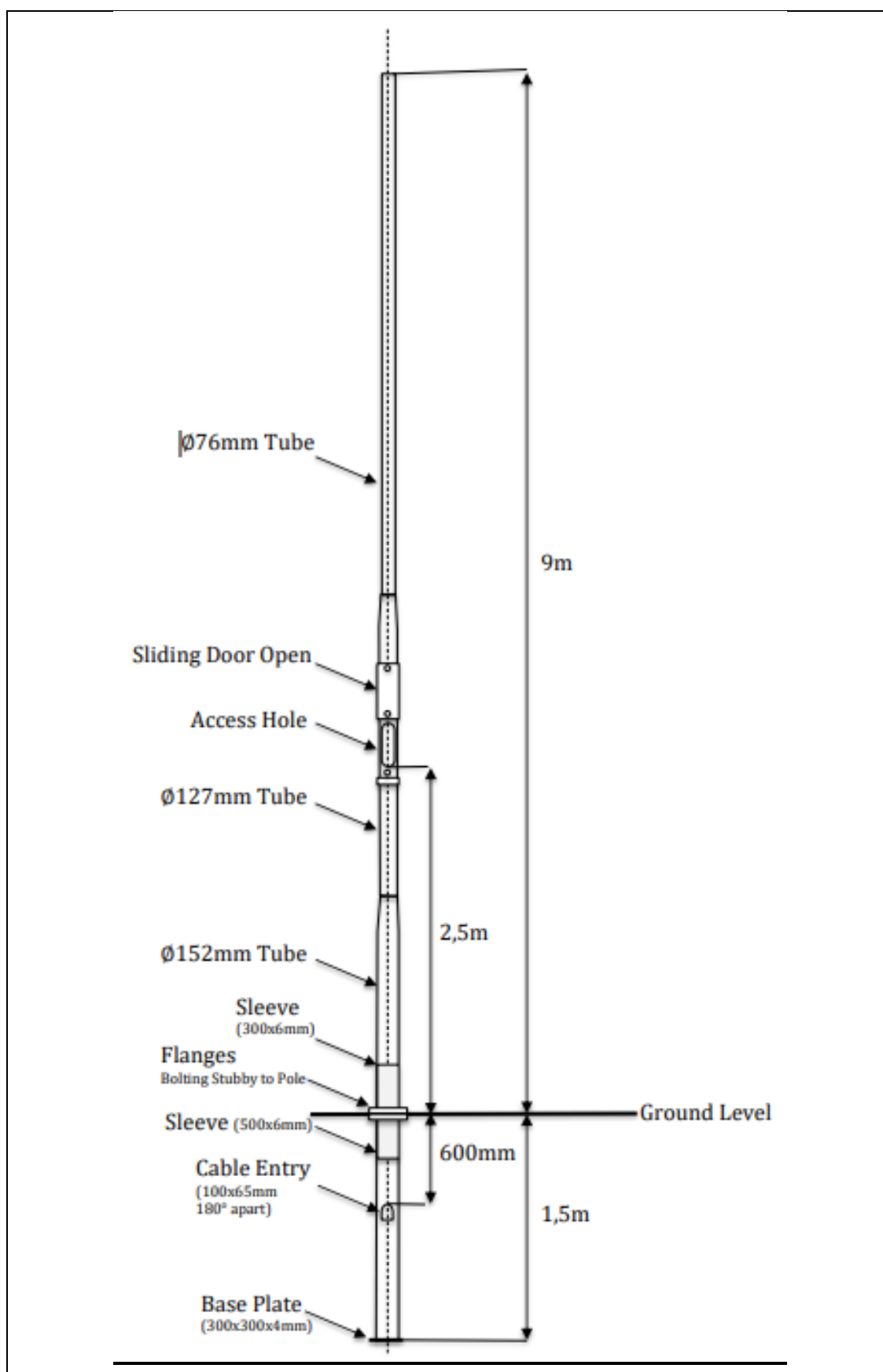
Drawing 2 – Item 4a: 8,5m street light pole – Ø75mm pole top



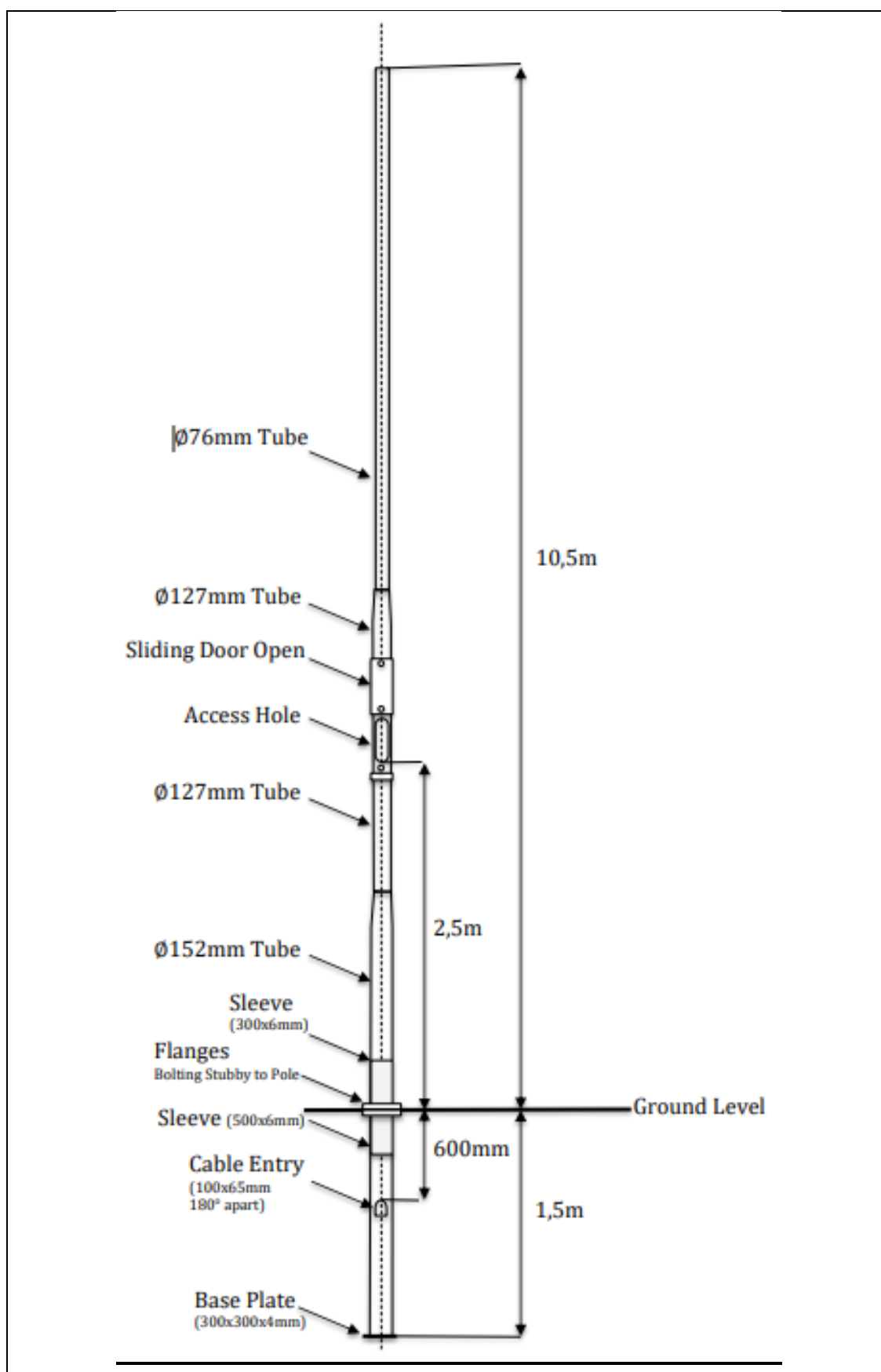
Drawing 3 – Item 5a: 5m street light pole – Ø75mm pole top



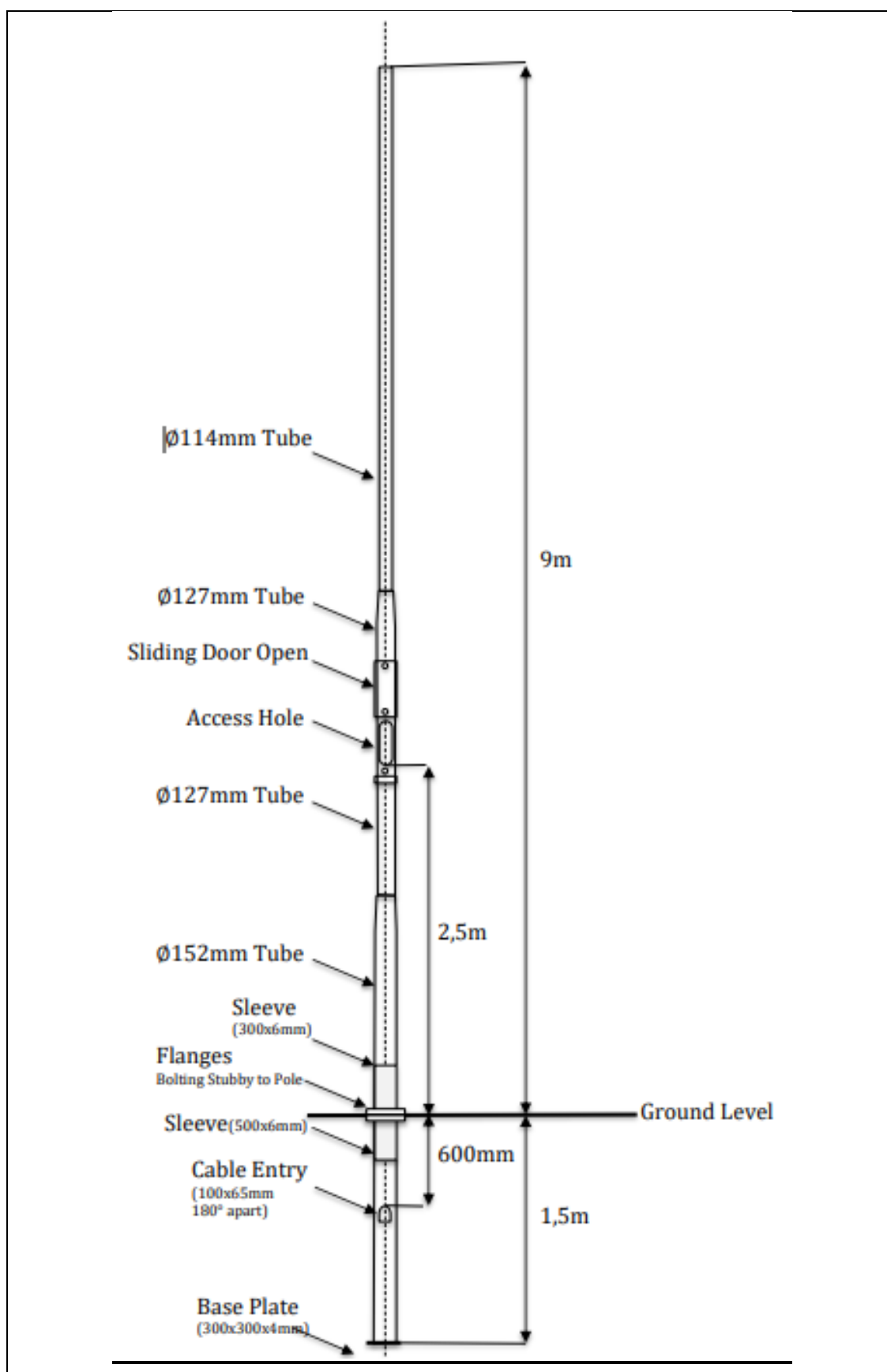
Drawing 4 – Item 6a: 10,5m street light pole – $\phi 75\text{mm}$ pole top



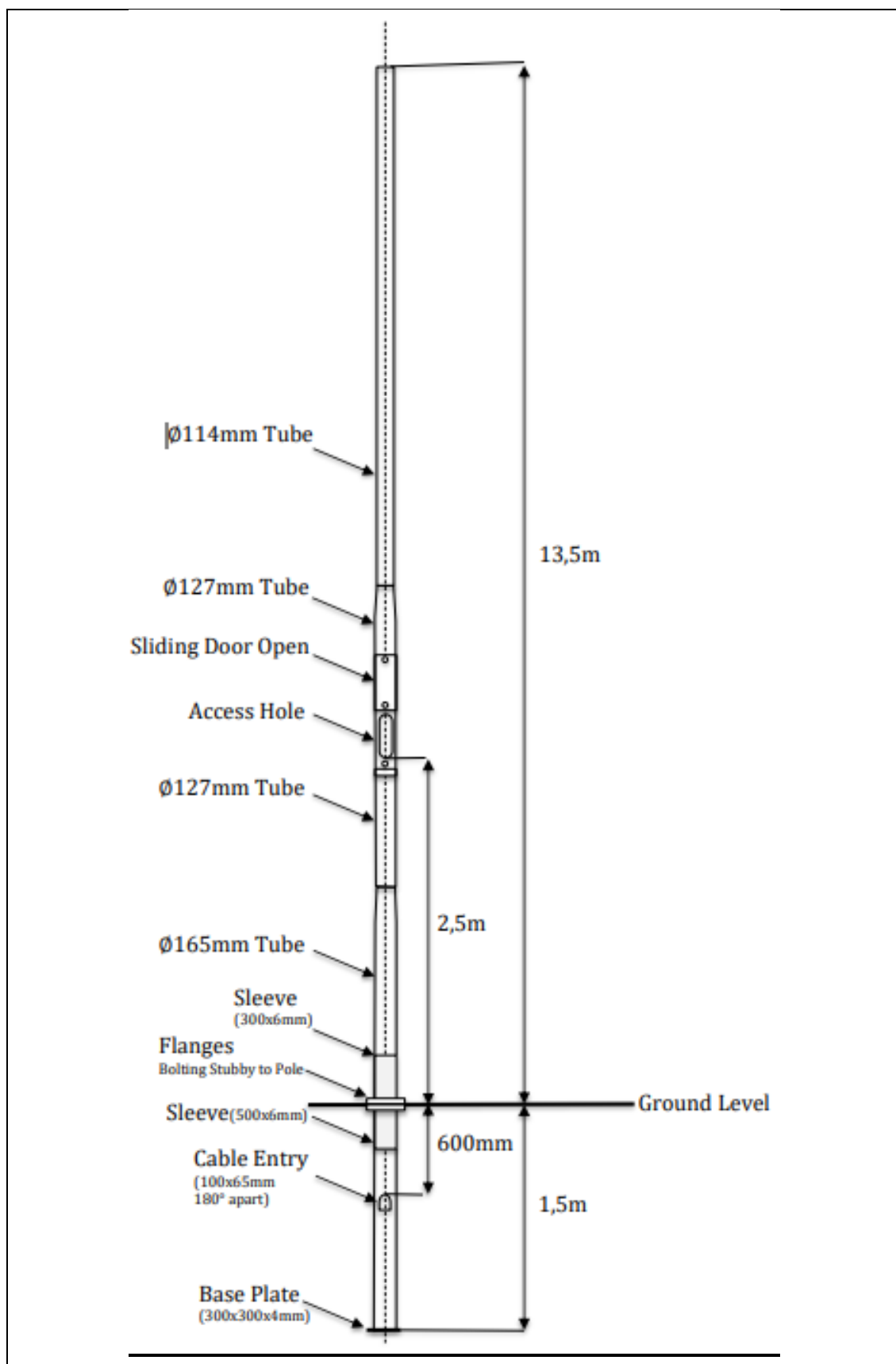
Drawing 5 – Item 7a: 12m street light pole – Ø75mm pole top



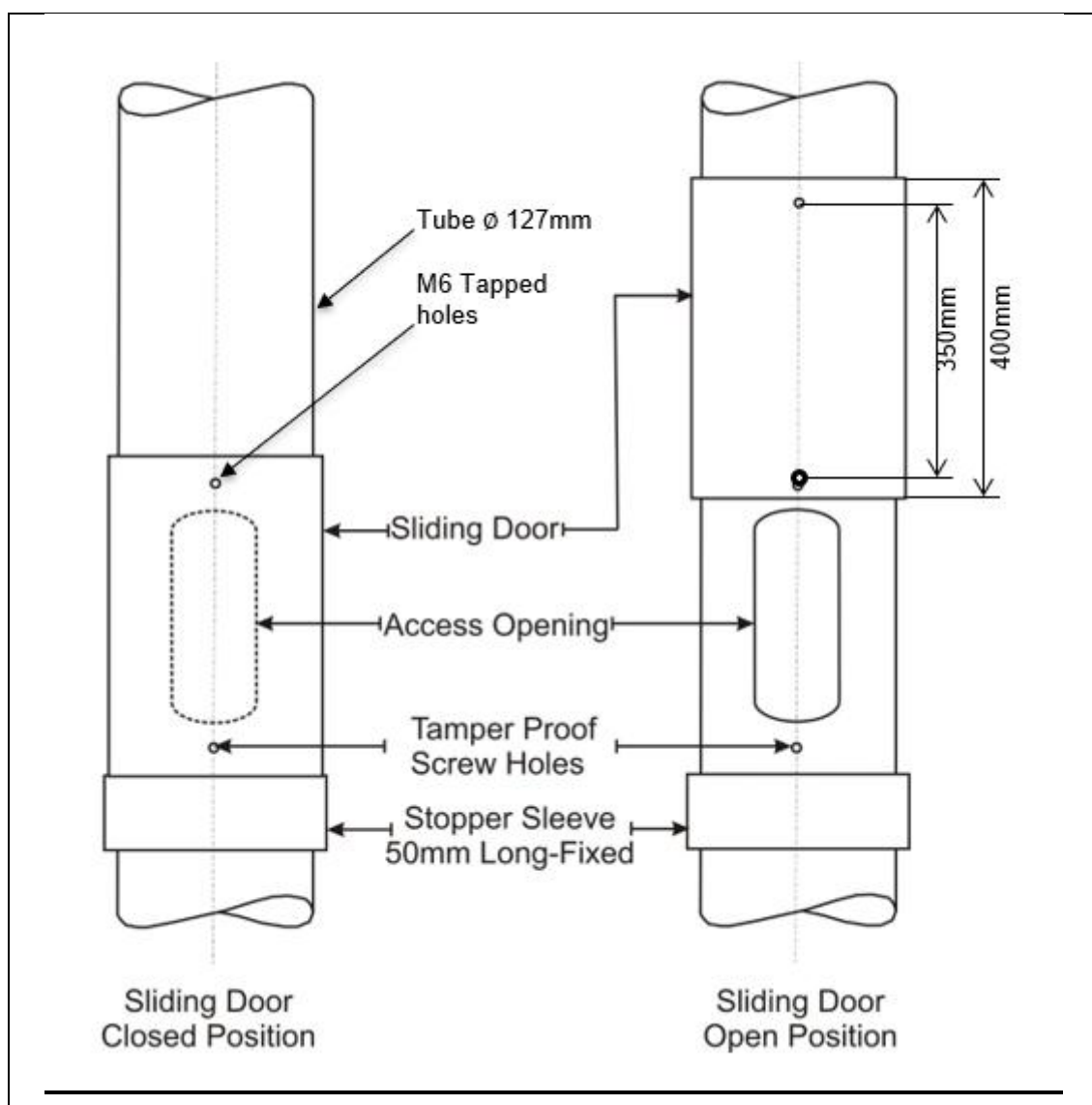
Drawing 6 – Item 8a: 10,5m street light pole – Ø114mm pole top



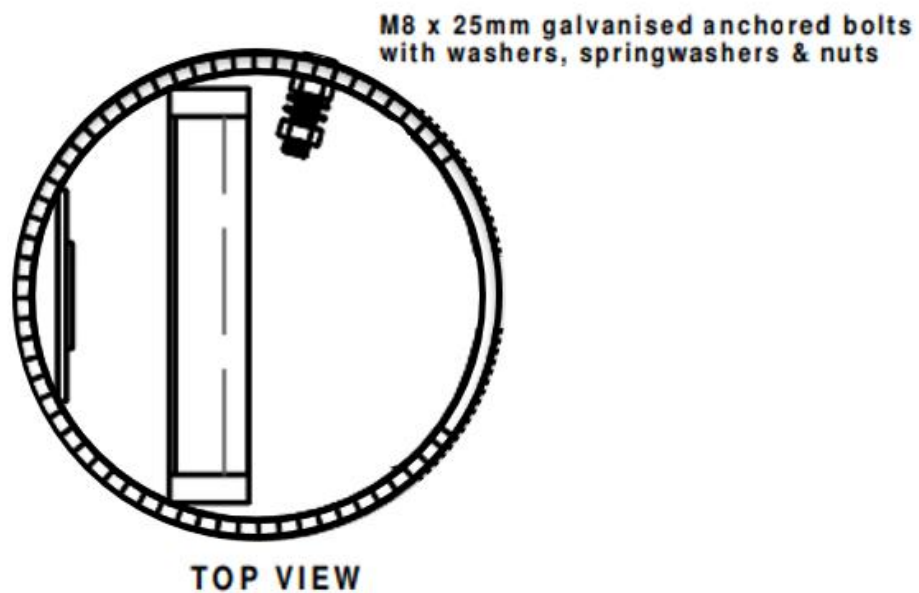
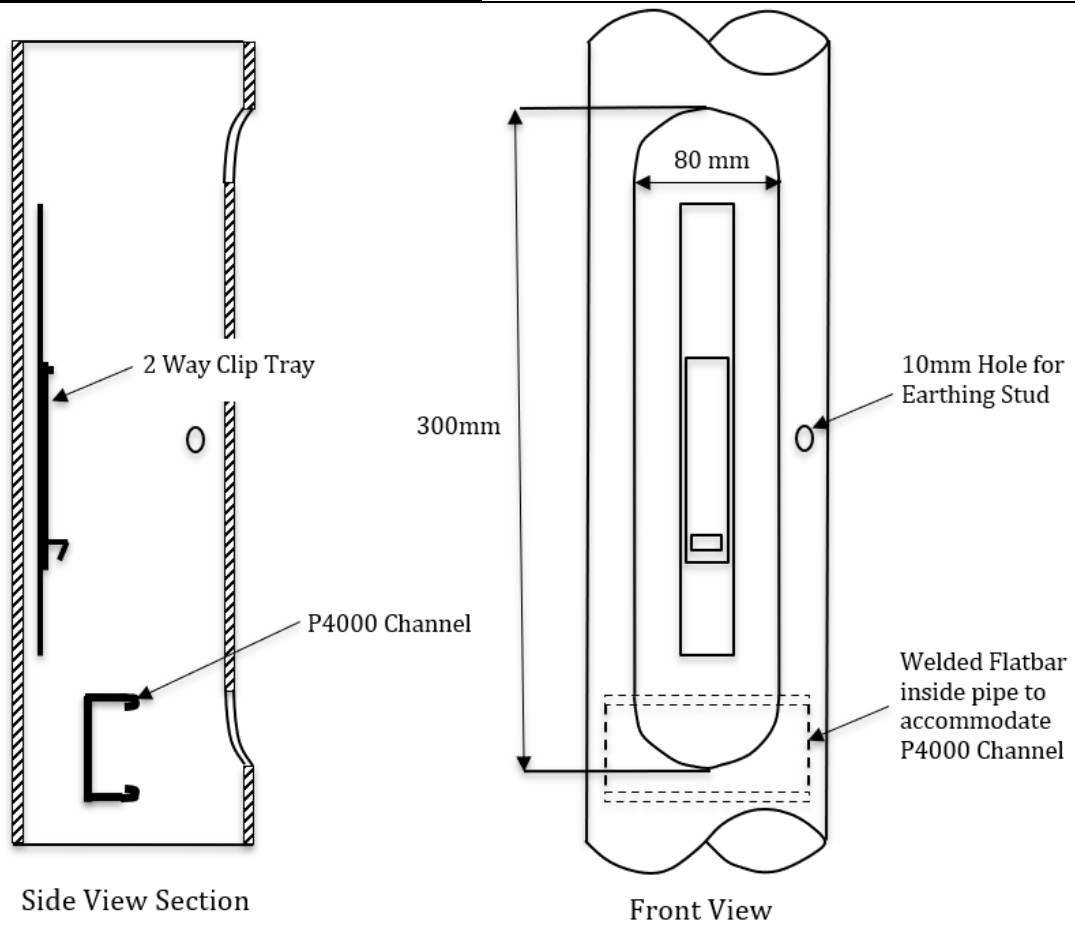
Drawing 7 – Item 9a: 15m street light pole – Ø114mm pole top



Drawing 8 – Sliding door details

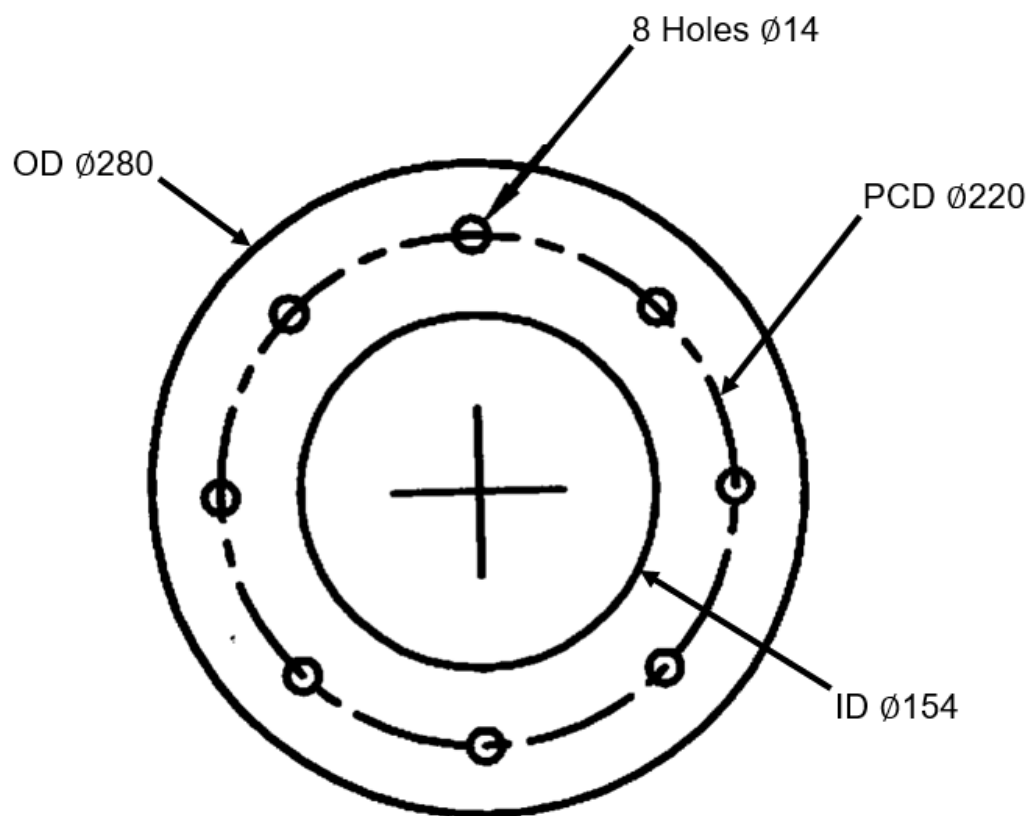


Drawing 9 – Access hole details



**M8 x 25mm galvanised anchored bolts
with washers, springwashers & nuts**

Drawing 10 – Flange details



Base Flange
Plate 355WA 16mm

Drawing 11 - 76mm pole top details



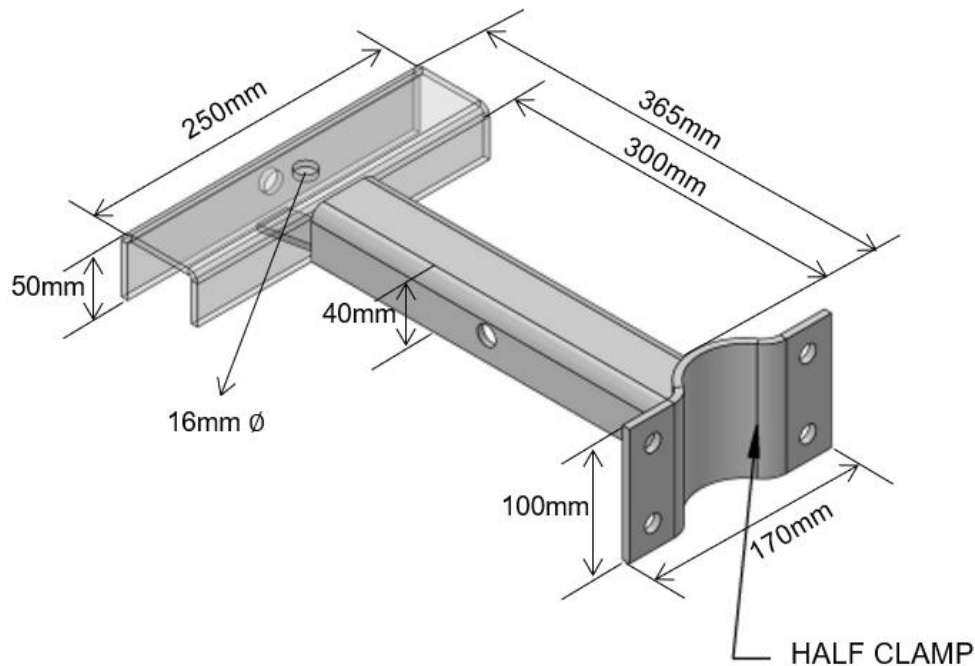
20mmx10mm flat with M10 tapped hole, welded level with pole top
45mmx60mm slots on both sides of pole top

Drawing 12 - 114mm pole top details



20mmx10mm flat with M10 tapped hole, welded level with pole top
45mmx60mm slots on both sides of pole top

Drawing 13 – Floodlight bracket for 15m and 20m scissor masts



Note: All mounting hardware (nuts and bolts) must be included

Design must be similar to the drawing shown above.

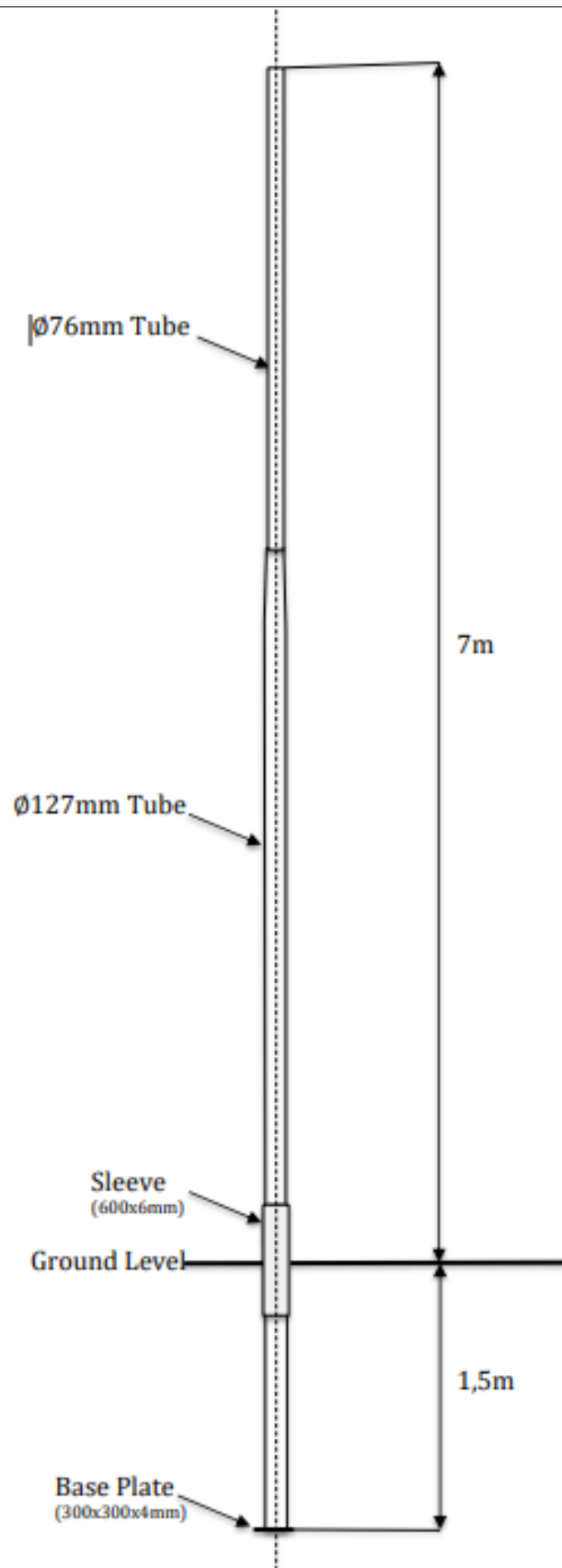
Single floodlight mounting – item 11e and 12e:

Bracket must include a back half clamp to form a collar around the mast top (for fixing crossarm to the pole)- not shown on the illustration

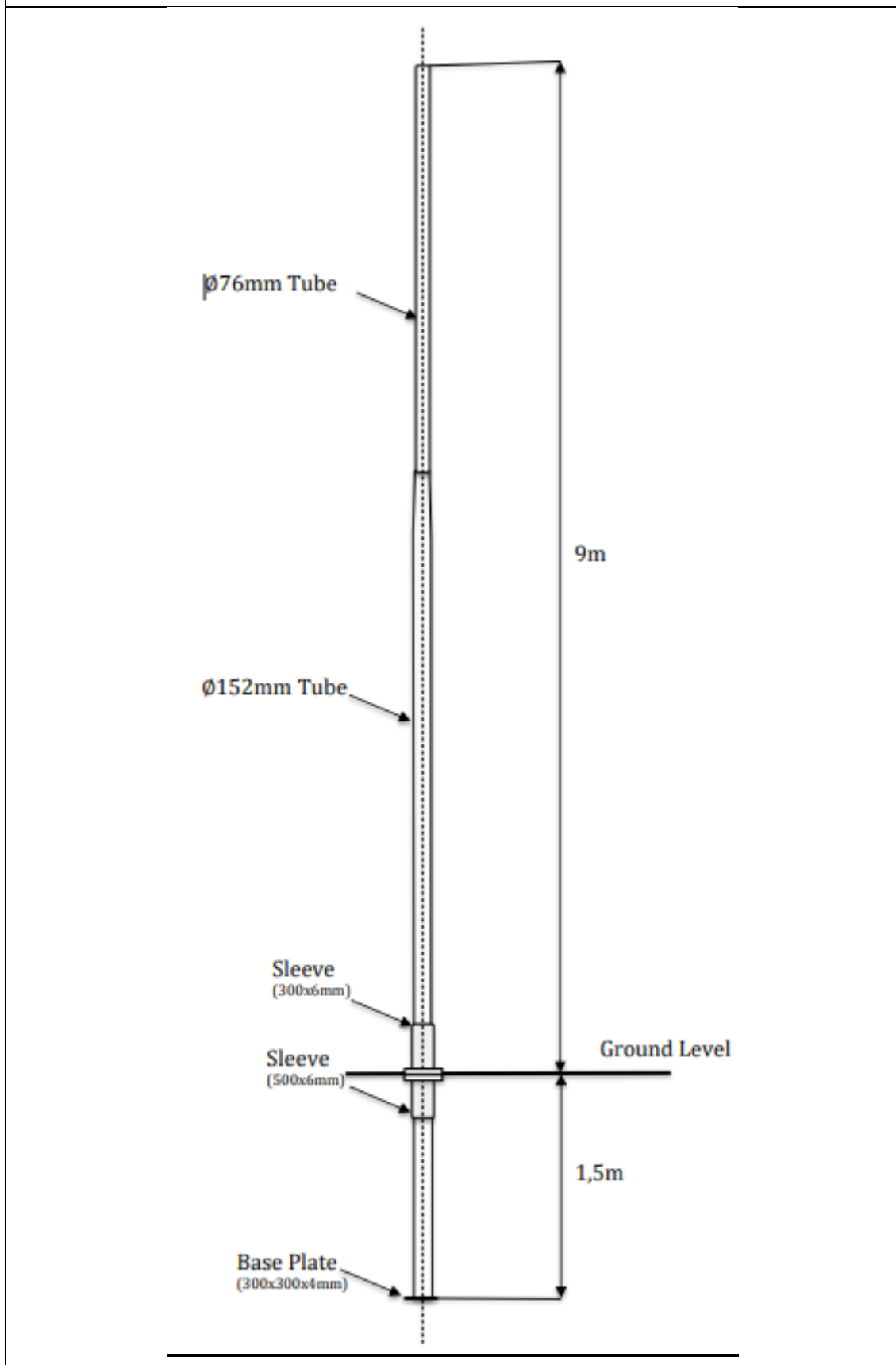
Dual floodlight mounting – item 11f and 12f:

Two half clamp single crossarms must be mounted back-to-back and spread 180 degrees apart

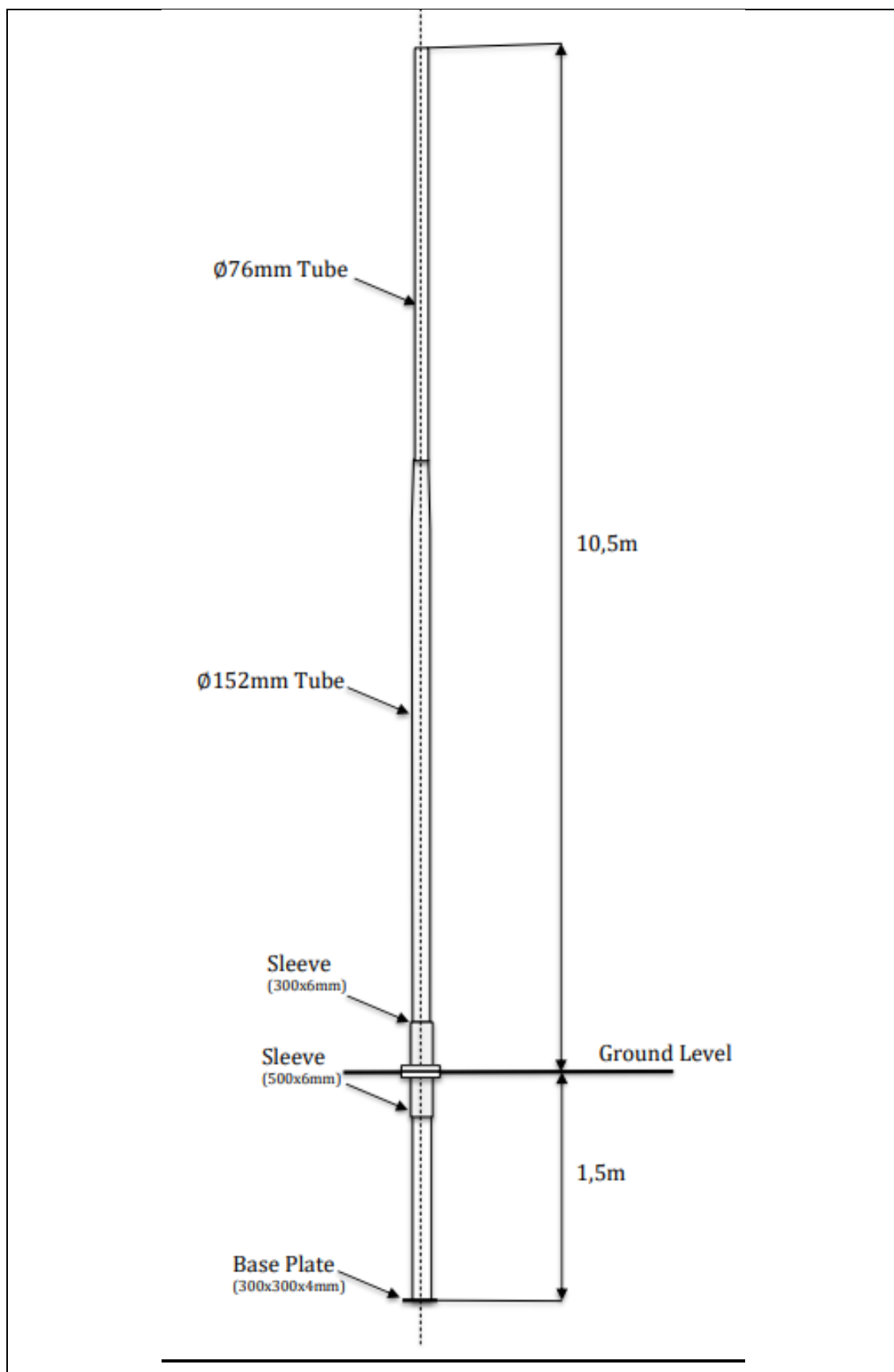
Drawing 14 – 8,5m street light pole for ABC with 76mm pole top



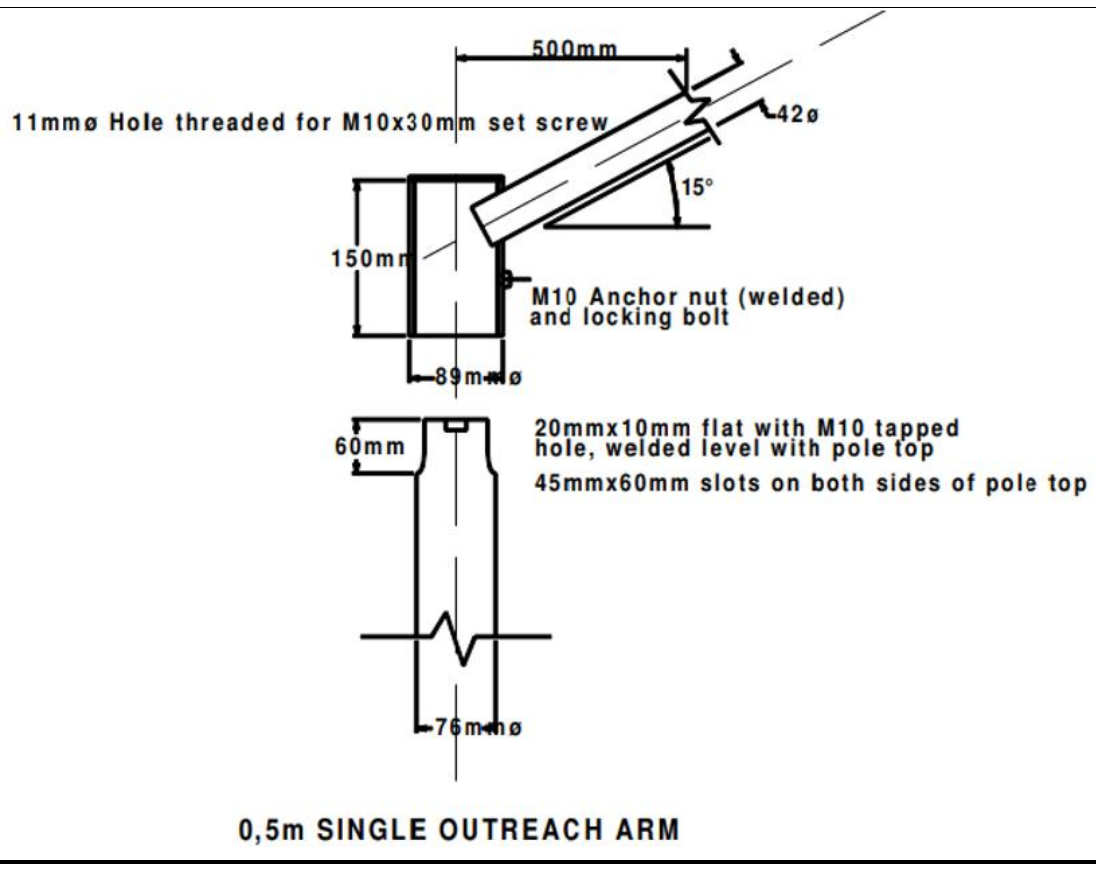
Drawing 15 – 10,5m street light pole for ABC with 76mm pole top



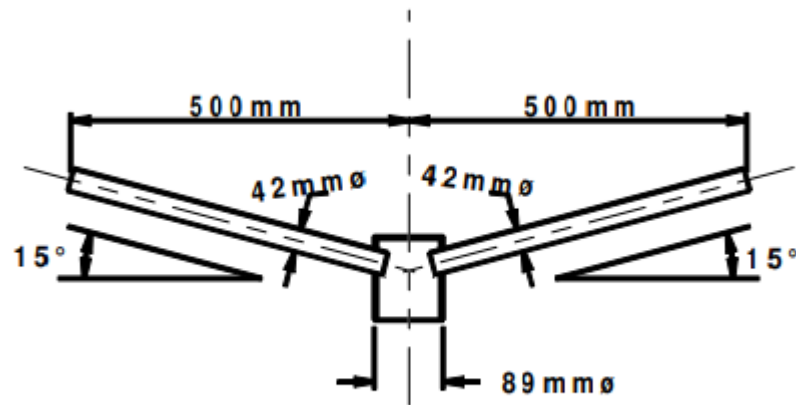
Drawing 16 – 12m street light pole for ABC with 76mm pole top



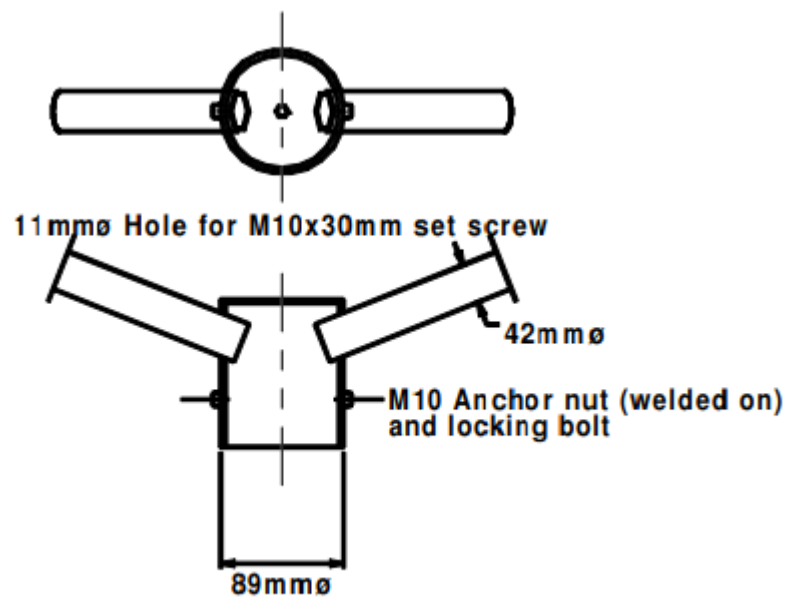
Drawing 17 – Item 16a - 0,5m long x Ø42mm single spigot to fit Ø76mm pole tops



**Drawing 18 – Item 16b - 0,5m long x Ø42mm double spigot to fit
Ø76mm pole tops**

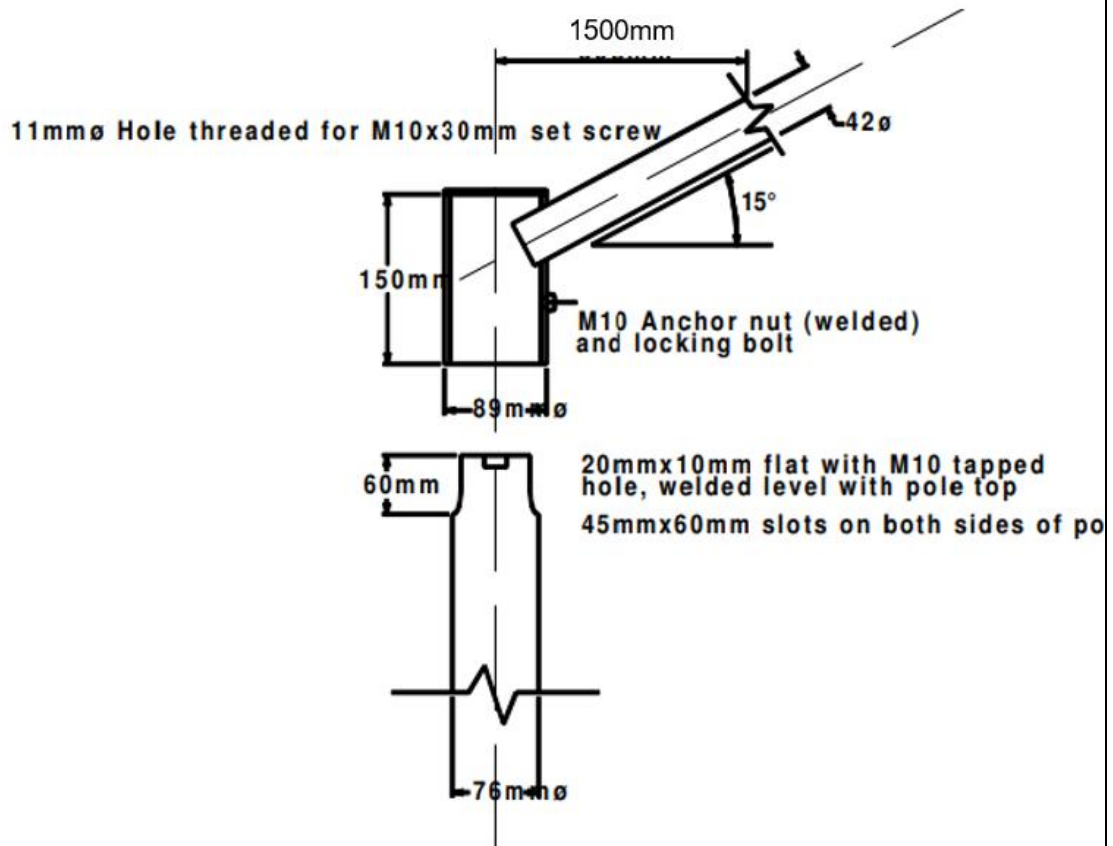


0,5m DOUBLE OUTREACH ARM

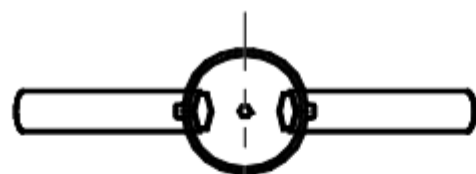
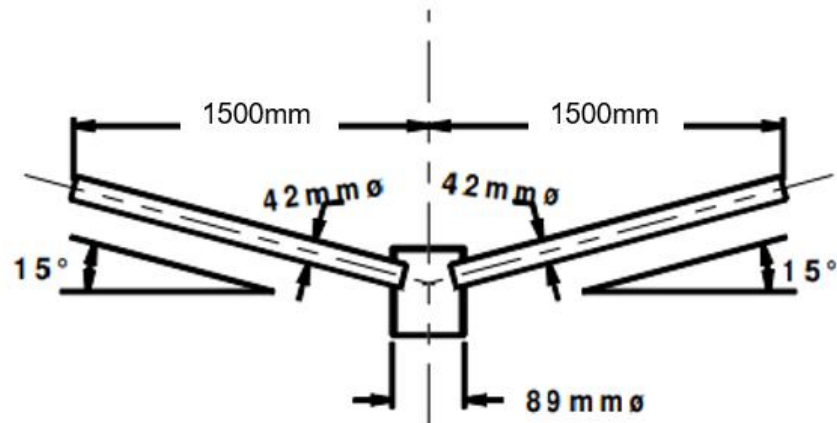


OUTREACH ARM DETAIL

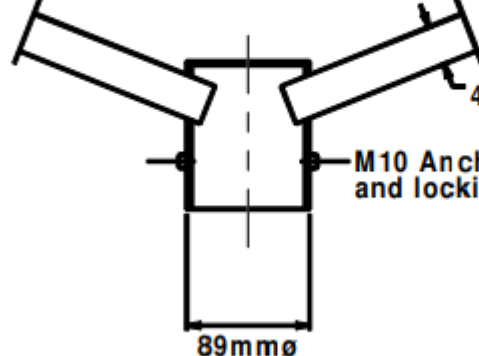
Drawing 19 – Item 16c - 1,5m long x $\varnothing 42$ mm single spigot to fit $\varnothing 76$ mm pole tops



Drawing 20 – Item 16d - 1,5m long x $\varnothing 42$ mm double spigot to fit $\varnothing 76$ mm pole tops



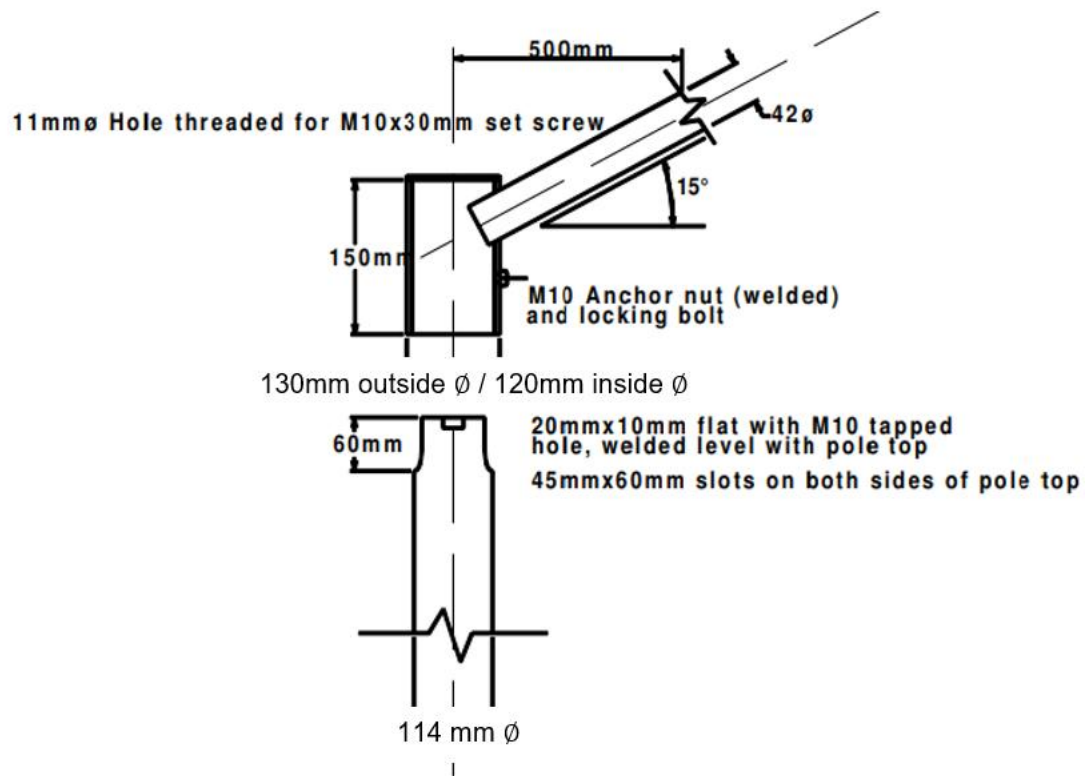
11mm $\varnothing$ Hole for M10x30mm set screw



M10 Anchor nut (welded on)
and locking bolt

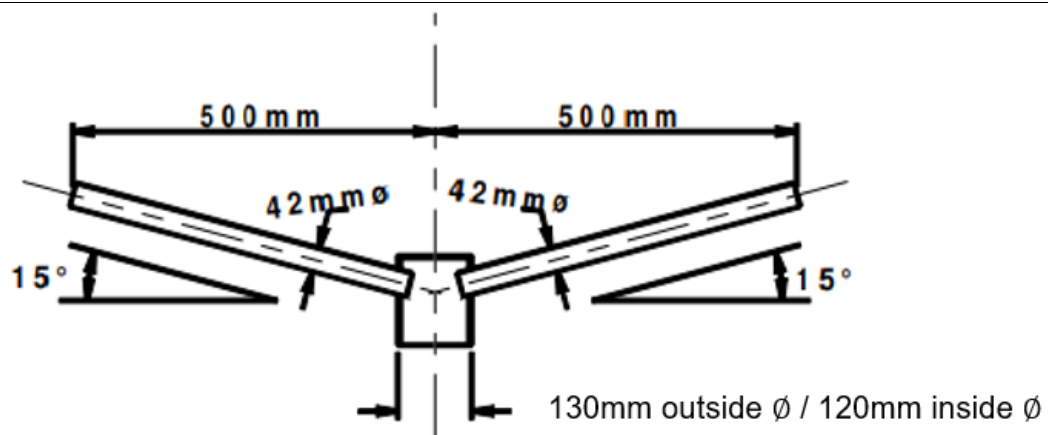
OUTREACH ARM DETAIL

Drawing 21 – Item 16e - 0,5m long x $\varnothing$ 42mm single spigot to fit $\varnothing$ 114mm pole tops

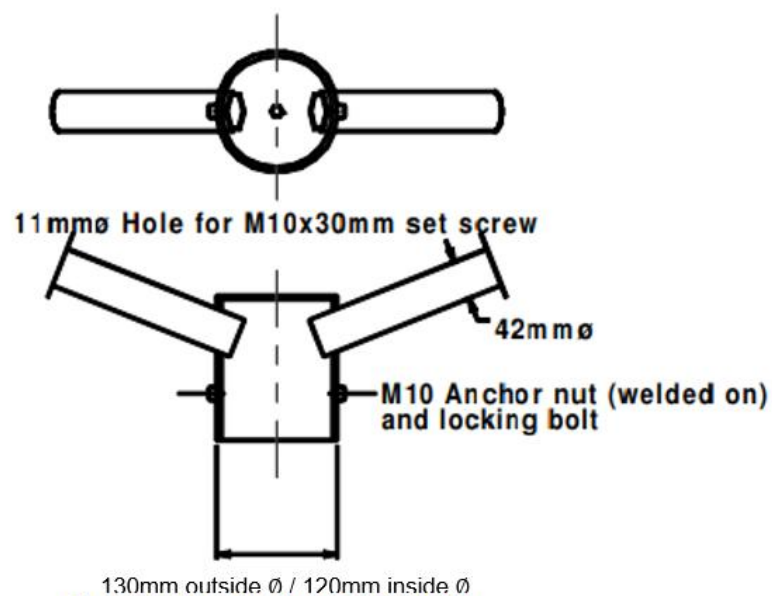


0,5m SINGLE OUTREACH ARM

Drawing 22 – Item 16f - 0,5m long x Ø42mm double spigot to fit Ø114mm pole tops

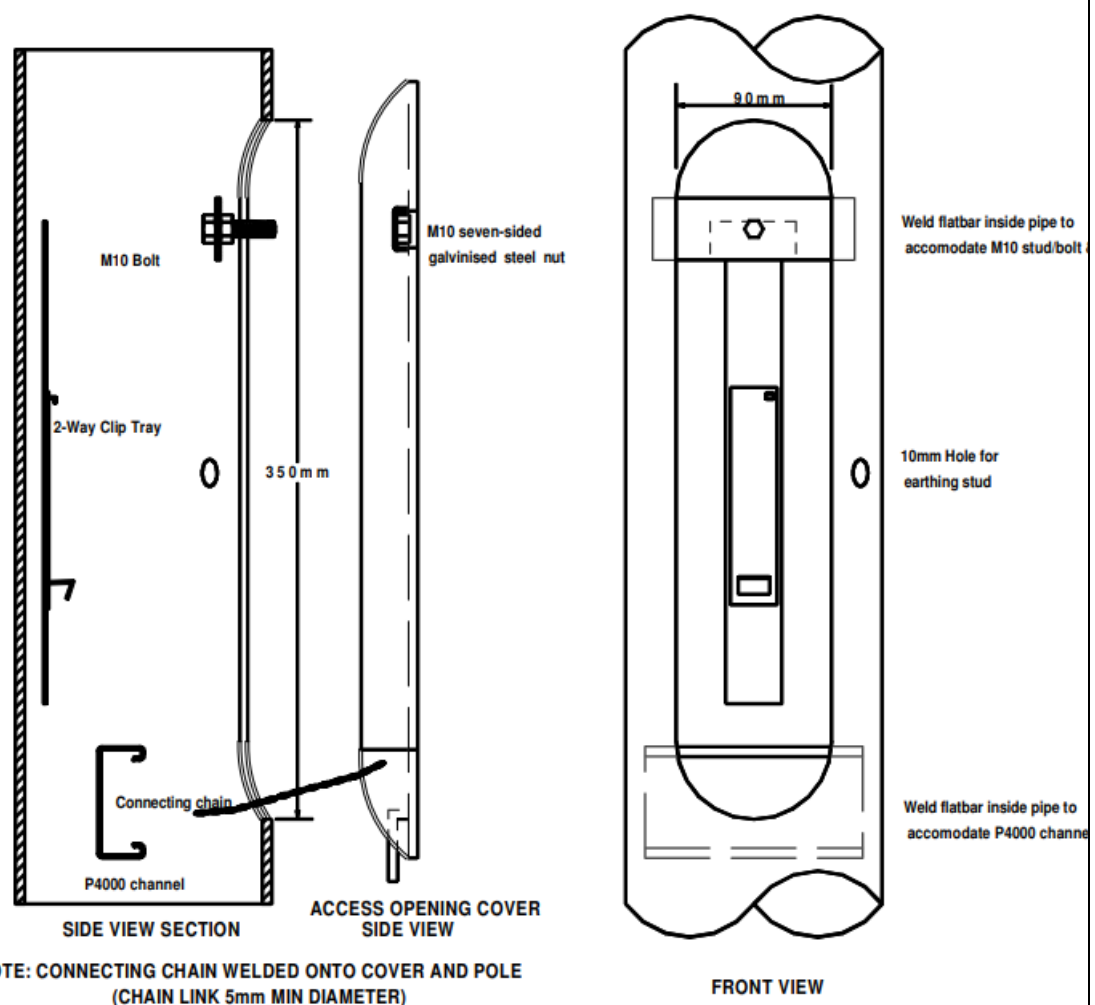


0,5m DOUBLE OUTREACH ARM



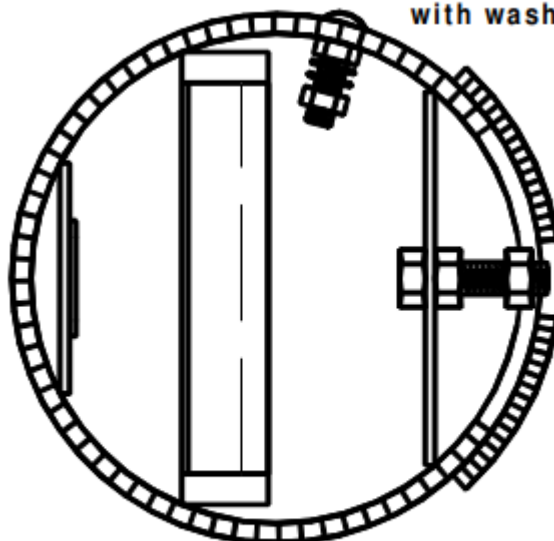
OUTREACH ARM DETAIL

Drawing 23 – Access Hole Cover Plate



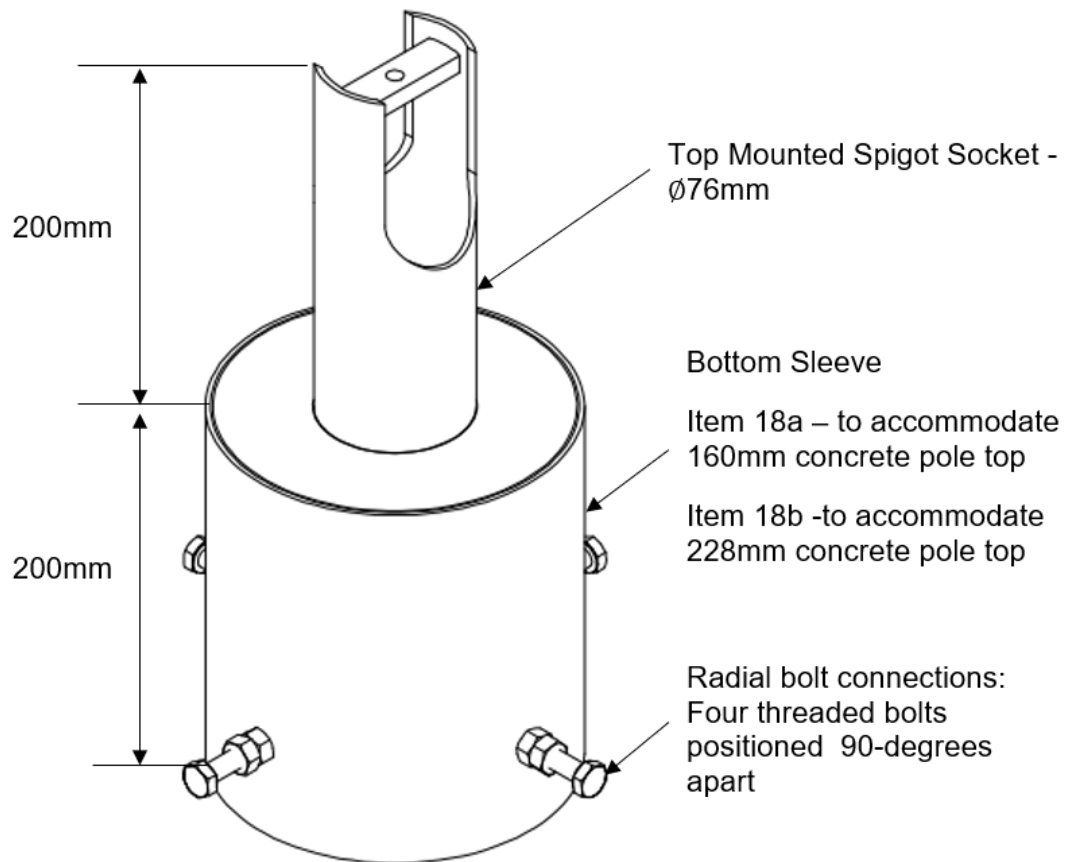
LIGHTING MASTS: DETAIL OF ACCESS OPENING (350mm X 90mm)

M8 x 25mm
with washer



TOP VIEW

Drawing 24 – Item 18a and 18b – Spigot bracket for concrete pole tops



3. SAMPLES

In consideration of the nature, size, and logistics associated with large items such as steel poles and masts, the City of Tshwane reserves the right to view and inspect samples of the offered product **after the award of the contract and prior to the commencement of full-scale production.**

4. DELIVERABLES

4.1 Material Compliance Certificate:

(a) Steel Components (All steel components)

- Material compliance certificate or material data sheet from the steel manufacturer confirming compliance with SANS 1431 Grade 355 WA steel must be submitted for each new steel batch/lot number used in manufacturing.
- Bidder must submit a new certificate if the steel batch is different from any previous delivery.
- Certificate must be submitted at delivery
- One certificate may cover all items manufactured from the same steel batch/lot number
- Supplier must provide batch traceability documentation linking each delivered item to its source batch and corresponding certificate.

(b) HDPE Access Hole Cover Plates: Quality Verification and Documentation

1. Material Certification:

At delivery of any HDPE Access Hole Cover Plates, the bidder shall submit, a Manufacturer's Material Test Report (MTR) or Certificate of Analysis (CoA) for each distinct production batch.

2. Report Requirements: The test report must:

- Be specific to the batch of raw HDPE resin used in production, referenced by a unique lot number.
- Be issued and certified by the material manufacturer
- Confirm full compliance with the material requirements of ISO 1872 or equivalent standards (e.g., ASTM D4976).

- List key tested properties (e.g., density, melt flow index, tensile strength) against the standard's limits.

3. Traceability:

The batch number referenced on the test report must be traceable to the delivered products, either via packaging labels or permanent marking on the covers themselves.

4.2 Batch Identification and Traceability:

Documentation:

- Each delivery must include a delivery schedule showing:
 - Item quantities, types, and descriptions
 - Batch/lot numbers for all components
 - Cross-reference to applicable material compliance certificate numbers
- Batch traceability matrix linking each delivered item to its source batch and corresponding certificates
- Items must be marked/tagged with batch identification where practically possible

4.3 Manufacturing and Process Compliance:

(a) General Manufacturing Compliance Certificate:

- Required for each manufacturing lot/production run
- A certificate confirming the product was manufactured according to the relevant standards (SANS 657 for poles, SANS 10214 for masts).

(b) Welding Compliance Test Report:

- Required for each manufacturing lot/production run where welding is performed
- Documented statement confirming welding process compliance with SANS 10044 Part 1 to 4
- Includes non-destructive testing results and weld quality verification

(c) Galvanizing Compliance Test Report:

- Test report from galvanising facility required for each batch of items that were galvanized together
- Certified documentation confirming hot-dip galvanizing compliance with ISO 1461 and SANS 121 2000-1

- Includes coating thickness measurements and adhesion test results

4.4 Final Compliance:

(a) Final Inspection Certificate:

- A certificate confirming a final inspection was done.
- Required for each delivery or for each manufacturing lot within a delivery.
- Dimensional verification and overall compliance with design specifications
- Confirmation that manufactured products meet all contract requirements
- Signed by authorized representative of manufacturer

4.5 Bidders(supplier) Responsibility:

The bidder remains fully responsible for ensuring all certificates and test reports are obtained from the manufacturer and/or sub-contractors and submitted to the City of Tshwane in accordance with these requirements, regardless of the contractual arrangement between supplier and manufacturer.

4.6 Consequence of Non-Compliance:

Items delivered without the corresponding, documents will be deemed non-compliant and may be rejected at the bidders expense.

Summary Checklist for a Delivery

For a successful delivery, the bidder must provide:

Category	Required Document/Item	Applies To
1. Material Proof	Material Compliance Certificate (from steel mill/manufacturer) for each new steel batch/lot number used in manufacturing	Steel Components
	Material Test Report (if batch is new)	HDPE Covers
2. Process Proof	Manufacturing Compliance Certificate for each manufacturing lot/production run	All Products

Category	Required Document/Item	Applies To
	Welding Compliance Test Report (with Non-Destructive Testing results) for each manufacturing lot/production run where welding is performed	Welded Components
	Galvanizing Compliance Test Report(with tests results) from galvanizing facility for each batch of items that were galvanized together	Galvanized Components
3. Final Proof	Final Inspection Certificate (signed) for each delivery or for each manufacturing lot within a delivery	All Products
4. Traceability	Delivery Schedule (with batch numbers & cert references)	The entire delivery
	Batch Traceability Matrix (linking everything)	The entire delivery
	Physical Batch ID Tags/Markings	Individual items

4.6 Delivered items must be clearly marked with the following, but not limited to, information to ensure proper identification and tracking:

- 1) SAP item number as on the purchase order,
- 2) tender reference number,
- 3) item number,
- 4) bidder's name and contact details,
- 5) description of the item
- 6) Date of delivery
- 7) Batch/lot identification

4.7 The acceptable delivery period for goods shall be a maximum of twenty-eight (28) days after the issuance of an official purchase order.

- 4.8 The bidder shall fully commit to the supply, delivery, and offloading of the awarded items for the full duration of the contract. Failure to deliver within the stipulated delivery period will result in the imposition of a penalty, calculated as 5% of the purchase order amount of the delayed goods, for each day of delay until actual delivery.
- 4.9 Upon delivery, the service provider shall verify whether the Goods received are in order and without any defects or damage. The City reserves the right to inspect the goods for any damage or defects. Items found to be damaged, defective, may be rejected, and replacement at the bidder's expense.
- 4.10 The goods delivered by the bidder must be representative of the exact product being offered in the tender and supplied under the contract. The delivered goods must match all specifications, features, and quality standards outlined in the bidder's proposal and tender documentation. No deviations, substitutes, or alternative products shall be accepted. Any discrepancies between the delivered product and the product being offered in the tender and supplied under the contract may result in the termination of the contract.
- 4.11 The City reserves the right to request and verify test reports for delivered items as specified in the tender document throughout the contract period, ensuring ongoing compliance with prescribed standards. Failure to provide the requested test reports or certificates will be considered a breach of contract.
- 4.12 All transportation, handling, offloading of goods and any associated costs, shall be the sole responsibility of the bidder, ensuring safe and timely delivery to the City of Tshwane's stores.

5. STAGES OF EVALUATION

- Stage 1: Administrative Compliance.
- Stage 2: Mandatory Requirements.
- Stage 3: Sample Evaluation.
- Stage 4: Preferential Point System.

5.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; • Tax compliance status PIN. - or • Central Supplier Database (CSD)		Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area		Was a Municipal Account Statement or landlord letter provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile? Are all payment(s) up to date (i.e. not in arrears for more than 90 days?
e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to		All documents fully completed (i.e. no blank spaces)? All documents fully signed by (any director / member / trustee as

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document. NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4.</u> <u>Failure to declare interest will result in a disqualification</u>		indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or non-submission of the MBD forms, will be considered)?
f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old. NB: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment. If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.		Applicable for tenders above R10m in conjunction with MBD 5) Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.
g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties. NB: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.		If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.
h) Bidder attended a compulsory briefing session where applicable		A compulsory briefing register must be signed by the bidder. Bidders will be disqualified should they fail to attend compulsory briefing session
i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.		Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified. Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
		Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.

5.2 STAGE 2: MANDATORY REQUIREMENTS

The following documentation must be submitted with the tender for items the bidder is tendering for:

Bidders must submit all required technical documents (e.g., design certificates, drawings, test reports, ISO certificates) for the items in the Group. Failure to submit any required document for any item in the Group leads to disqualification for that Group.

1. All poles and masts to be supplied under this contract must be structurally designed and verified by a professionally registered Engineer or Technologist with relevant experience in civil engineering.

The following must be submitted with the bid:

(a) Design Certificates

Applicable to Items: 1, 2, 3, 4a, 5a, 6a, 7a, 8a, 9a, 11a, 12a, 13a, 14a, 15a

A certified copy of the design certificate, signed by a registered Professional Civil Engineer/Technologist must be submitted for each pole/mast:

- A separate certificate is required for each distinct pole/mast type
- The certificate must confirm that the pole/mast and foundation, where applicable, are sufficient for the intended use.
- Design calculations and analysis must be included.
- For scissor masts Item 11a and 12a, the following design calculations shall be submitted:
 - The mast in wind conditions
 - The mast during the lowering
- The certificate must include the details of the registered professional Engineer/Technologist and registration number.

(b) Drawings

Applicable to Items: All Items (1 through 18b) - excluding the non-conventional tool for sliding door fasteners and fasteners for securing door

Min A3 size drawings must be submitted, showing:

- Pole/mast details (where applicable).
- Pole top details (where applicable)
- Sliding door details in open and closed positions (where applicable).
- Access hole details (where applicable)
- Cable entry details (where applicable)
- Flange details (where applicable)
- Base plate details (where applicable)
- Foundation designs for concrete plinths (where applicable).
- Pedestal details (where applicable)
- Mounting spigot and bracket details (where applicable)
- All accessories' details such as nuts and bolts with specifications (where applicable)
- For scissor masts Item 11a and 12a, all drawings shall include both the mast's deployed (raised) configuration and its service (lowered) configuration to clearly indicate the operational positions.
- For scissor masts: detail drawings of the spigots and floodlight brackets.
- 3D Isometric drawing must be included for all spigots and floodlight brackets, sliding door (open and closed position) and concrete pole top spigot brackets
- Drawings must show standards for:
 - Design
 - Tubing
 - Grade of steel
 - Fabrication
 - Galvanizing
 - Welding
- Drawings must be:
 - Legible
 - Reduced versions of full engineering drawings (if necessary).

- Suitable for evaluation purposes
- Printed format
- Submitted in protective cover/file and marked/labelled to show tender reference number, group and item number as per tender document, details of the bidder and submission date

2. Declarations / Test Report / Certification Requirements

2.1 For distribution and conventional streetlight poles including outreach arms, access hole cover plates and all structural steel components the following must be submitted with the bid.

(excluding the non-conventional tool for sliding door fasteners and fasteners for securing door)

(a) Material Compliance Declaration:

- Applicable to Items: All structural steel components, including poles, masts, spigots, arms, brackets, flanges, and metal covers.
Specifically: 1, 2, 3, 4a, 4b, 5a, 5b, 6a, 6b, 6c, 7a, 7b, 7c, 8a, 8b, 8c, 9a, 9b, 9c, 10, 13a, 14a, 14b, 15a, 15b, 16a, 16b, 16c, 16d, 16e, 16f, 17a, 17c, 18a, 18b.
- Bidder declaration confirming that SANS 1431 Grade 355 WA steel will be used for all components, including:
 - Tubular steel
 - Non-tubular steel
- The declaration must verify the tensile strength range (MPa) and the relevant mechanical and chemical properties of the steel.

(b) Manufacturing Compliance:

- For Poles & Tubular Structures (SANS 657 Part 1 & 3): Items 1, 2, 3, 4a, 5a, 6a, 7a, 8a, 9a, 10, 13a, 14a, 15a, 16a-f, 18a, 18b.
- Certified documentation confirming manufacturing facility compliance with SANS 657 Part 1 & 3 for the manufacturing of the poles, ensuring conformity to design, assembly, and operational requirements.

(c) Galvanizing Compliance:

- Applicable to Items: All hot-dip galvanized steel components applicable in point (a) above.
 - Certified documentation confirming galvanizing facility compliance with ISO 1461 and SANS 121 2000-1 for hot dip galvanizing of components to ensure corrosion protection.
- (d) Welding Compliance:
- Applicable to Items: All items where welding is part of the manufacturing process applicable to all items in point (a) above.
 - Certified documentation confirming compliance with SANS 10044 Part 1 to 4 for welding processes, ensuring structural integrity and quality of welds.

2.2 For Scissor Masts

- (a) (a) Material Compliance Declaration:
- Applicable to Items: All structural steel components, including masts, spigots, arms, brackets. Specifically: 11a, 11b, 11c, 11d, 11e, 11f, 12a, 12b, 12c, 12d, 12e, 12f.
 - Bidder declaration confirming that SANS 1431 Grade 355 WA steel will be used for all structural steel components of the scissor mast.
 - Includes verification of steel properties within the tensile strength range of 460-680 MPa.
- (b) Manufacturing Compliance:
- Applicable to Items: Items 11a, 12a
 - Certified documentation confirming manufacturing facility compliance with SANS 10214-1987-1 for the manufacturing of scissor masts, ensuring conformity to design, assembly, and operational requirements.
- (c) Galvanizing Compliance:
- Applicable to Items: All hot-dip galvanized steel components applicable in point (a) above.
 - .Certified documentation confirming galvanizing facility compliance with ISO 1461 and SANS 121 2000-1 for hot dip galvanizing of components to ensure corrosion protection.

(d) Welding Compliance :

- Applicable to Items: All items where welding is part of the manufacturing process applicable to all items in point (a) above.
- Certified documentation confirming compliance with SANS 10044 Part 1 to 4 for welding processes, ensuring the quality of structural joints in the scissor mast.

2.3 Access Hole Cover Plate (Item 17b and 17c):

Material must be suitable for intended use as streetlight access hole cover, vandal-proof, and UV resistant for outdoor electrical infrastructure applications.

(a) Product Data Sheet:

- Detailed cutsheet of the proposed cover, showing dimensions, locking mechanism, and material specifications.

(b) Manufacturer's Certificate:

- A letter from the manufacturer stating the cover is made from UV-stabilized HDPE compliant with ISO 1872 /ASTM D4976 and is suitable and designed specifically for streetlight pole access openings.

(c) Material Compliance Evidence:

- A type test certificate for the HDPE grade to be used.

3 ISO Certification Requirements

3.1 All items shall be manufactured by an ISO 9001:2015 and ISO 14001:2015 accredited company.

3.2 Bidders must submit valid certified copies of all relevant ISO certificates including:

- 1) ISO 9001:2015 (Quality Management System)
- 2) ISO 14001:2015 (Environmental Management System)

3.3 All ISO certificates must be:

- Current and valid at the time of tender submission
- Issued by an SANAS accredited certification body
- Relevant to the manufacturing and supply of the required goods

- Submitted as certified copies

4 Technical Annexure A – Schedule A & B:

Bidders are required to complete the Technical Annexure A – Schedule B for the items the bidder is tendering for. The form/s must be completed in black pen and signed underneath. Bidders must not refer to brochures or any attached document.

Note

The City reserve the right to verify authenticity of all documents submitted with the relevant sources or authorities. Failure to comply with any of the above requirements or should submitted documents be falsified will result in the bid being disqualified.

5.3 STAGE 3: SAMPLE EVALUATION

For Groups 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, and 18, shortlisted bidders must provide all requested samples with the required documentation. Failure to provide a sample, or if a sample fails evaluation, disqualifies the bidder for that Group.

Application of Stage 3 (Sample Evaluation):

Stage 3: Sample Evaluation will apply only to items for Groups 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, and 18. Bids for these groups will be evaluated from Stage 1 progressing to Stage 4.

For all other groups (1, 2, 3, 13, 14, 15), bids will be evaluated through Stage 1 (Administrative Compliance) and Stage 2 (Mandatory Requirements) and will proceed directly to Stage 4 (Preferential Point System).

- a) The Sample Evaluation will apply only to items for Groups 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, and 18. Only tenderers that passed Stage 1 and Stage 2 of the evaluation process will progress to the sample evaluation stage 3.
- b) Samples shall only be submitted on request by City of Tshwane – for shortlisted bidders only.
- c) Bids For Groups 4, 5, 6, 7, 8 and 9:

Bidders must prepare and submit one sample of a fully functional tubular sliding access door for evaluation. The sample must demonstrate compliance with the specified design, material, operational requirements and security features. The sample must include portion of the pole with access hole with all required items. The section for Access Hole Sliding Door Requirements (Items 4 to 9) and Drawing 8 in the specification serves as a reference for the sliding door requirements and design.

- 1) Allen-key tool must also be included.
 - 2) The access hole must be fitted with 2-way cliptray, P4000 channel and earth stud.
- d) Bids for Group 10:
Bidders must prepare and submit one sample.
- e) Bids for Groups 11 and 12:
- Group 11: Bidders must prepare and submit one sample for each of the following items: 11c, 11d, 11e, 11f.
 - Group 12: Bidders must prepare and submit one sample for each of the following items: 12c, 12d, 12e, 12f.
- f) Bids for Group 16:
Bidder must prepare and submit one sample for each of the following items: 16a, 16b, 16c, 16d, 16e, 16f.
- g) Bids for Group 17:
Bidder must prepare and submit one sample for each of the following items: 17a, 17b, 17c, 17d.
- h) Bids for Group 18:
Bidder must prepare and submit one sample for each of the following items: 18a, 18b.
- i) The sample submitted by the bidder must be representative of the exact product being offered in the tender and supplied under the contract. The sample must match all specifications, features, and quality standards outlined in the tender documentation. No deviations, substitutes, or alternative products must be submitted.
- j) Submitted samples shall be inspected and evaluated on compliance with the evaluation checklist. See checklist below for evaluation criteria.
- k) Tenderers must provide samples within the stipulated period after requested by SCM.

- l) Samples must be delivered to: SCM, details will be made available after the tender has closed.
- m) Sample Packaging and Marking Requirements:
 - 1) Individual Sample Packaging:
 - Packaging must adequately protect the sample from damage during handling and transport
 - Use appropriate packaging material based on the item's nature (protective foam, bubble wrap, etc.)
 - 2) Sample Marking Requirements: Each sample and packaging must be clearly marked (e.g. label) with the following information:
 - With the word "SAMPLE" in a visible and legible manner.
 - Include a unique sample reference number linked to the item.
 - Tender Reference Number: EEBU 04 2025/26
 - Group and Item Number as per tender document
 - Company Name: Full registered name of tenderer
 - Contact Person: Name and contact number
 - Date of Submission
 - Batch identification
 - Manufacturers Name and details
- n) Failure to provide samples shall disqualify the tender for the specific group.
- o) Samples submitted by successful bidders will serve as the contract sample and will be retained by the City of Tshwane (City of Tshwane) for the contract duration(3 yeas). Unsuccessful bidders will be required to collect their samples on request from the city.
- p) Only tenderers that successfully passed the sample evaluation stage will progress to the last stage that will consist of the price evaluation.
- q) Required Documentation with Samples:

The following documentation must be submitted with the sample even if submitted with the tender document:

 - 1) Declaration of Authenticity: Bidders must provide a signed declaration certifying that the submitted sample is representative of the exact product to be supplied under the contract and that all future deliveries will meet or exceed the approved sample's quality and specifications.

- 2) Copies of drawings of each sample as submitted with the tender (Refer to Mandatory Requirements - point 1(b)). Drawings must be provided in min A3 size, suitable for evaluation purposes.
- 3) Certified copies of the ISO certifications as submitted with the tender (Refer to Mandatory Requirements - point 2).
- 4) Certified copies of declarations / test reports / certifications as submitted with the tender (Refer to Mandatory Requirements - point 3).
- 5) Copies of completed Annexure A – Schedule A & B as submitted with the tender (Refer to Mandatory Requirements - point 4).

Document Organization:

- Submit the documents in a envelope
- The envelope must be clearly marked (e.g. label) with the following information:
 - Tender Reference Number: EEBU 04 2025/26
 - Company Name: Full registered name of tenderer
 - Contact Person: Name and contact number
 - Date of Submission
 - Documents must be neatly arranged with labelled dividers between the documents
- Failure to submit the documents shall disqualify the tender.

SAMPLE EVALUATION PROCESS

1) Evaluation:

- a) The evaluation panel will consist of the Bid Evaluation Committee (BEC) and representatives from the Energy and Electricity Business Unit (EEBU) from the City of Tshwane.
- b) The sample will be evaluated by the EEBU and in the presence of the BEC using an evaluation checklist, which includes specific requirements categorized into two columns:
- c) Right Column: Lists the detailed requirements that the sample must meet.
- d) Left Column: Indicates whether the sample meets each requirement.

2) Compliance:

- a) Each requirement listed in the right column of the checklist must be met for the sample to pass.

3) Passing Criteria:

To successfully pass the sample evaluation stage the following applies:

- a) The bidder must meet all the requirements outlined in the evaluation checklists for each category.
- b) Failure to comply with the above requirements may result in the bid being rejected

Additional Notes:

Note: All product costs shall be for the bidder's account.

Sliding Door Evaluation checklist – Group 4 through 9

Checklist must be completed for each Group

Bidder Number/Name:		
Date:		
Group:		
Checklist for Item:		
Requirement/Specification	Compliance	
	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		
Sample presents fully functional sliding door with access hole equipped with: • a two-way clip tray for Circuit breaker mounting • P4000 Uni-strut • Earth stud(M10 x 30mm galvanised bolt with 1 x washer, 1 x spring washer, and 2 x nuts		
Design and Operation		
Tubular sliding door slides upward to open and downward to close.		
Door fits over a pole with a diameter of 127mm.		
Includes a permanently fixed stopper to align the door in the closed position.		
Door stopper is ±50mm wide		
Screw holes align when door is closed		

Door height is ± 400 mm.		
Door has a ± 50 mm overlap on the top and bottom of the access hole.		
Access hole dimensions: ± 80 mm width and ± 300 mm height.		
Material and Construction		
Door material is Grade 355WA steel with a thickness of 4.5mm.		
Gap between door and pole is ± 2 mm.		
Screw holes for securing door are ± 350 mm apart.		
Screw holes – M6 tapped		
Hot-dipped galvanized finish as per ISO 1461 and SANS 121		
debur all sharp edges		
Security Features		
Door is secured with two tamper-proof fasteners (M6 x 30mm six-sided Allen-key screws with security pins).		
Fasteners made of corrosion-resistant material		
Specialized Allen-key tool(4mm hex key L shaped) provided for fastener operation		
Performance		
Door operates smoothly without binding.		
Door edges are smooth to prevent wire damage.		
Sample Marking – sliding door		
sample marked (e.g. label) with the following information: With the word "SAMPLE" in a visible and legible manner.		

• Include a unique sample reference number linked to the item. • Tender Reference Number: EEBU 04 2025/26 • Group and Item Number as per tender document • Company Name: Full registered name of tenderer • Contact Person: Name and contact number • Date of Submission • Manufacturers name and details		
Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample- sliding door		
Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

Evaluation checklist – item 10

ITEM	DESCRIPTION
10	0,5m Long X ø42mm Single Outreach Arm for Wooden Pole

Bidder Number/Name:		
Date:		
Checklist for Item:		
Requirement/Specification	Compliance	
	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		

Product matches required item		
Design and Operation		
sample match design requirements		
Dimensions as required and match drawings		
Material and Construction		
As required Grade 355WA steel and matches documentation		
Hot-dipped galvanized finish as per ISO 1461 and SANS 121		
Finish; No defects, corrosion, or poor workmanship		
debur all sharp edges		
Sample Marking		
sample marked (e.g. label) with the following information:		
With the word "SAMPLE" in a visible and legible		
Tender Reference Number: EEBU 04 2025/26		
Group and Item Number as per tender document		
Company Name: Full registered name of tenderer		
Contact Person: Name and contact number		
Date of Submission		
Batch identification		
Manufacturers name and details		
Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample		

Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

Evaluation checklist – items 11c to 11f and items 12c to 12f

Checklist to be completed for each item

11c	0,5m long x Ø42mm single outreach arm to fit 15m mast for mounting 1 x side entry streetlight luminaire– (Required for item 11a)
11d	0,5m long x Ø42mm double outreach arm to fit 15m mast for mounting 2 x side entry streetlight luminaires– (Required for item 11a)
11e	Single floodlight bracket: 365mm long half bracket with single crossarm to fit 15m mast for mounting single floodlight including back half bracket– (Required for item 11a)
11f	Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to-back to fit 15m mast for mounting dual floodlights spread 180 degrees apart(Required for item 11a)

12c	0,5m long x Ø42mm single outreach arm to fit 20m mast for mounting 1 x side entry streetlight luminaire– (Required for item 12a)
12d	0,5m long x Ø42mm diameter double outreach arm to fit 20m mast for mounting 2 x side entry streetlight luminaires– (Required for item 12a)
12e	Single floodlight bracket: 365mm long half bracket with single crossarm to fit 20m mast for mounting single floodlight including back half clamp– (Required for item 12a)
12f	Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to-back to fit 20m mast for mounting dual floodlights spread 180 degrees apart(Required for item 12a)

Bidder Number/Name:	
Date:	

Group:		
Checklist for Item:		
Requirement/Specification	Compliance	
	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		
Product matches required item		
Design and Operation		
sample match design requirements		
Dimensions as required and match drawings		
Material and Construction		
As required Grade 355WA steel and matches documentation		
Hot-dipped galvanized finish as per ISO 1461 and SANS 121		
Finish; No defects, corrosion, or poor workmanship		
deburr all sharp edges		
Sample Marking		
sample marked (e.g. label) with the following information:		
With the word "SAMPLE" in a visible and legible		
Tender Reference Number: EEBU 04 2025/26		
Group and Item Number as per tender document		
Company Name: Full registered name of tenderer		
Contact Person: Name and contact number		

Date of Submission		
Batch identification		
Manufacturers Name and details		
Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample		
Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

Evaluation checklist – items 16a to 16f

Checklist to be completed for each item

ITEM	DESCRIPTION
16a	0,5m Long x Ø42mm Single Outreach Arm to fit Ø76mm Pole Top
16b	0,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top
16c	1,5m long x Ø42mm Single Outreach Arm to fit Ø76mm Pole Top
16d	1,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top
16e	0,5m long x Ø42mm Single Outreach Arm to fit Ø114mm Pole Top
16f	0,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top

Bidder Number/Name:	
Date:	
Checklist for Item:	
Requirement/Specification	Compliance

	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		
Product matches required item		
Design and Operation		
sample match design requirements		
Dimensions as required and match drawings		
Material and Construction		
As required Grade 355WA steel and matches documentation		
Hot-dipped galvanized finish as per ISO 1461 and SANS 121		
Finish; No defects, corrosion, or poor workmanship		
deburr all sharp edges		
Sample Marking		
sample marked (e.g. label) with the following information:		
With the word "SAMPLE" in a visible and legible		
Tender Reference Number: EEBU 04 2025/26		
Group and Item Number as per tender document		
Company Name: Full registered name of tenderer		
Contact Person: Name and contact number		
Date of Submission		
Batch identification		
Manufacturers Name and details		

Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample		
Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

Evaluation checklist – items 17a and 17c

Checklist to be completed for each item

ITEM	DESCRIPTION
17a	Metal access hole cover plate – for 114 / 127mm diameter pole
17c	Metal access hole cover plate – for 139 / 152 / 165mm diameter pole

Bidder Number/Name:		
Date:		
Checklist for Item:		
Requirement/Specification	Compliance	
	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		
Product matches required item		
Design and Operation		
sample match design requirements		

Dimensions as required and match drawings		
Material and Construction		
As required Grade 355WA steel and matches documentation		
Hot-dipped galvanized finish as per ISO 1461 and SANS 121		
Finish; No defects, corrosion, or poor workmanship		
debur all sharp edges		
Sample Marking		
sample marked (e.g. label) with the following information:		
With the word "SAMPLE" in a visible and legible		
Tender Reference Number: EEBU 04 2025/26		
Group and Item Number as per tender document		
Company Name: Full registered name of tenderer		
Contact Person: Name and contact number		
Date of Submission		
Batch identification		
Manufacturers Name and details		
Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample		
Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

Evaluation checklist – items 17b and 17d

Checklist to be completed for each item

ITEM	DESCRIPTION
17b	HDPE access hole cover plate – for 114 / 127mm diameter pole
17d	HDPE access hole cover plate – for 139 / 152 / 165mm diameter pole

Bidder Number/Name:		
Date:		
Checklist for Item:		
Requirement/Specification	Compliance	
	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		
Product matches required item		
Design and Operation		
sample match design requirements		
Dimensions as required and match drawings		
Material and Construction		
As required HDPE and matches documentation		
Finish; No defects, or poor workmanship		
Color: similar to the steel poles - grey		
Sample Marking		
sample marked (e.g. label) with the following information:		

With the word "SAMPLE" in a visible and legible		
Tender Reference Number: EEBU 04 2025/26		
Group and Item Number as per tender document		
Company Name: Full registered name of tenderer		
Contact Person: Name and contact number		
Date of Submission		
Batch identification		
Manufacturers Name and details		
Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample		
Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

Evaluation checklist – items 18a and 18b

Checklist to be completed for each item

ITEM	DESCRIPTION
18a	Spigot Bracket for Ø160mm Concrete Pole Top
18b	Spigot Bracket for Ø228mm Concrete Pole Top

Bidder Number/Name:	
Date:	
Checklist for Item:	

Requirement/Specification	Compliance	
	Compliant (Yes/No)	Comments
General		
Bidder submitted a sample		
Product matches required item		
Design and Operation		
sample match design requirements and drawing		
Dimensions as required and match drawings		
Top Mounted Spigot Socket diameter: 76mm		
Top Mounted Spigot Socket height: 200mm		
Bottom sleeve height: 200mm		
Bottom sleeve inside diameter: Item 18a: >Ø160mm-must fit over 160mm concrete pole top Item 18b: >Ø228mm-must fit over 160mm concrete pole top		
Material and Construction		
As required Grade 355WA steel and matches documentation		
Hot-dipped galvanized finish as per ISO 1461 and SANS 121		
Finish; No defects, corrosion, or poor workmanship		
deburr all sharp edges		
Sample Marking		
sample marked (e.g. label) with the following information:		

With the word "SAMPLE" in a visible and legible		
Tender Reference Number: EEBU 04 2025/26		
Group and Item Number as per tender document		
Company Name: Full registered name of tenderer		
Contact Person: Name and contact number		
Date of Submission		
Batch identification		
Manufacturers Name and details		
Documentation Submitted with Sample		
Declaration of authenticity		
Drawing of the sample		
Certified copies of test reports/certifications		
Certified copies of ISO 9001 and 14001 Certifications		
Copy of Technical Annexures A – Schedule A & B		

5.4 STAGE 4: PREFERENTIAL POINT SYSTEM

The preferential point system used will be the 80/20 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2022.

- 80 points for price
- 20 points for Specific goals

Specific Goals

- Bidders are required to submit supporting documents for their bids to claim the specific goal points.
- Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out of 80 for price only and zero (0) points out of 20 for specific goals.
- City of Tshwane shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.

The specific goal for this bid is outlined below. Bidders are to submit supporting documents as outlined below to be eligible for points.

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	2 Points	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	2 Points	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises,

Specific goals	80/20 preference point system	Proof of specific goals to be submitted
		CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	2 Points	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
At least 51% owned companies by Youth	2 Point	Certified copy of Identity Document/s and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
Local Economic Participation • City of Tshwane • Gauteng • National	4 Points 2 Points 1 Point	Municipal Account statement/Lease agreement.

For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

6 TECHNICAL ANNEXURE A – SCHEDULES A & B

This section contains technical specifications for each bidding item

1. Schedule A list the City of Tshwane's minimum requirements. Bidders are required to complete Schedule B in full for each item they are bidding for. The form must be completed in black pen and signed underneath.
2. Bidders must state what they are offering in Schedule B in relation to what is required on the left column in Schedule A. Bidders must not refer to brochures or any attached document.
3. Bids must comply with the City of Tshwane's minimum requirements as listed in Schedule A.

Failure to comply with the above will disqualify the bidder for that particular item or group of items.

TECHNICAL SCHEDULES A AND B

STEEL TRANSMISSION POLES: ITEM 1 TO 3

Schedule A: Purchaser's specific requirements

Schedule B: Guarantees and technical particulars of equipment offered

N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Standard to which the pole design comply	SANS 10225 1991-1	
4	Is the pole design, strength calculations and analysis including drawings submitted with the tender? (Yes/No)	Yes	
5	Is the pole design approved and certified by a registered professional civil engineer? (Yes/No)	Yes	
6	Standard to which steel comply.	SABS 1431	
7	Material of transmission pole.	GRADE 355 WA.	
8	Standard to which welding complies.	SANS 10044	
9	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
10	Standard to which manufacturing complies	SANS 657 Part 1 & 3	
11	Material test certificate of steel used.	Must be provided	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

12	Expected service life of the pole?(Years)	Min 45	
-----------	---	--------	--

Tenderer's signature: _____

STEEL LIGHTING POLES: ITEM 4 TO 9

Schedule A: Purchaser's specific requirements

Schedule B: Guarantees and technical particulars of equipment offered

N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Standard to which the pole design comply	SANS 10225 1991-1	
4	Is the pole design, strength calculations and analysis including drawings submitted with the tender? (Yes/No)	Yes	
5	Is the pole design approved and certified by a registered professional civil engineer? (Yes/No)	Yes	
6	Standard to which steel comply.	SABS 1431	
7	Material of the poles.	GRADE 355 WA.	
8	Standard to which welding complies.	SANS 10044	
9	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
10	Standard to which manufacturing complies	SANS 657 Part 1 & 3	
11	Material of the sliding door	Grade 355WA steel	
12	Material test certificate of steel used.	Must be provided	xx
13	Expected service life of the pole?(Years)	Min 45	

Tenderer's signature: _____

**0,5M LONG X 42MM DIAMETER SINGLE SPIGOT FOR WOODEN POLE:
ITEM 10**

Schedule A: Purchaser's specific requirements

Schedule B: Guarantees and technical particulars of equipment offered

N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Drawings submitted with the tender? (Yes/No)	Yes	
4	Spigot diameter(mm)	42	
5	Outreach	Single	
6	Outreach length(m)	0,5	
7	Inclination angle	15 degrees	
8	Mounting	Single back strap with 10mm bolt, spring washer and nut	
9	Standard to which steel comply.	SABS 1431	
10	Material / steel used	GRADE 355 WA.	
11	Standard to which welding complies.	SANS 10044	
12	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
13	Standard to which manufacturing complies	SANS 657 Part 1 & 3	
14	All steel parts corrosion resistant? (Yes/No)	Yes	
15	Material test certificate of steel used.	Must be provided	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
16	Expected service life?(Years)	Min 45	

Tenderer's signature: _____

SCISSOR LIGHTING MASTS: ITEM 11 TO 12

Schedule A: Purchaser's specific requirements**Schedule B: Guarantees and technical particulars of equipment offered****N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation**

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Standard to which lighting mast design comply	SANS 10225 1991-1	
4	Is the mast design, strength calculations and analysis including drawings submitted with the tender? (Yes/No)	Yes	
5	Is the mast design approved and certified by a registered professional civil engineer? (Yes/No)	Yes	
6	Standard to which steel comply.	SABS 1431	
7	Material of lighting mast.	GRADE 355 WA	
8	Standard to which welding complies.	SANS 10044	
9	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
10	Standard to which manufacturing complies	SANS 10214- 1987-1	
11	Pivot construction materials	AISI grade 304 stainless steel	
12	Material test certificate of steel used.	Must be provided	xx
13	Expected service life of the lighting mast?(Years)	Min 30	

Tenderer's signature: _____

STEEL LIGHTING POLES FOR LV ABC'S: ITEM 13 TO 15

Schedule A: Purchaser's specific requirements

Schedule B: Guarantees and technical particulars of equipment offered

N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Standard to which the pole design comply	SANS 10225 1991-1	
4	Is the pole design, strength calculations and analysis including drawings submitted with the tender? (Yes/No)	Yes	
5	Is the pole design approved and certified by a registered professional civil engineer? (Yes/No)	Yes	
6	Standard to which steel comply.	SABS 1431	
7	Material of the poles.	GRADE 355 WA.	
8	Standard to which welding complies.	SANS 10044	
9	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
10	Standard to which manufacturing complies	SANS 657 Part 1 & 3	
11	Access hole and sliding door	Not Required	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
12	Cable entry	Not Required	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
13	Material test certificate of steel used.	Must be provided	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
14	Expected service life of the pole?(Years)	Min 45	

Tenderer's signature: _____

SPIGOTS MOUNTING LIGHT FIXTURES: ITEM 16a TO 16f

Schedule A: Purchaser's specific requirements

Schedule B: Guarantees and technical particulars of equipment offered

N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Drawings submitted with the tender?(Yes/No)	Yes	
4	Spigot diameter(mm)	42	42
5	Standard to which steel comply.	SABS 1431	
6	Material / steel used	GRADE 355 WA.	
7	Standard to which welding complies.	SANS 10044	
8	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
9	Standard to which manufacturing complies	SANS 657 Part 1 & 3	
10	All steel parts corrosion resistant?(Yes/No)	Yes	
11	Material test certificate of steel used.	Must be provided	xx
12	Expected service life?(Years)	Min 45	

Tenderer's signature: _____

CONCRETE POLE TOP SPIGOT STEEL BRACKETS): ITEM 18A AND 18B

Schedule A: Purchaser's specific requirements

Schedule B: Guarantees and technical particulars of equipment offered

N.B: Failure to complete this form in full shall disqualify the bidder from further evaluation

Item	Description	Schedule A City of Tshwane Requirement	Schedule B
1	Name of manufacturer?	State	
2	Place of manufacture?	State	
3	Drawings submitted with the tender? (Yes/No)	Yes	
4.1	Top Mounted Spigot Socket diameter(mm)	76	76
4.2	Top Mounted Spigot Socket height(mm)	200	200
4.3	Bottom sleeve height (mm)	200	200
4.4	Item 18a Bottom sleeve diameter for 160mm concrete pole top(mm)	State	
4.5	Item 18b Bottom sleeve diameter for 228mm concrete pole top(mm)	State	
5	Standard to which steel comply.	SABS 1431	
6	Material / steel used	GRADE 355 WA.	
7	Standard to which welding complies.	SANS 10044	
8	Standard to which galvanising complies.	ISO 1461 and SANS 121- 2000-1	
9	Standard to which manufacturing/tubing complies	SANS 657 Part 1 & 3	
10	All steel parts corrosion resistant? (Yes/No)	Yes	
11	Material test certificate of steel used.	Must be provided	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
12	Expected service life?(Years)	Min 45	

Tenderer's signature: _____

7 PRICING SCHEDULE

- a) The Pricing Schedule has to be completed in black pen.
- b) Actual quantities may vary, increasing or decreasing based on the actual demand for the items.
- c) The Unit Price must include the cost for the supply of the particular item the bidder is tendering for.
- d) Failure to provide a price for any item within a group will result in disqualification for that specific group.

Group 1

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
1	9,75m Transmission Terminal Pole	Each	125		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 2

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
2	11m Transmission Terminal Pole	Each	75		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 3

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
3	9,75m Transmission Pole	Each	250		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 4

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
4a	8,5m Street Light Pole - Ø76mm Pole Top	Each	375		
4b	Access Opening Sliding Door	Each	1		
4c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin	Each	1		
4d	Fasteners for securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener	Each	2		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 5

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
5a	5m Street Light Pole - ø76mm Pole Top	Each	30		
5b	Access Opening Sliding Door	Each	1		
5c	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin	Each	1		
5d	Fasteners tor securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener	Each	2		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 6

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
6a	10,5m Street Light Pole - ø76mm Pole Top	Each	250		
6b	1,5m Pedestal – (Required for item 6a)	Each	250		
6c	Access Opening Sliding Door	Each	1		
6d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin	Each	1		
6d	Fasteners for securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener	Each	2		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 7

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
7a	12m Street Light Pole - ø76mm Pole Top	Each	125		
7a	1,5m Pedestal – (Required for item 7a)	Each	125		
7c	Access Opening Sliding Door	Each	1		
7d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin	Each	1		
7e	Fasteners for securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener	Each	2		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 8

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
8a	10,5m Street Light Pole - Ø114mm Pole Top	Each	125		
8b	1,5m Pedestal – (Required for item 8a)	Each	125		
8c	Access Opening Sliding Door	Each	1		
8d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin	Each	1		
8e	Fasteners for securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener	Each	2		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 9

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
9a	15m Street Light Pole - Ø114mm Pole Top	Each	100		
9b	1,5m Pedestal – (Required for item 9a)	Each	100		
9c	Access Opening Sliding Door	Each	1		
9d	Non-conventional tool for sliding door fasteners-4mm Hex key with security pin-for spares	Each	1		
9e	Fasteners for securing door: M6 x 30mm tamper-proof six sided Allen-key with security pin screw/fastener	Each	2		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 10

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
10	0,5m Long X Ø42mm Single Outreach Arm for Wooden Pole	Each	800		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 11

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
11a	15m Scissor Mast, Complete	Each	40		
11b	2m Stubby/ Pedestal – for 15m scissor mast– (Required for item 11a)	Each	20		
11c	0,5m long x Ø42mm single outreach arm to fit 15m mast for mounting 1 x side entry streetlight luminaire– (Required for item 11a)	Each	4		
11d	0,5m long x Ø42mm double outreach arm to fit 15m mast for mounting 2 x side entry streetlight luminaires– (Required for item 11a)	Each	25		

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
11e	Single floodlight bracket: 365mm long half bracket with single crossarm to fit 15m mast for mounting single floodlight including back half bracket– (Required for item 11a)	Each	4		
11f	Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to back to fit 15m mast for mounting dual floodlights spread 180 degrees apart(Required for item 11a)	Each	10		
11fg	Pre-cast Concrete Plith for 15m mast incl foundation bolts– (Required for item 11a)	Each	20		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 12

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
12a	20m Scissor Mast Complete	Each	25		
12b	2m Stubby/ Pedestal – (Required for item 12a)	Each	15		
12c	0,5m long x Ø42mm single outreach arm to fit 20m mast for mounting 1 x side entry streetlight luminaire– (Required for item 12a)	Each	5		
12d	0,5m long x Ø42mm diameter double outreach arm to fit 20m mast for mounting 2 x side entry streetlight luminaires– (Required for item 12a)	Each	15		
12e	Single floodlight bracket: 365mm long half bracket with single crossarm to fit 20m mast for mounting single floodlight including back half clamp– (Required for item 12a)	Each	5		
12f	Dual floodlight bracket: 2 x 365mm long half brackets mounted back-to back to fit 20m mast for mounting dual floodlights spread 180 degrees apart(Required for item 12a)	Each	5		
12g	Pre-Cast Concrete Plith for 20m mast incl foundation bolts– (Required for item 12a)	Each	10		
Sub-Total					

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
VAT 15%					
Total (Incl VAT)					

Group 13

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
13a	8,5m Street Light Pole for Aerial Bundel Conductors (ABC) - Ø76mm Pole Top	Each	200		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 14

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
14a	10,5m Street Light Pole for Aerial Bundel Conductors (ABC) - ø76mm Pole Top	Each	200		
14b	1,5m Pedestal — (Required for item 14a)	Each	200		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 15

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
15a	12m Street Light Pole for Aerial Bundel Conductors(ABC) - ø76mm Pole Top	Each	200		
15b	1.5m Pedestal – (Required for item 15a)	Each	200		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 16

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
16a	0,5m Long x Ø42mm Single Outreach Arm to fit Ø76mm Pole Top	Each	300		
16b	0,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top	Each	300		
16c	1,5m long x Ø42mm Single Outreach Arm to fit Ø76mm Pole Top	Each	100		
16d	1,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top	Each	100		
16e	0,5m long x Ø42mm Single Outreach Arm to fit Ø114mm Pole Top	Each	50		
16f	0,5m long x Ø42mm Double Outreach Arm to fit Ø76mm Pole Top	Each	50		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 17

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
17a	Metal Access Hole Cover Plate – For 114 / 127mm Diameter Pole	Each	500		
17b	HDPE Access Hole Cover Plate – For 114 / 127mm Diameter Pole	Each	500		
17c	Metal Access Hole Cover Plate – For 139 / 152 / 165mm Diameter Pole	Each	500		
17d	HDPE Access Hole Cover Plate – For 139 / 152 / 165mm Diameter Pole	Each	500		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

Group 18

Item No	Description	Unit of Measure	Estimated Quantity (A)	Unit Price (Excl VAT) (B)	Total Amount (Excl VAT) (A)X(B)
18a	Spigot Bracket for ø160mm Concrete Pole Top	Each	50		
18b	Spigot Bracket for ø228mm Concrete Pole Top	Each	50		
Sub-Total					
VAT 15%					
Total (Incl VAT)					

8 AWARD

- This tender will be awarded per Group.
- More than one Group may be awarded to a bidder.
- Failure to provide a price for any item within a group in the Price Schedule will result in disqualification for that specific group.
- Failure to comply with the requirements for a item in a group will result in disqualification for the specific group.
- This is a rate-only tender; estimated quantities are provided for evaluation purposes only and do not constitute contract values.

9 TYPE OF AGREEMENT REQUIRED

The General Conditions of Contract applicable to this Contract shall be the document “GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT” issued by the National Treasury of the Republic of South Africa, read together with the Variations and Additions to the Conditions of Contract (Special Conditions of Contract) as well as the Data provided by the City of Tshwane.

10 VALIDITY PERIOD

The validity period for the tender after closure is 90 days. City of Tshwane shall have right and power to extend any tender validity period beyond any initial validity period set and subsequent extensions. SCM shall ensure that an extension of validity is requested in writing from all bidders before the validity expiry date. Extension of validity shall be finalized while the quotations/bids are still valid.

11 MARKET ANALYSIS

The city of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, Where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, The tenderer will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier

to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The city further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the city reserves the right to cancel the tender.

OCCUPATIONAL HEALTH AND SAFETY

ARTICLE OF AGREEMENT IN TERMS OF SECTION 37(2) OF THE

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(Hereinafter referred to as the "EMPLOYER")

AND

.....

.....

.....

Herein represented by in

his/ her capacity as duly

authorised by virtue of a resolution dated

Attached hereto as Annexure A of the said

(hereinafter referred to as the "CONTRACTOR").

WHEREAS the CONTRACTOR is the mandatory of the EMPLOYER as contemplated in an agreement in respect of

.....
.....
Contract
number:.....

AND WHEREAS section 37 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993, hereinafter referred to as the “ACT”), imposes certain powers and duties upon the EMPLOYER.

AND WHEREAS the parties have agreed to enter into an agreement in terms of section 37(2) of the ACT.

NOW THEREFORE the parties agree as follows:

1. The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with: Provided that should the EMPLOYER prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations and the CONTRACTOR expressly absolves the EMPLOYER from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures as the case may be.

4. The CONTRACTOR agrees that any duly authorized officials of the EMPLOYER shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with this undertaking as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.

5. The CONTRACTOR shall be obliged to report forthwith to the EMPLOYER any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge as the case may be.

Thus signed at PRETORIA for and on behalf of the EMPLOYER on this the

..... day of

..... 20

AS WITNESSES:

1.

2.

.....

SIGNATURE

.....

NAME AND SURNAME

.....
CAPACITY

Thus signed at PRETORIA for and on behalf of the CONTRACTOR on this the

..... day of 20

AS WITNESSES:

1.

2.

.....
SIGNATURE

.....
NAME AND SURNAME

.....
CAPACITY

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY					
BID NUMBER:	EEBU 04-2025/26	CLOSING DATE:	05 December 2025	CLOSING TIME:	10:00
DESCRIPTION	TENDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STEEL POLES AND ACCESSORIES FOR DISTRIBUTION OF ELECTRICITY AND STREET LIGHTING, AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

Tshwane House					
Supply Chain Management					
320 Madiba Street					
Pretoria CBD					
0002					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No

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

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	Steynberg Myburg
CONTACT PERSON	Mulondi Rasekgala	TELEPHONE NUMBER	012 358 2441
TELEPHONE NUMBER	012 358 6636	FACSIMILE NUMBER	n/a
FACSIMILE NUMBER	n/a	EMAIL ADDRESS	steynbergm@tshwane.gov.za
EMAIL ADDRESS	mulondin@tshwane.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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
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)? YES ☐ NO ☐	
3.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES ☐ NO ☐	
3.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES ☐ NO ☐	
3.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES ☐ NO ☐	
3.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES ☐ NO ☐	
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.		

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:

PRICING SCHEDULE: FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

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

Name of Bidder.....	Bid Number EEBU 04-2025/26
Closing Time	Closing Date

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

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

- Required by:
- At:
- Brand and Model
- Country of Origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/Not firm
- Delivery basis

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

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

* Delete if not applicable

PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)

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

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

Name of Bidder	Bid number EEBU 04-2025/26
Closing Time	Closing Date

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

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

- Required by:
- At:
- Brand and model
- Country of origin
- Does the offer comply with the specification(s)? *YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
- Delivery: *Firm/Not firm
- ** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- * Delete if not applicable

PRICE ADJUSTMENTS

A. NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE

B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

ADJUSTMENT PERIODS	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE
1 st Adjustment	After 12 calendar months
2 nd Adjustment	After 24 calendar months

NB: Unless prior approval has been obtained from Supply Chain Management, no adjustment in contract prices will be made

DECLARATION OF INTEREST

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

¹ 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.

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

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

3.9.1 If yes, furnish particulars.

.....

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

3.10.1 If yes, furnish particulars.

.....

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

3.11.1 If yes, furnish particulars.

.....

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

3.12.1 If yes, furnish particulars.

.....

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

3.13.1 If yes, furnish particulars.

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are 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

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

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

1 Are you by law required to prepare annual financial statements for auditing? ***YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? ***YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. ***YES / NO**

2.2 If yes, provide particulars.

.....

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

3.1 If yes, furnish particulars

.....

4.1 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? ***YES / NO**

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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 80/20 preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 **To be completed by the organ of state:**
 The maximum points for this tender are allocated as follows:
- | | Points |
|--|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| TOTAL POINTS FOR PRICE AND SPECIFIC GOALS | 100 |
- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

80/20	or	90/10	
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies • Level 1 • Level 2 • Level 3 • Level 4 • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant	• 8 Points • 7 Points • 6 Points • 5 Points • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
At least 51% owned companies by Youth	2 Point	
Local Economic Participation • City of Tshwane • Gauteng • National	4 Points 2 Points 1 Point	

N.B For points to be allocated as per above the tenderers will be required to submit proof of documentation as evidence for claims made. Any tenderer that does not submit evidence as stated in the bid document to claim applicable points will be allocated zero points.

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

CONTRACT FORM: PURCHASE OF GOODS/WORKS

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **CITY OF TSHWANE MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number **EEBU 04-2025/26** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Specific Goals in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:

CONTRACT FORM: PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as accept your bid under reference number dated for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE:

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	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐

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 ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
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 ☐	No ☐
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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **EEBU 04-2025/26**

TENDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STEEL POLES AND ACCESSORIES FOR DISTRIBUTION OF ELECTRICITY AND STREET LIGHTING, AS AND WHEN REQUIRED FOR A PERIOD OF THREE YEARS.

(Bid Number and Description)

in response to the invitation for the bid made by:

CITY OF TSHWANE 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 consortium³ will not be construed as collusive bidding.

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

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

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 ”Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the 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 or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

1. 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 supplies, 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
4. Standards	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information inspection.	5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
	5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
	5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
	5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
	7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
	7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
	7.4	The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1	All pre-bidding testing will be for the account of the bidder.

- 8.2 If it is a bid condition that 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 Department or an organization acting on behalf of the Department.
- 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 supplier.
- 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 supplier 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 suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size 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 supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier 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, services	13.1	The supplier 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 supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
	13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
14. Spare parts	14.1	As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier: (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty	15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
	15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the

final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- | | |
|---|--|
| 15.3 | The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty. |
| 15.4 | Upon receipt of such notice, the supplier shall, within the period specified 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 supplier, 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 supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract. |
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be. |
| 18. Contract | 18.1 No variation in or modification of the terms of the contract shall be made amendments except by written amendment signed by the parties concerned. |
| 19. Assignment | 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent. |
| 20. Subcontracts | 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract. |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> |

- 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 minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 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 canceling 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 supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the 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 or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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 supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for 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 favourable 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 supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all

		reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	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 supplier any monies due the supplier.
28. Limitation of liability	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid 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 (NIP) 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.

Js General Conditions of Contract (revised July 2010)

DRAFT SERVICE LEVEL AGREEMENTS

SERVICE LEVEL AGREEMENT

entered into between

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(Hereafter referred to as the “**City**”)

Herein Represented by:

In the capacity as: **The City Manager**

(Duly authorised hereto)

AND

.....

(Hereafter referred to as the “**SERVICE PROVIDER**”)

Herein Represented by:

In the capacity as:.....

(Duly authorised hereto)

SERVICE LEVEL AGREEMENT

entered into between

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

a municipality as described in section 2 of the Local Government: Municipal Systems Act, 2000 and as contemplated in section 155 of the Constitution of the Republic of South Africa, 1996 as a category A municipality, or the Assignee, if applicable, herein represented by in his capacity as City Manager duly authorised thereto under and by virtue of a resolution passed on, and who by his signature hereto warrants that he/she is properly authorised to sign this Agreement.

(Herein referred to as the “**CITY**”)

AND

Service Provider.....

Registration Number

Herein represented by, in his capacity as duly authorised thereto under and by virtue of a resolution of the Board passed on(DATE), a copy of which is annexed as Annexure “**B**”, and who by his signature hereto warrants that he is properly authorised to sign this Agreement

(Herein referred to as the “**SERVICE PROVIDER**”)

CONTENT

<u>1</u>	<u>DEFINITIONS</u>	180
<u>2</u>	<u>INTERPRETATION</u>	181
<u>3</u>	<u>APPOINTMENT</u>	182
<u>4</u>	<u>PURPOSE OF THE AGREEMENT</u>	182
<u>5</u>	<u>RELATIONSHIP</u>	183
<u>6</u>	<u>DURATION</u>	183
<u>7</u>	<u>CONTACT PERSON</u>	183
<u>8</u>	<u>SCOPE OF GENERAL SERVICES</u>	183
<u>9</u>	<u>PRICE AND PAYMENT</u>	184
<u>10</u>	<u>PRICE RESTRUCTURING</u>	185
<u>11</u>	<u>SERVICE LEVELS</u>	186
<u>12</u>	<u>WITHHOLDING OF PERFORMANCE</u>	187
<u>13</u>	<u>PENALTY</u>	187
<u>14</u>	<u>ACCESS</u>	187
<u>15</u>	<u>DELIVERY OF GOODS</u>	188
<u>16</u>	<u>DEFECTIVE GOODS</u>	189
<u>17</u>	<u>AMENDMENT OR CANCELLATION OF PURCHASE ORDER</u>	189
<u>18</u>	<u>INSPECTION</u>	189
<u>19</u>	<u>MAINTENANCE AND SUPPORT</u>	191
<u>20</u>	<u>TRAINING</u>	191

<u>21</u>	<u>SERVICE PROVIDER’S WARRANTIES AND INDEMNITIES AND LIABILITIES</u>	
		191
<u>22</u>	<u>SERVICE PROVIDER’S PERSONNEL</u>	194
<u>23</u>	<u>STATUTORY AND EMPLOYMENT ISSUES</u>	194
<u>24</u>	<u>SUB-CONTRACTING</u>	195
<u>25</u>	<u>CONFIDENTIALITY</u>	196
<u>26</u>	<u>INTELLECTUAL PROPERTY RIGHTS</u>	197
<u>27</u>	<u>FORCE MAJEURE</u>	198
<u>28</u>	<u>CESSION</u>	199
<u>29</u>	<u>CHANGE OF CONTROL / CIRCUMSTANCE</u>	199
<u>30</u>	<u>BREACH</u>	199
<u>31</u>	<u>EARLY TERMINATION</u>	200
<u>32</u>	<u>DISPUTES</u>	200
<u>33</u>	<u>LAWS AND JURISDICTION</u>	202
<u>34</u>	<u>NOTICES AND COMMUNICATIONS</u>	202
<u>35</u>	<u>GENERAL AND MISCELLANEOUS</u>	204
<u>36</u>	<u>EXECUTION</u>	205

RECORDAL:

WHEREAS the City of Tshwane requires to appoint service provider for the supply, deliver and off-loading of distribution transformers for the City of Tshwane as and when required for a three years period.

AND WHEREAS the City wishes to appoint as a service provider;

AND WHEREAS the service provider wishes to provide such services;

AND WHEREAS the service provider has indicated that it has the necessary expertise, skills and capabilities to provide the service;

NOW THEREFORE the Parties have agreed to enter into this Agreement, in terms of which(**SP**) shall provide the Services in the Service Areas and/or Delivery Area and provide maintenance and support thereof, to the City in accordance with the terms and subject to the conditions of this Agreement:

- **DEFINITIONS**

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Agreement, including this introduction, bear the meanings ascribed to them:

- **“Agreement”** means this Service Level Agreement and shall include any annexures and/or schedules and/or attachments and/or appendices and/or any addenda hereto or incorporated herein by reference, as amended from time to time;
- **“Business Day”** means any day from Monday to Friday excluding Public Holidays as defined in the Public Holidays Act 36 of 1994 (“Public Holidays Act”) as amended from time to time;
- **“Business Week”** means five consecutive Business Days, excluding Public Holidays as defined in the Public Holidays Act;
- **“City”** means the City of Tshwane Metropolitan Municipality, a metropolitan municipality established in terms of section 12 of the Local Government: Municipal Structures Act 117 of 1998;
- **“Contact Persons”** means persons identified by the Parties as persons who are responsible for the execution of the Agreement and whose names are set out in clause 34 below and who can be substituted in writing from time to time;
- **“Contract Price”** shall mean the amount reflected as the contract price in clause □ below;
- **“Contract Period”** means the contract period as reflected on Annexure **“A”**;
- **“Effective Date”** means notwithstanding the Signature Date,
.....
- **“GCC”** shall mean the General Conditions of Contracts as stated in the Government Procurement: General Conditions of Contract July 2010;
- **“Goods”** shall mean the Services related goods to be procured by the City from time to time as stated in clause 8 below and the Appointment Letter attached herewith as Annexure **“A”**;
- **“Intellectual Property”** means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world, introduced and required by either Party to give effect to their obligations under this Agreement, owned in whole

or in part by, or licensed to either Party prior to the Commencement Date or developed after the Commencement Date, and includes all further additions and improvements to the Intellectual Property, otherwise pursuant to this Agreement;

- **“Month”** means a calendar month;
 - **“Parties”** means the City and Service Provider and “Party” means either of them as the context requires;
 - **“Order”** means an official written order issued for the supply of Goods and or Services under this Agreement;
 - **“Services”** means services to be provided by the Service Provider to the City as detailed in clause □ below;
 - **“Service Provider”** means a contractor appointed by the City of Tshwane with the company laws of the Republic of South Africa with a company registration number;
 - **“Signature Date”** means the date of signature of this Agreement by the Party signing last;
 - **“Subcontract”** means any contract or agreement or proposed contract between the Service Provider and any third party whereby that third party agrees to provide to the Service Provider the Services or any part thereof;
 - **“Subcontractor”** means the third party with whom the Service Provider enters into a Subcontract;
 - **“Tax Invoice”** means the document as required by section 20 of the Value Added Tax Act 89 of 1991, as amended from time to time; and
 - **“VAT”** means Value Added Tax as defined in terms of the Value Added Tax Act of 1991.
- **INTERPRETATION**
 - Headings and sub-headings are inserted for information purposes only and shall not be used in the interpretation of this Agreement.
 - Unless the context clearly indicates a contrary intention, any word connoting:
 - any singular shall be deemed to include a reference to the plural and vice versa;

- any one gender shall be deemed to include a reference to the other two genders; and
 - a natural person shall be deemed to include a reference to a legal or juristic person.
- The expiry or termination of this Agreement shall not affect provisions of this Agreement which expressly provide that they will operate after any such expiry or termination of this Agreement. Provisions of necessity shall continue to have been effective after such expiry or termination of this Agreement, notwithstanding that the clauses themselves do not expressly provide for this.
- The rule of interpretation that a written agreement shall be interpreted against the party responsible for the drafting or preparation of that Agreement shall not apply.
- The provision of this Agreement shall be read in conjunction with the provisions of the Government Procurement General Conditions of Contracts (“GCC”) 2010 as if they are incorporated herein.
- Where figures are referred to in numerals and in words and there is any conflict between the two, the words shall prevail.
- Any reference to any legislation is a reference to such legislation as at the Signature Date and as amended or re-enacted, from time to time.
- If any provision in a definition is a substantive provision conferring any rights or imposing any obligations on any party, then notwithstanding that, it is only in this interpretation clause, effect shall be given to it as if it were a substantive provision in this Agreement.
- APPOINTMENT

The City hereby appoints the Service Provider, who accepts such appointment, as per the Appointment letter dated attached herewith as Annexure “A” to provide the Services in accordance with the terms and subject to the conditions of this Agreement.
- PURPOSE OF THE AGREEMENT
 - The Purpose of this Agreement is to:
 - formalise and regulate the working relationship between the Parties;
 - set out the roles and responsibilities of the Parties; and

- define process and procedures to be followed by the Parties.
- RELATIONSHIP

Nothing in this Agreement shall constitute, or be deemed to constitute a partnership or joint venture between the Parties. Furthermore the Service Provider acknowledges and agrees that its status under this Agreement is that of an independent service provider and its status shall in no way be deemed to be that of an agent or employee of the City, for any purpose whatsoever, and the Service Provider shall have no authority or power to bind the City or to contract in the name of the City, or create a liability against the City in any way or for any purpose.
- DURATION

This Agreement shall commence on the Effective Date and shall subsist for a period of 3 (three) years, unless terminated earlier pursuant to clause □ below.
- CONTACT PERSON
 - The work to be performed by the Service Provider hereunder will be supervised by City's Contact Person.
 - The Parties shall notify each other, in writing from time to time, of the details of their nominated Contact Person.
 - The Contact Persons shall liaise and update each other on the progress of the Services rendered and shall endeavour to resolve and remedy any problems or disputes that may arise in relation to the Services.
 - Either Party may substitute a Contact Person at its discretion provided that each Party shall give the other Party reasonable notice of such substitution and will provide replacement employees of equivalent ability.
 - Without derogating from the foregoing, should either Party replace a Contact Person for any reason whatsoever, it shall ensure, to the greatest extent possible in the circumstances, that the suitable period of hand-over and overlap takes place, at its cost, between the new and the encumbered Contact Person.
- SCOPE OF GENERAL SERVICES
 - The Service Provider shall, for the duration of this Agreement, provide the Services in terms of the Appointment Letter and as outlined fully in the Scope of Work including but not limited to:

Tender for the design, supply, deliver and offload of new photovoltaic streetlights to the City of Tshwane on an as and when required basis for the period of three (3) years

- **PRICE AND PAYMENT**

- The City shall pay to the Service Provider as stated in the Appointment Letter attached and or in terms of the Scope of Work attached herein as **Annexure “C”**.
- All payments under this Agreement shall be made by electronic fund transfer or other forms of payment as the Parties may agree from time to time, upon receipt of valid and undisputed Tax Invoices and month-end statements together with the supporting documentation from the Service Provider, once the undisputed Tax Invoices or such portion of the Tax Invoices which are undisputed become due and payable.
- All amounts and other sums payable in terms of this Agreement and Schedules hereto will be stipulated exclusive of VAT, unless expressly stated otherwise.
- Unless otherwise provided in the Schedules, valid Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by The City within 30 (thirty) days after the date of receipt by The City of the Service Provider's statement together with the relevant valid and undisputed Tax Invoice(s) and supporting documentation, but in any event not later than 90 (ninety) days of receipt of such statement.
- There shall be no interest levied on a Tax Invoice that is in dispute between the Parties.
- The City shall pay the amount reflected on a Tax Invoice once the City's Contact Person has verified that the Services set out in a schedule have been rendered and the Tax Invoice amount has been approved by the City.
- All Tax Invoices shall be addressed to the City' Contact Person.
- All payments shall be transferred, by the City to the Service Provider electronically into the Service Provider's bank account, the details of which are set out below:

Bank:
Account type:
Account No:
Branch No:

- Failure to comply with the clauses above may result in late payment of the total amount of an invoice by the Service Provider to the City. The City shall not be liable for any costs or damages suffered by the Service Provider as a result of such late payment.
- If the City fails to make payment in accordance with the Agreement or fails to comply with any provisions of any Order issued under this Agreement, the Service Provider reserves the right to cancel any undelivered portion of the Goods and/or to suspend the Services, and the City shall remain responsible for the completed and partly completed work up to the date of such cancellation.
- **PRICE RESTRUCTURING**
 - The Service Provider shall be subject to a price review every year.
 - The City shall embark on a benchmarking exercise every 12 (twelve) months where the City shall benchmark the Service Provider's Contract Price against the prevailing market rates.
 - In the event it emerges that the Service Provider's charges in respect of the Contract Price and other charges under this Agreement are materially higher than the reasonable benchmark ascertained by the City or that the City can acquire similar Services of a like quality from another supplier at a total delivered cost that is lower than the total delivered cost of the Services acquired hereunder from the Service Provider, the City shall have the right to notify the Service Provider of such total delivered cost and the Service Provider shall have an opportunity to adjust the Contract Price and any other charges hereunder, on such a basis as to result in the same total delivered cost to the City, within 30 (thirty) calendar days of such notice.
 - If the Service Provider fails to do so or cannot legally do so, The City may:
 - acquire the Services from such other supplier in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of the City and the Service Provider hereunder shall be reduced accordingly;

- terminate this Agreement without any penalty, liability or further obligation; or
 - continue under this Agreement.
- Within 30 (thirty) calendar days of a notice by the City or at any time the City so requests, the Service Provider shall certify in writing to the City that it is in compliance with this clause and shall provide all information that the City reasonably requests in order to verify such compliance.
- SERVICE LEVELS
 - The Service Provider recognises that the City has entered into this Agreement relying specifically on the Service Provider's representations regarding service levels including, *inter alia*:
 - capacity allocations in accordance with the Service to be provided;
 - all work to be performed and Services rendered under this Agreement shall comply with industry norms and best practice acceptable within the Services industry and shall be executed by the Service Provider to the total satisfaction of the City.
 - The Service Provider shall provide suitably qualified and trained employees to provide the Services to the City in terms of this Agreement, and shall allocate, in its discretion employee resources in accordance with the technical skill and knowledge required, provided that any exercise of such discretion by the Service Provider shall not negatively impact on the provision of the Services by the Service Provider to the City, and shall allocate employees with the technical skill and knowledge onsite at the City at all times during normal working hours, if the City so requires.
 - Amongst others, the Service Provider shall comply with and provide the Services as set out in clause □ above.

- WITHHOLDING OF PERFORMANCE

The Service Provider may not under any circumstances, including, without limitation, non-payment by the City, withhold any Services from the City during the currency of this Agreement, unless it validly terminates this Agreement in terms of clause □ below.

- PENALTY

- Should the Service Provider fails to comply with its obligations in terms of this Agreement, the City may impose a penalty on the Service Provider in terms of clause 13.3 below.
- The City shall provide the Service Provider with a written notice requiring the Service Provider to remedy the default within 7 (seven) days from the date of delivery of the notice.
- Should the Service Provider fail to remedy the default within 7 (seven) days after receiving the notice, then the City shall be entitled, without prejudice to any alternative or additional right of action or remedy available to the City and without further notice, impose as a penalty, calculated as 5% of the order price of the delayed goods or unperformed services, for each day of delay until actual delivery or performance, not exceeding 10% of the total Contract Price. The City may also consider termination of the Agreement as stated in clause 31 of this Agreement once the maximum penalty amount related to delays has been reached. .
- Should there be a dispute as to whether the failure to deliver was caused by the City or was the Service Provider's fault such dispute shall be dealt with in accordance to clause □ below.

- ACCESS

- The City shall allow the Service Provider reasonable access to its premises, provided that:
 - access is related to the Services to be provided by the Service Provider; and
 - the Service Provider adheres to all rules, regulations and instructions applicable at City's premises.
- The Service Provider is required to notify City monthly of employees who are to provide Services at the Service Areas and/or Delivery Areas.

- The City shall grant the Service Provider and/or its employees, referred in clause □o above, access to its premises to perform its obligations in terms of this Agreement.
- The Service Provider and its employees shall at all time when entering the premises and/or Service Areas and/or Delivery Areas of the City comply with all rules, laws, regulations and policies of the City.
- DELIVERY OF GOODS
 - The Service Provider shall deliver the Goods within thirty (30) days after receipt of an official purchase order.
 - Should the Service Provider be unable to deliver the Goods on the Delivery Date, the Service Provider shall inform the City of its inability to deliver the Goods, the reason thereof, and shall provide the City with a reasonable alternative Delivery Date which in any event shall not be more than 14 (fourteen) days from the original Delivery Date.
 - In the event that the Service Provider is unable to deliver the Goods on the Delivery Date 3 (three) times in a period of 6 (six) months, then the City shall be entitled to terminate this Agreement by giving the Service Provider 1 (one) month's written notice to terminate.
 - Upon delivery of the Goods by the Service Provider, the City's contact person shall sign the delivery document provided by the Service Provider as acknowledgement of receipt of the Goods. Such acknowledgement of receipt shall not constitute an acceptance:
 - that the Goods were received in good condition;
 - that the Goods were free of any defects;
 - that the Goods were fit for the purpose for which they were purchased; and/or
 - of any terms and conditions of the delivery document.
 - In the event that the City notifies the Service Provider, within five (5) Business Days, that the Goods delivered are not in accordance with the order, the City shall be entitled to return the Goods to the Service Provider at the Service Provider's cost and the Service Provider shall deliver the replacement Goods ordered within five (5) Business Days of taking delivery of the defective Goods.
- 15.6 The Service Provider shall bear all risk of loss or damage to the Goods until they are delivered to the City's named place of destination, and

transfer of ownership of the Goods shall pass from the Service Provider to the City only when all payments have been made in full.

- **DEFECTIVE GOODS**

- The Service Provider shall verify whether the Goods received are in order and without any defects.
- In the event that the City realises that the Goods have any defect, the City shall inform the Service Provider in writing within 5 (five) days of becoming aware of the defect ("Notice of Defect").
- Upon receipt of the Notice of Defect, the Service Provider shall immediately deliver replacement Goods to the City within 14 (fourteen) Business Days of receiving the Notice of Defect referred to in clause □o above and replace the defective Goods.
- The cost of returning and replacing the defective Goods shall be borne by the Service Provider.
- The Service Provider shall be responsible for the replacement amount of any parts of the Goods that are to be replaced in terms of this Agreement.

- **AMENDMENT OR CANCELLATION OF PURCHASE ORDER**

The City is entitled to cancel an order, reschedule delivery of the Goods or change the Delivery Area and Delivery Date on fourteen (14) days written notice to the Service Provider.

- **INSPECTION**

- The City may at any time inspect the Goods and/or Services levels of the Service Provider in terms of this Agreement.
- If the City is, at any time, dissatisfied with the service levels then the Service Provider shall, within 7 (seven) days, notify the Service Provider in writing of the failure or default.
- The Service Provider shall immediately upon receipt of written demand by the City, remedy such failure or default, within 7 (seven) Business Days from the date of receipt of the notice, free of charge.
- Should the Service Provider fail to remedy the failure or default referred to above then the City shall have the right to impose penalties as provided for in clause □ above or invoke the provisions of clauses and/or clause □ below.

- To enable the City to determine whether the Goods and/or Services rendered in terms of this Agreement are being complied with the Service Provider shall:
 - *provide the City with such information as it may reasonably require;*
 - *allow the City to inspect and take copies of any records of the Service Provider relating to the Goods and/or Services, including all hardware, software, data, information, visuals, procedures, event logs, transaction logs, audit trails, books, records, contracts and correspondence;*
 - *allow the City or its authorised representatives to conduct interviews with any of the Service Provider's employees, subject to reasonable notice being given to the Service Provider.*
- **Service Provider to Provide Reasonable Assistance**
 - Where any information is required for inspection in terms of this clause and the information is kept in a computer, the Service Provider shall give the City reasonable assistance required to facilitate inspection and obtain copies of the information in a visible and legible form or to inspect and check the operation of any computer and any associated apparatus or material that is or has been in use in connection with the keeping of the information.
 - Any information required to be provided to the City pursuant to this clause 18 shall be provided by the Service Provider, as the case may be in such form (including a form otherwise than in writing) as the City may reasonably specify.
 - The cost of any inspection contemplated in terms of this clause 18 shall be for the account of the City unless any material irregularity or failure on the part of the Service Provider is determined by City in the course of such inspection.
- The inspection contemplated in this Agreement will be conducted:
 - during normal business hours;
 - save where the circumstances justify it, on reasonable notice to the Service Provider; with the minimum interference in the

provision of the Goods and/or Services and the Service Provider's other operations.

- **MAINTENANCE AND SUPPORT**

The SP will be required to provide support during the contract period.

- **TRAINING**

If required, the Service Provider shall as part of Maintenance And Support, ensure that the City's nominated employees, receive the required and necessary training relating to the nature, purpose, handling and storage, installation, maintenance and appropriate use of the Goods.

- **SERVICE PROVIDER'S WARRANTIES AND INDEMNITIES AND LIABILITIES**

- **Service Warranties**

- The Service Provider warrants that in relation to each Service provided in terms of this Agreement:
 - *it has full capacity and authority to enter into and perform this Agreement, and that this Agreement is executed by duly authorised representatives of the Service Provider;*
 - *it possesses or has access to the requisite knowledge, skill and experience to provide the Services in an expert manner;*
 - *it will discharge its obligations under this Agreement and any annexure, appendix or Schedule hereto with all due skill, care and diligence;*
 - *all work performed and Services rendered under this Agreement shall comply with prevailing practice, standards and specifications within the industry;*
 - *it will be solely responsible for the payment of remuneration and associated benefits, if any, of its Personnel and for withholding and remitting income tax for its Personnel in conformance with any applicable laws and regulations;*
 - *the use or possession by the City of any Materials will not subject the City to any claim for infringement*

of any Intellectual Property Rights of any third party;

- *with promptness and diligence and in a skilful manner and in accordance with the practices and professional standards of operations while performing Services and/or delivering Goods and/or similar to the Services and/or Goods;*
- *which Services and/or Goods will in all aspects comply with industry norms and best practice to the satisfaction of the City with regard to materials and workmanship; ;*
- *using and adopting any standards, processes and procedures required under this Agreement;*
- *warranting that it shall employ suitably qualified and trained employees to provide the Services and/or Goods to the City and it shall allocate employees in accordance with the technical skill and knowledge required;*
- *free from any defects in material and workmanship;*
- *maintaining and causing to be maintained the highest standard of workmanship and care in undertaking the Services and/or processing the Goods;*
- *maintaining and caused to be maintained the highest standard of care and diligence in providing the Services, maintenance and support;*
- *ensuring that all applicable laws are observed;*
- *without derogating from the generality of the foregoing, strictly adhering to any or all laws, regulations and accepted procedures with regard to health, hygiene and the maintaining of the environment in the manufacture, packaging, labelling, identification, storage and transportation of the Goods.*
- *guaranteeing that the Goods shall be in good working condition for the warranty and/ or maintenance period of the Goods, and that the Service Provider*

shall be responsible for the costs of repair of the Goods should the Goods require to be repaired to their normal use.

21.1.2 Defective workmanship or failure of the Goods and/or Services shall cease upon expiry of the period of maintenance, being the earlier of twelve (12) months after completion of the Services or eighteen (18) months from delivery of the Goods to the site. Such liability shall be in lieu of any liability implied by law and shall be limited to the repair or replacement, at the election of the Service Provider, of the defective portion of the Goods and/or Services, where after the Service Provider shall have no further liability of whatsoever nature towards the City.

○ **Indemnity**

- The Service Provider hereby indemnifies the City against any claim which may be brought against the City by the Service Provider's personnel or a third party arising from the execution of this Agreement alternatively which arises against the City as a result of the Service Provider's breach of any of the provisions of this Agreement, provided that the City shall notify the Service Provider in writing within a reasonable time, and in any event not less than 14 (fourteen) Business days of the City becoming aware of any such claim to enable the Service Provider to take steps to contest it and shall provide the Service Provider with such reasonable assistance as may be necessary to enable the Service Provider to defend the claim to the extent only that it is in a position to render such assistance. The Service Provider may, within 5 (five) Business Days of receipt of written notice from the City aforesaid, elect in writing to contest such a claim in the name of the City and shall be entitled to control the proceedings in regard thereto, provided that the Service Provider indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

○ **Limitation of Liability**

21.3.1 Neither Party shall be liable to the other party for loss of use of any works, loss of profit, loss of contract or for any indirect or consequential loss or damages which may be suffered by the other party in connection with this Agreement.

21.3.2 Notwithstanding anything to the contrary contained or implied in the applicable conditions of contract, and in no event, whether as a result of breach of contract, indemnity, warranty, delict (including negligence), strict liability, or any other cause arising, shall the Service Provider's total liability to the City, or its insurers, for any loss or damage arising out of, or resulting from an Order issued under this Agreement or from the performance or breach thereof, or from the Goods and/or Services furnished hereunder, exceed 100% of the specific Order value.

- **SERVICE PROVIDER'S PERSONNEL**

- **Liability for Criminal Acts of Employees**

The Service Provider shall be liable to the City for any loss that the City or any third party may suffer as a result of any theft, fraud or other criminal act of any employee of the Service Provider which arises within the course and scope of such employees' employment with the Service Provider.

- **Character of Employees**

- Due to the confidential nature of certain aspects of the Services and the position of trust which the Service Provider's employees will fulfil, the Service Provider hereby undertakes to use its best commercial endeavours to ensure that it only assigns to the City employees who are fit and proper persons and who display the highest standards of personal integrity and honesty and who have not, to their knowledge, being convicted of any crime.

- The Service Provider shall, at its own cost, conduct all reasonable background checks into members of its employees prior to utilizing same to provide the Services in terms of this Agreement.

- The City shall conduct all reasonable background checks into the Service Provider's employees from time to time, where it deems it necessary to do so.

- **STATUTORY AND EMPLOYMENT ISSUES**

- **The Service Provider shall comply with all employment legislation**

- The Service Provider warrants that it has full knowledge of all relevant statutory, collective and other stipulations applicable to

the relationship with its personnel and its relationship with the City. This includes, but is not limited to, the Labour Relations Act, the Basic Conditions of Employment Act, 1977, the Employment Equity Act, 1998 and any other applicable employment legislation currently in force.

- The Service Provider warrants further that it is not and will not in future be in contravention of any of the provisions of any such legislation and in the event of such contravention, the Service Provider shall immediately take all steps to remedy such contravention. If the City advises the Service Provider of any contravention of such legislation in writing, the Service Provider shall, within 10 (ten) days after receipt of such notice, take all steps necessary to remedy such contravention and shall keep the City informed regarding the steps taken and the implementation and the result thereof.

- **No employment**

The Service Provider warrants that none of its personnel shall be regarded as employees of the City. The Service Provider shall assist to defend and bear all costs in the event that the City is required to defend a claim, whether civil or employment related, instituted against it by the Service Provider's personnel should the City defend the matter, the Service Provider hereby indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

- **Occupational Health and Safety Act, 1993**

The Service Provider shall be responsible for ensuring compliance with all the provisions of the Occupational Health and Safety Act, 1993 and it indemnifies the City against any claim which may arise in respect of such Act by its personnel against the City.

- **SUB-CONTRACTING**

- The Service Provider may not Subcontract the whole of or any portion of the Services in terms of this Agreement to any third party without the prior written consent of the City.
- In the event the Service Provider wishes to Subcontract the whole of or any portion of the Services in terms of this Agreement, it shall apply to the City in writing for consent to do so.
- In its application, the Service Provider shall give the name of the Subcontractor, the Subcontractor's obligations, the proposed date of

commencement of the Subcontract which shall include the fees payable to the Subcontractor, and a report of the background security check on the Subcontractor's suitability, financial and otherwise.

- The City may, in its sole and absolute discretion refuse consent to Subcontract. In the event the City approves the Subcontracting of the whole of or any portion of the Services in terms of this Agreement, then:
 - the Service Provider shall ensure that the Subcontractor's B-BBEE level is equal or better than that of the Service Provider, their price is competitive and they have the capacity to provide the Service;
 - such Subcontracting shall not absolve the Service Provider from responsibility for achieving the Service Levels or complying with its obligations in terms of this Agreement and the Service Provider hereby indemnifies and holds the City harmless against any loss, harm or damage which the City may suffer as a result of such Subcontracting;
 - the Service Provider shall at all times remain the sole point of contact for the City in respect of the acquisition of Services by the City; and
 - no such Subcontracting shall have any effect on the Contract Price and charges payable by the City to the Service Provider in terms of this Agreement.

- **CONFIDENTIALITY**

- The Service Provider acknowledge that all information relating to the City confidential business and technical information, data, documents or other information necessary or useful for the carrying on by the City of its business which shall include, but shall not be limited to operating procedures, quality control procedures, approximate operation personnel requirements, descriptions and trade names and trademarks, know how, techniques, technology, information relating to clients, customers, suppliers, relevant authorities, copyright, trade secrets and all goodwill relating to the business and any other intellectual property rights, technical data and documents in whole or in part, used by the City in respect of its business; ("**Confidential Information**"), shall remain confidential and shall not be made known unless the City has given written consent to do so.
- The information provided by the City in the context of this Agreement is Confidential Information and the Service Provider shall take all

reasonable measures to keep the information confidential and will only use the information for the purpose for which it was provided.

- The Service Provider undertakes to not disclose any such Confidential Information. However, there will be no obligation of confidentiality or restriction on use where:
 - the information is publicly available, or becomes publicly available otherwise than by action of the receiving Party; or
 - the information was already known to the receiving Party (as evidenced by its written records) prior to its receipt under this or any previous agreement between the Parties or their affiliates; or
 - The information was received from a third Party not in breach of an obligation of confidentiality.
- **INTELLECTUAL PROPERTY RIGHTS**
 - All Intellectual Property Rights of the Service Provider and/or third party vest in the Service Provider and/or third party, as appropriate.
 - All rights in the City name and logo remain the absolute property of the City.
 - The Service Provider warrants that no aspect of the Services provided in terms thereof will infringe any Patent, Design, Copyright, Trade Mark or trade secret or other proprietary right of any third party.
 - The Service Provider shall promptly notify the City, in writing, of any infringement or apparent or threatened infringement or any circumstances which may potentially give rise to an infringement, or any actions, claims or demands in relation to any Intellectual Property Rights.
 - In the event the City becomes aware of any such infringement, the Service Provider shall, at its cost, defend the City against any claim that the Services infringe any such third party Intellectual Property Rights, provided that the City gives notice to the Service Provider of such claim and the Service Provider controls the defence thereof. The Service Provider further indemnifies the City against, and undertakes that it will pay all costs, damages and attorney fees, if any, finally awarded against the City in any action which is attributable to such claim and will reimburse the City with all costs reasonably incurred by the City in connection with any such action.

- Should any claim be made against the City by any third party in terms of clause □o above, the City shall give the Service Provider written notice thereof within 3 (three) days of becoming aware of such claim to enable the Service Provider to take steps to contest it.
- Should any third party succeed in its claim for the infringement of any third party proprietary rights, the Service Provider shall, at its discretion and within 30 (thirty) days of the Services having been found to infringe, at its own cost:
 - obtain for the City the right to continue using the subject of infringement or the parts thereof which constitute the infringement; or
 - replace the subject of infringement or the parts thereof which constitute the infringement with another product or service which does not infringe and which is materially similar to the subject of infringement; or
 - alter the subject of infringement in such a way as to render it non-infringing while still in all respects operating in substantially the same manner as the subject of infringement; or
 - withdraw the subject of infringement.
- **FORCE MAJEURE**
 - For the purposes hereof, Force Majeure shall mean civil strife, riots, insurrection, sabotage, national emergency, acts of war of public enemy, rationing of supplies, flood, storm, fire or any other like forces of nature beyond the reasonable control of the party claiming Force Majeure and comprehended in the terms thereof.
 - If Force Majeure causes delays in or failure or partial failure of performance by a Party of all or any of its obligations hereunder, this Agreement shall be suspended for the period agreed in writing between the Parties.
 - In the event of circumstances arising which the other Party believes that it constitutes a Force Majeure (“the Affected Party”) then such Affected Party shall send, within 5 (five) days from the interrupting circumstances, a written notice of the interrupting circumstances specifying the nature and date of commencement of the interrupting event to the other Party. The Parties shall agree, in writing, to suspend the implementation of this Agreement for a specific period (“Agreed Period”).

- In the event that both Parties reasonably believe that the Affected Party shall be unable to continue to perform its obligations after the Agreed Period, then either Party shall be entitled to terminate this Agreement without further notice to the other Party.
- The Party whose performance is interrupted by the interrupting circumstances shall be entitled, provided that such party shall have given notice to that effect with a written notice of the interrupting circumstances as provided above, to extend the period of this Agreement by a period equal to the time that its performance is so prevented.
- **CESSION**
The Service Provider shall not be entitled to cede or assign or transfer in any other way and/or alienate its rights and obligations in terms of this Agreement without the prior written consent of the City.
- **CHANGE OF CONTROL / CIRCUMSTANCE**
 - The Service Provider shall notify the City, in writing, of any change in the Service Provider's shareholding or membership or any change in the Service Provider's subsidiary companies or holding or its affiliates.
 - The Parties agree that should there be a change as envisaged in clause ☐o above, the City shall have the opportunity to renegotiate the terms of this Agreement with the 3rd party.
 - The Service Provider shall further notify the City of any material changes or circumstance which might have led the City to appoint the Service Provider to Provide the Goods and/or Services. In the event that any material change or circumstance occurs and the Service Provider fails to inform the City of such a change or circumstance, the Service Provider shall be deemed to have breached a material term of this Agreement and the City shall be entitled to cancel the Agreement on 1 (one) month's prior notice.
- **BREACH**
 - Subject to clause ☐o above, should either Party commit a breach of any term of this Agreement ("the Defaulting Party") then the affected party ("Aggrieved Party") shall be entitled to inform the Defaulting Party in writing to remedy such failure or default within 5 (five) Business Days and should the Defaulting Party fail to remedy the breach within 5 (five) Business Days after receipt of the notice the so Aggrieved Party shall be entitled, without prejudice to any of its rights under this Agreement or law to:

- immediately terminate this Agreement without giving written notice and claim damages (which shall include legal costs on an attorney/client scale); or
 - request specific performance and claim damages (which shall include legal costs on an attorney/client scale); or
 - impose penalties as provided for in clause ☐ above.
- **EARLY TERMINATION**
The City shall have the right to terminate this Agreement by giving 30 (thirty) days' notice in writing to the Service Provider of its intention to terminate the Agreement.
 - **DISPUTES**
 - Save for clause 30 above or any other clause in this Agreement which provides for its own remedy, should any dispute arise between the Parties in respect of or pursuant to this Agreement, including, without limiting the generality of the foregoing, any dispute relating to:
 - the interpretation of the Agreement;
 - the performance of any of the terms of the Agreement;
 - any of the parties' rights and obligations;
 - any procedure to be followed;
 - the termination or cancellation or breach of this Agreement; or
 - the rectification or repudiation of this Agreement; then any Party may give the other Party written notice of such dispute, in which event the provisions below shall apply.
 - Within 7 (seven) days of the declaration of such dispute, the Parties representatives or their nominated persons shall meet in the spirit of goodwill and endeavour to resolve the dispute, failing which (and without prejudice to any other alternative dispute resolution to which the Parties may agree, either prior to or concurrently with arbitration) the provisions of this clause ☐ above shall apply.
 - If the Parties are unable to resolve the dispute within 14 (fourteen) days of the notice of the dispute (or such longer period as they may have agreed to in writing), then either Party may, on written notice to the other Party, require that the dispute be submitted to and decided by

arbitration, in terms of the Arbitration Act, 42 of 1965 of South Africa (“the Arbitration Act”).

- The arbitration shall be held under the provisions of the Arbitration Act provided that the arbitration shall be:
 - at any place which the Parties agree, in writing, to be mutually convenient.
 - in accordance with such formalities and/or procedures as may be settled by the arbitrator and may be held in an informal and summary manner, on the basis that it shall not be necessary to observe or carry out the usual formalities of procedure, pleadings and/or discovery or respect rules of evidence.
- If the arbitration is:
 - a legal matter, then the arbitrator shall be a practicing advocate or a practicing attorney of not less than 10 (ten) years' standing;
 - an accounting matter, then the arbitrator shall be a practicing chartered accountant of not less than 10 (ten) years' standing;
 - any other matter, then the arbitrator shall be any independent person agreed upon between the parties.
- Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the arbitration has been demanded, then the arbitrator shall be nominated at the request of either of the Parties, by the president for the time being of the Law Society of the Northern Provinces.
- Should the Parties fail to agree whether the dispute is of a legal, accounting or other nature within 7 (seven) days after the arbitration has been demanded, then it shall be deemed to be a dispute of a legal nature.
- The arbitrator may:
 - investigate or cause to be investigated any matter, fact or thing which he considers necessary or desirable in connection with the dispute and for that purpose, shall have the widest powers of investigating all documents and records of any party having a bearing on the dispute;
 - interview and question under oath the parties or any of their representatives;

- decide the dispute according to what he considers just and equitable in the circumstances; and
 - make such award, including an award for specific performance, damages or otherwise, as he in his discretion may deem fit and appropriate. The arbitration shall be held as quickly as possible after it is requested, with a view to it being completed within 30 (thirty) days after it has been so requested.
- The arbitrator's decision and award shall be in writing with reasons and shall be final and binding upon the Parties.
 - The arbitrators award may, on application by either Party to a court of competent jurisdiction and after due notice is given to the other Party, be made an order of court.
 - Notwithstanding the provisions of clauses 10, 11, 12, 13, 14, 15, 16 above, in the event of either Party having a claim against the other Party for a liquidated amount or an amount which arises from a liquid documents, or for an interdict or other urgent relief, then the other Party having such a claim shall be entitled to institute action therefore in a court of law rather than in terms of the above clauses, notwithstanding the fact that the other Party may dispute the claim.
 - The provisions of this clause 32 are severable from the rest of this Agreement and shall remain in effect even where this Agreement is terminated or cancelled for any reason.
- LAWS AND JURISDICTION
 - This Agreement shall be governed by and interpreted according to the Law of the Republic.
 - Each Party submits to the exclusive jurisdiction of the South African courts in respect of any matter arising from or in connection with this Agreement including its termination. Each Party further consents to the jurisdiction of the High Court of South Africa (North Gauteng High Court (Pretoria)).
- NOTICES AND COMMUNICATIONS
 - The Parties choose as their respective *domicilium citandi et executandi* (hereinafter referred to as the "*domicilium*") and for the delivery of any notices arising out of this Agreement or its termination or cancellation, whether in respect of court process, notices or other documents or

communications of whatsoever nature (including the exercise of any option), the address set out below:

▪ **THE CITY:**

Office of the City Manager
Tshwane House
2nd Floor, Block D
320 Madiba Street
Pretoria, 0001
P O Box 440
Pretoria, 0001
Fax: 086 214 9544
Attention:
Telephone:
Email:

▪ **THE SERVICE PROVIDER:**

.....
.....
.....
.....
.....
Attention:
Telephone:
Fax:
Email:

- Each Party shall be entitled from time to time, by written notice to the other Party, to vary its *domicilium* to any other address which is not a Post Office Box or a Poste Restante.
- Any notice given and any payment made by any Party to another Party (hereinafter referred to as “the addressee”) which:
 - is delivered by hand during normal business hours of the addressee at the addressee’s *domicilium*, shall be deemed, until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;
 - is posted by prepaid registered post to the addressee at the addressee’s *domicilium* shall be deemed, until the contrary is

proved by the addressee, to have been received on the 7th (seventh) day after the date of posting.

- is sent by email or facsimile machine shall be deemed, until the contrary is proven by the addressee, to have been received within 1 (one) hour of transmission where it is transmitted during business hours of the receiving instrument and at noon on the following business day (excluding Saturdays) where it is transmitted outside such business hours.
- Any notice or communication required or permitted in terms of this Agreement shall be valid and effective only if in writing but it shall be competent to give notice by facsimile.
- Notwithstanding anything to the contrary in this Agreement a notice or communication actually received by one Party shall be an adequate notice or communication notwithstanding that it was not sent to or delivered at the chosen *domicilium citandi et executandi*.
- **GENERAL AND MISCELLANEOUS**
 - **SOLE RECORD OF AGREEMENT**

This Agreement constitutes the sole record of the agreement between the Parties with regard to the subject matter hereof. No Party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.
 - **NO AMENDMENT EXCEPT IN WRITING**

No addition to, variation of, or agreed cancellation of, this Agreement shall be of any force or effect unless in writing and signed by or on behalf of the Parties. Any alleged waiver of this requirement must itself be reduced to writing and signed by the relevant Party to be of any effect.
 - **WAIVERS**

No relaxation or indulgence which any party may grant to any other shall constitute a waiver of the rights of that party and shall not preclude that party from exercising any rights which may have arisen in the past or which might arise in future.
 - **SURVIVAL OF OBLIGATIONS**

Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement shall survive any termination or expiration of this Agreement and continue in full force and effect.

○ **APPROVALS AND CONSENTS**

An approval or consent given by a Party under this Agreement shall only be valid if in writing and shall not relieve the other party from responsibility for complying with the requirements of this Agreement nor shall it be construed as a waiver of any rights under this Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Agreement. Any alleged waiver of the requirement that the approval or consent must be in writing must itself be reduced to writing and signed by the relevant Party to be of any effect.

● **EXECUTION**

- This Agreement may be executed in several counterparts, which shall each be deemed an original, but all of which shall constitute one and the same instrument. A facsimile shall constitute a valid counterpart for all purposes hereunder.
- The signatories to this Agreement by their signature warrant their authority to enter into this Agreement and the capacity of their principal, if signing in a representative capacity, to enter into this Agreement.

Signed at _____ on this ____ day of _____ 20

For and on behalf of **THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

Duly represented by

City Manager

Signed at _____ on this ____ day of _____
20

.....

Duly represented by