


<b>TENDER DOCUMENT GOODS AND SERVICES</b>		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
<b>SUPPLY CHAIN MANAGEMENT</b>		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10

**TENDER NO: 263S/2025/26**

**TENDER DESCRIPTION: PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

**CONTRACT PERIOD: 60 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT**

<b>CLOSING DATE</b>	<b>8 July 2026</b>
<b>CLOSING TIME</b>	<b>10:00 am</b>
<b>TENDER BOX NUMBER</b>	<b>233</b>
<b>TENDER FEE</b>	<b>R200.00</b>

Non – refundable tender fee payable to the City of Cape Town (CCT) for a hard copy of the tender document. This fee is not applicable to website downloads of the tender document.

<b>TENDERER</b>	
<b>NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (hereinafter the "Tenderer")</b>	
<b>TRADING AS (if different from above)</b>	
<b>Registration number of Tenderer</b>	
<b>Physical address and chosen domicilium citandi et executandi of Tenderer</b>	

<b>NATURE OF TENDER OFFER (please indicate below)</b>	
<b>Main Offer (see clause 2.2.11.1)</b>	
<b>Alternative Offer (see clause 2.2.11.1)</b>	

<b>TENDER SERIAL NO.:</b>
<b>SIGNATURES OF CCT OFFICIALS AT TENDER OPENING</b>
<b>1</b>
<b>2</b>
<b>3</b>

## TABLE OF CONTENTS

<b>THE TENDER.....</b>	<b>3</b>
T.1 GENERAL TENDER INFORMATION .....	3
T.2 CONDITIONS OF TENDER .....	4
2.1 General.....	4
2.2 Tenderer’s obligations .....	7
2.3 The CCT’s undertakings.....	17
<b>THE CONTRACT .....</b>	<b>24</b>
C.1 DETAILS OF TENDERER/SUPPLIER .....	25
C.2 FORM OF OFFER AND ACCEPTANCE .....	26
C.2.1 OFFER (TO BE COMPLETED BY THE TENDERER AS PART OF TENDER SUBMISSION).....	26
C.2.2 ACCEPTANCE (TO BE COMPLETED BY THE CCT) .....	27
C.2.3 SCHEDULE OF DEVIATIONS (TO BE COMPLETED BY THE CCT UPON ACCEPTANCE) .....	28
C.2.4 CONFIRMATION OF RECEIPT (TO BE COMPLETED BY SUPPLIER UPON ACCEPTANCE).....	29
C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT .....	30
C.4 PRICE SCHEDULE .....	31
C.5 SPECIFICATION(S).....	37
C.6 SPECIAL CONDITIONS OF CONTRACT .....	47
C.7 GENERAL CONDITIONS OF CONTRACT .....	58
C.8 ANNEXURES .....	68
ANNEXURE A – PRO FORMA INSURANCE BROKER’S WARRANTY .....	68
ANNEXURE B – MONTHLY PROJECT LABOUR REPORT .....	69
ANNEXURE C - PRO FORMA PERFORMANCE SECURITY/ GUARANTEE .....	71
ANNEXURE D - PRO FORMA ADVANCE PAYMENT GUARANTEE .....	73
ANNEXURE F - TENDER RETURNABLE DOCUMENTS.....	76
<i>Schedule F.1: Contract Price Adjustment .....</i>	<i>76</i>
<i>Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums .....</i>	<i>78</i>
<i>Schedule F.3: Declaration for Procurement above R10 million .....</i>	<i>79</i>
<i>Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022 .....</i>	<i>80</i>
<i>Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended).....</i>	<i>89</i>
<i>Schedule F.6: Conflict of Interest Declaration .....</i>	<i>91</i>
<i>Schedule F.7: Declaration of Tenderer’s Past Supply Chain Management Practices (MBD 8) .....</i>	<i>92</i>
<i>Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT .....</i>	<i>94</i>
<i>Schedule F.9: Certificate of Independent Tender Determination .....</i>	<i>95</i>
<i>Schedule F.10: Proposed Deviations And Qualifications By Tenderer .....</i>	<i>96</i>
<i>Schedule F.11: List of Other Documents Attached By Tenderer.....</i>	<i>97</i>
<i>Schedule F.12: Record of Addenda to Tender Documents .....</i>	<i>98</i>
<i>Schedule F.13: Information to Be Provided With the Tender .....</i>	<i>99</i>
<i>Schedule F.14: Appeal Application .....</i>	<i>124</i>

# THE TENDER

## T.1 GENERAL TENDER INFORMATION

<b>TENDER ADVERTISED</b>	:	<b>29 May 2026</b>
<b>SITE VISIT/CLARIFICATION MEETING</b>	:	Time: 11:00am on Date: 12 June 2026 (Not compulsory, but strongly recommended)
<b>VENUE FOR SITE VISIT/CLARIFICATION MEETING</b>	:	<b>MS Teams:</b> <a href="https://teams.microsoft.com/meet/379440663477819?p=WisXz9dHmZJD6lgoGD">https://teams.microsoft.com/meet/379440663477819?p=WisXz9dHmZJD6lgoGD</a>  <b>Meeting ID: 379 440 663 477 819</b> <b>Passcode: Fj3Yk9YE</b>
<b>TENDER BOX &amp; ADDRESS</b>	:	<b>Tender Box as per front cover</b> at the <b>Tender &amp; Quotation Boxes Office</b> , 2 <sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.  : The Tender Document (which includes the Form of Offer and Acceptance) completed and signed in all respects, plus any additional supporting documents required, must be submitted in a sealed envelope with the name and address of the tenderer, the endorsement <b>“TENDER NO. 263S/2025/26: - TENDER DESCRIPTION: PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY”</b> , the tender box number. and the closing date indicated on the envelope. The sealed envelope must be inserted into the appropriate official tender box before closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at the public counter (Tender Distribution Office) for alternative instructions. It remains the tenderer’s responsibility to ensure that the tender is placed in either the original box or as alternatively instructed.
<b>CCT TENDER REPRESENTATIVE</b>	:	Email: SCM.Tenders17@capetown.gov.za

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS “OR EQUIVALENT”**

## T.2 CONDITIONS OF TENDER

### 2.1 General

#### 2.1.1 Actions

**2.1.1.1** The City of Cape Town (hereafter referred to as the “CCT”) and each tenderer submitting a tender offer (hereinafter referred to as the “tenderer” or the “supplier”) shall comply with item T.2 of this Tender Document Goods and Services (hereinafter referred to as these “Conditions of Tender”). The tenderer and the CCT shall collectively hereinafter be referred to as the “Parties” and individually a “Party”). In their dealings with each other, the Parties shall discharge their duties and obligations as set out in these Conditions of Tender, timeously and with integrity, and behave equitably, honestly and transparently, and shall comply with all legal obligations imposed on the Parties herein and in accordance with all applicable laws.

**The Parties agree that this tender Tender Document Goods and Services (hereinafter referred to as the”Tender” / “Tender Document”), its evaluation and acceptance and any resulting contract shall also be subject to the CCT’s Supply Chain Management Policy (‘SCM Policy’) that was applicable on the date the bid was advertised and as amended from time to time. If the CCT adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender (hereinafter referred to as the “Contract”), such clause shall also be applicable to that Contract. Please refer to this document contained on the CCT’s website.**

**Abuse of the supply chain management system is not permitted and may result, inter alia, (1) in the tender being rejected; (2) cancellation of the contract; (3) restriction of the supplier, and/or (4) the exercise by the CCT of any other remedies available to it as provided for in the SCM Policy and/or the the Contract and/or this tender and/or any applicable laws .**

**2.1.1.2** The CCT, the tenderer and their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the CCT shall declare any conflict of interest to the CCT at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

**2.1.1.3** The CCT shall not seek, and a tenderer shall not submit a tender, without having a firm intention and capacity to proceed with the contract.

#### 2.1.2 Interpretation

**2.1.2.1** The additional requirements contained in Annexure F to the contract (hereinafter referred to as the “returnable documents” / “Returnable Schedules”) are part of these Conditions of Tender and are specifically hereby incorporated into these Conditions of Tender.

**2.1.2.2** These Conditions of Tender and returnable Documents which are required for CCT’s tender evaluation purposes herein, shall form part of the Contract arising from the CCT’s corresponding invitation to tender.

#### 2.1.3 Communication during tender process

Verbal or any other form of communication, from the CCT, its employees, agents or advisors during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the CCT, unless communicated by the CCT in writing to suppliers / tenderers by its Director: Supply Chain Management or his nominee. Similarly, any communication of the tenderer / supplier that is not reduced to writing by the tenderer / supplier, its employees, agents or advisors, shall not be regarded as binding on the CCT, unless communicated to the CCT in writing by the suppliers / tenderers, or their duly authorised representatives.

#### **2.1.4 The CCT's right to accept or reject any tender offer**

**2.1.4.1** The CCT may accept or reject any tender offer and may cancel the corresponding tender process or reject all tender offers at any time before the formation of a contract. The CCT may, prior to the award of the tender, cancel a tender if:

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable tenders are received;
- (d) there is a material irregularity in the tender process; or
- (e) the Parties are unable to negotiate market related pricing.

The CCT shall not accept or incur any liability to a tenderer for such cancellation or rejection, but will give written reasons for such action upon receiving a written request to do so.

#### **2.1.5 Procurement procedures**

##### **2.1.5.1 General**

Section 1 Award: Materials Recovery Facility (MRF) Operations

The CCT intends to appoint a single tenderer for the allocation of Section 1 work and may appoint a standby tenderer for the allocation of work. If insufficient responsive bids are received, the CCT reserves the right not to appoint a tenderer at all.

Section 2 Award: Collections of Co-mingled Dry Recyclables

The CCT intends to appoint a tenderer (the highest ranked tenderer ("the winner") and in addition "alternative tenderer") for Section 2. If insufficient responsive bids are received, the CCT reserves the right to appoint fewer tenderers, or not to appoint any tenderers at all

However, the CCT reserves the right to award more than one section to the same tenderer where justified, based on the results of the tender evaluation PER SECTION, adequate financial capacity and operational capacity, and the needs of the contract.

The contract period shall be for a period of [60] months from the commencement date of the contract.]

##### **2.1.5.2 Proposal procedure using the two stage-system**

A two-stage system [will not] be followed.

##### **2.1.5.3 Nomination of Standby Bidder**

"Standby Bidder" means a bidder, identified by the CCT at the time of awarding a bid that will be considered for award should the contract be terminated for any reason whatsoever. In the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included its SCM Policy, as amended from time to time.

#### **2.1.6 Objections, complaints, queries and disputes/ Appeals in terms of Section 62 of the Systems Act/ Access to court**

##### **2.1.6.1 Disputes, objections, complaints and queries**

In terms of Regulations 49 and 50 of the Local Government: Municipal Finance Management Act, 56 of 2003 Municipal Supply Chain Management Regulations (Board Notice 868 of 2005):

- a) Persons aggrieved by decisions or actions taken by the CCT in the implementation of its supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint or query or dispute against the decision or action.

**2.1.6.2 Appeals**

- a) In terms of Section 62 of the Local Government: Municipal Systems Act, 32 of 2000 a person whose rights are affected by a decision taken by the CCT, may appeal against that decision by giving written notice of the appeal and reasons to the City Manager within 21 days of the date of the notification of the decision.
- b) An appeal must contain the following:
- i. Must be in writing
  - ii. It must set out the reasons for the appeal
  - iii. It must state in which way the Appellant's rights were affected by the decision;
  - iv. It must state the remedy sought; and
  - v. It must be accompanied with a copy of the notification advising the person of the decision
- c) The relevant CCT appeal authority must consider the appeal and **may confirm, vary or revoke** the decision that has been appealed, but no such revocation of a decision may detract from any rights that may have accrued as a result of the decision.

**2.1.6.3 Right to approach the courts and rights in terms of Promotion of Administrative Justice Act, 3 of 2000 and Promotion of Access to Information Act, 2 of 2000**

The sub- clauses above do not influence any affected person's rights to approach the High Court at any time or its rights in terms of the Promotion of Administrative Justice Act (PAJA) and Promotion of Access to Information Act (PAIA).

- 2.1.6.4** All requests referring to sub clauses 2.1.6.1 and 2.1.6.2 must be submitted in writing to:  
**The City Manager** - C/o the Manager: Legal Compliance Unit, Legal Services Department, Office of the City Manager  
**Via hand delivery at:** 20<sup>th</sup> Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001  
**Via post at:** Private Bag X918, Cape Town, 8000  
**Via email at:** [MSA.Appeals@capetown.gov.za](mailto:MSA.Appeals@capetown.gov.za)

- 2.1.6.5** All requests referring to clause 2.1.6.3 must be submitted in writing to:  
**The City Manager** - C/o the Manager: Access to Information Unit, Legal Service Department, Office of the City Manager  
**Via hand delivery at:** 20<sup>th</sup> Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001  
**Via post at:** Private Bag X918, Cape Town, 8000  
**Via email at:** [Access2info.Act@capetown.gov.za](mailto:Access2info.Act@capetown.gov.za)

**2.1.6.6 The minimum standards regarding accessing and 'processing' of any personal information belonging to another in terms of Protection of Personal Information Act, 2013 (POPIA).**

For purposes of this clause 2.1.6.6, the contract and these Conditions of Tender, the terms "data subject", "Personal Information" and "Processing" shall have the meaning as set out in section 1 of POPIA, and "Process" shall have the corresponding meaning.

The CCT, its employees, representatives and sub-contractors may, from time to time, Process the tenderer's and/or its employees', representatives' and/or sub-contractors' Personal Information, for purposes of, and/or relating to, the tender, the contract and these Conditions of Tender, for research purposes, and/or as otherwise may be envisaged in the CCT's Privacy Notice and/or in relation to the CCT's Supply Chain Management Policy or as may be otherwise permitted by law. This includes the Processing of the latter Personal Information by the CCT's due diligence assurance provider, professional advisors and the Appeal Authority as applicable. The CCT's justification for the processing of such aforesaid Personal Information is based on section 11(1)(b) of POPIA, i.e., in terms of which the CCT's Processing of the said Personal Information is necessary to carry out actions for the conclusion and/or performance of the contract, to which the applicable data subject (envisaged in this clause 2.1.6.6 above) is a party.

All requests relating to data protection must be submitted in writing to:  
**The City Manager** - C/o the Information Officer, Office of the City Manager  
**Via hand delivery at:** 20<sup>th</sup> Floor, Tower Block, 12 Hertzog Boulevard, Cape Town 8001  
**Via post at:** Private Bag X9181, Cape Town, 8000  
**Via email at:** [Popia@capetown.gov.za](mailto:Popia@capetown.gov.za).

### 2.1.6.7 Compliance to the CCTs Appeals Policy.

In terms of the CCT's Appeals Policy, a fixed upfront administration fee will be charged. In addition, a surcharge may be imposed for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals.

The current approved administration fee is R300.00 and may be paid at any of the Municipal Offices or at the Civic Centre in Cape Town using the GL Data Capture Receipt attached as Annexure F.14: Appeal Application Form. Alternatively, via EFT into the CCT's NEDBANK Account: CITY OF CAPE TOWN and using Reference number: 198158966. You are required to send proof of payment when lodging your appeal.

The current surcharge for vexatious and frivolous or otherwise manifestly inappropriate tender related appeals will be calculated as  $\frac{1}{2}$  (Administrative cost of the tender appeal) + 0.25 % (Appellant's tender price).

Should the payment of the administration fee of R300.00 or the surcharge not be received, such fee or surcharge will be added as a Sundry Tariff to the bidder's municipal account.

In the event where the bidder does not have a Municipal account with the CCT, the fee or surcharge may be recovered in terms of the CCT's Credit Control and Debt Collection By-law, 2006 (as amended) and its Credit Control and Debt Collection Policy.

### 2.1.7 CCT Supplier Database Registration

Tenderers are required to be registered on the CCT Supplier Database as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the CCT's Supplier Database may collect registration forms from the Supplier Management Unit located within the Supplier Management / Registration Office, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5). Registration forms and related information are also available on the CCT's website [www.capetown.gov.za](http://www.capetown.gov.za) (follow the Supply Chain Management link to Supplier registration).

It is each tenderer's responsibility to keep all the information on the CCT Supplier Database updated.

### 2.1.8 National Treasury Web Based Central Supplier Database (CSD) Registration

Tenderers are required to be registered on the National Treasury Web Based Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested to do so in writing and within the period contained in such a request, failing which no orders can be raised or payments processed from the resulting contract. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Tenderers who wish to register on the National Treasury Web Based Central Supplier Database (CSD) may do so via the web address <https://secure.csd.gov.za>.

It is each tenderer's responsibility to keep all the information on the National Treasury Web Based Central Supplier Database (CSD) updated.

## 2.2 Tenderer's obligations

### 2.2.1 Eligibility Criteria

**2.2.1.1 Tenderers are obligated to submit a tender offer that complies in all aspects to the conditions as detailed in this tender document and the Conditions of Tender. An 'acceptable tender must "COMPLY IN ALL" aspects with the tender, Conditions of Tender, all Specifications (i.e., item C.5 below, hereinafter the "Specifications"), pricing instructions herein and the Contract including its conditions.**

**2.2.1.1.1 Submit a tender offer**

Only those tender submissions from which it can be established, *inter alia* that a clear, irrevocable and unambiguous offer has been made to CCT, by whom the offer has been made and what the offer constitutes, will be declared responsive.

**2.2.1.1.2 Compliance with requirements of CCT SCM Policy and procedures**

Only those tenders that are compliant with the requirements below will be declared responsive:

- a) A completed **Details of Tenderer** to be provided (applicable schedule below to be completed);
- b) A completed **Certificate of Authority for Partnerships/ Joint Ventures/ Consortiums** to be provided authorising the tender to be made and the signatory to sign the tender on the partnership /joint venture/consortium's (applicable schedule below to be completed);
- c) A copy of the partnership / joint venture / consortium agreement to be provided, where applicable.
- d) A completed **Declaration of Interest – State Employees** to be provided and which does not indicate any non-compliance with the legal requirements relating to state employees (applicable schedule below to be completed);
- e) A completed **Declaration – Conflict of Interest and Declaration of Bidders' past Supply Chain Management Practices** to be provided and which does not indicate any conflict or past practises that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- f) A completed **Certificate of Independent Bid Determination** to be provided and which does not indicate any non-compliance with the requirements of the schedule (applicable schedule below to be completed);
- g) The tenderer (including any of its representatives, directors or members), has not been restricted in terms of abuse of the Supply Chain Management Policy,
- h) The tenderer's tax matters with SARS are in order, or the tenderer is a foreign supplier that is not required to be registered for tax compliance with SARS;
- i) The tenderer is not an advisor or consultant contracted with the CCT whose prior or current obligations creates any conflict of interest or unfair advantage;
- j) The tenderer is not a person, advisor, corporate entity or a director of such corporate entity, who is directly or indirectly involved or associated with the bid specification committee;
- k) A completed **Authorisation for the Deduction of Outstanding Amounts Owed to the CCT** to be provided and which does not indicate any details that renders the tender non-responsive based on the conditions contained thereon (applicable schedules below to be completed);
- l) The tenderer (including any of its representatives, directors or members), has not been found guilty of contravening the Competition Act 89 of 1998, as amended from time to time;
- m) The tenderer (including any of its representatives, directors or members), has not been found guilty on any other basis listed in the Supply Chain Management Policy.

**2.2.1.1.3 Compulsory clarification meeting**

Not Applicable

**2.2.1.1.4 Minimum score for functionality**

Only those tenders submitted by tenderers who achieve the minimum score for functionality as stated below will be declared responsive.

The description of the functionality criteria and the maximum possible score for each is shown in the table below. The score achieved for functionality will be the sum of the scores achieved, in the evaluation process, for the individual criteria.

<b>SECTION 1 MRF OPERATION</b>			
<b>TENDERER'S YEARS OF EXPERIENCE IN OPERATING OF MATERIALS RECOVERY FACILITIES AND DROP OFF SITES</b>			
<b>Evaluation Criteria</b>	<b>Evaluation Area</b>	<b>Breakdown of Evaluation Area</b>	<b>Points Allocation</b>
<b>Tenderer's years of experience in operating of</b>	List of experience in operating materials recovery facilities	0-1 year	0
		more than 1-3 year	10

<b>materials recovery facilities and including mini MRF's. Experience of tenderer schedule 15A.1</b>	including mini MRF's. (Complete schedule 15A)	more than 3-4 year	20
		above 4 years	40
<b>KEY PERSONNEL PREVIOUS EXPERIENCE IN OPERATING OF THE MATERIALS RECOVERY FACILITY</b>			
<b>Evaluation Criteria</b>	<b>Evaluation Area</b>		
<b>Previous years of experience in a plant/factory and operations management Schedule 15B and 15C respectively</b>	<b>Contract Manager:</b> relevant experience in labour intensive plant / factory and operations management which includes waste and/or resource recovery (Complete schedule 15B)	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		above 3 years	20
	<b>Operational Supervisor:</b> Relevant experience in labour intensive plant / factory and operations management (Complete schedule 15B)	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		above 3 years	20
	<b>Maintenance Supervisor:</b> Must have technical qualification (fitter and turner or boilermaker or millwright and experience in plant maintenance. (Complete schedule 15B and include trade certificate)	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		above 3 years	20

The minimum qualifying score for functionality for section 1 is **[70]** out of a maximum of **[100]**.

<b>SECTION 2 COLLECTION OF DRY CO-MINGLED RECYCLABLE MATERIALS</b>			
<b>Evaluation Criteria</b>	<b>Evaluation Area</b>	<b>Breakdown of Evaluation Area</b>	<b>Points Allocation</b>
<b>Previous Experience (i.e. Waste collection services and logistics) Schedule 15 A.2</b>	Relevant Experience of the Tendering Entity on Waste Collections services.	0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		3 years and above	20
<b>PERSONNEL EXPERIENCE</b>			
<b>Evaluation Criteria</b>		<b>Breakdown of Evaluation Area</b>	<b>Points Allocation</b>
<b>Contract Manager:</b> who has Matric (Grade 12) and must have experience in supervising and/or managing door to door waste removal (CV to be attached) (Schedule 15 B)		0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		4 years and above	20
<b>Supervisors:</b> Relevant Experience in waste management collections services (CV's to be attached). The average years of experience will be used for evaluation (Schedule 15 B)		0-1 year	0
		more than 1-2 year	7
		more than 2-3 year	14
		4 years and above	20
<b>AGE OF RECYCLING COLLECTION VEHICLES . The average of the age of vehicles will be used for evaluation ( Schedule 15D)</b>		0-2 year	40
		more than 2-4 year	30
		more than 4-5 year	20
		5 years and above	10

The minimum qualifying score for functionality for section 2 is **[70]** out of a maximum of **[100]**.

Where the entity tendering is a Joint Venture, the tenderer's tender response must be accompanied by a statement describing exactly what aspects of the work will be undertaken by each party to the joint venture.

Tenderers shall ensure that all relevant information has been submitted with the tender offer in the prescribed format to ensure optimal scoring of functionality points for each Evaluation Criteria. Failure to provide all information **IN THIS TENDER SUBMISSION** could result in the tenderer not being able to achieve the specified minimum scoring.

A more detailed explanation of the functionality criteria is given below:

## Section 1

### **Tenderer's Years of Experience in Operating of Materials Recovery Facilities and including Mini MRF's**

**Mini MRF** means a small scale materials recovery facility which includes a drop off where recovery and sorting of recyclables and usable items are undertaken for further sale to the market.

### **KEY PERSONNEL EXPERIENCE IN OPERATING OF THE MATERIALS RECOVERY FACILITY**

#### **a. Key Personnel's previous experience in a plant/factory and operations management**

##### **Contract Manager (MRF):**

relevant experience in labour intensive plant / factory and operations management which includes waste and/or resource recovery (Complete schedule 15B). **Failure to provide the CV will result in a zero score in functionality for that criteria.**

##### **Operational Supervisor:**

Relevant experience in labour intensive plant / factory and operations management (Complete schedule 15B). **Failure to provide the CV will result in a zero score in functionality for that criteria.**

##### **Maintenance Supervisor:**

Must have technical qualification (fitter and turner or boilermaker or millwright and experience in plant maintenance. (Complete schedule 15B and include trade certificate). **Failure to provide the CV and trade certificate will result in a zero score in functionality for that criteria.**

## Section 2

**Contract Manager (Collections):** who has Matric (Grade 12) and must have experience in supervising and/or managing door to door waste removal. Tenderers must complete schedule 15C, Section 2 to list Contract Manager's experience and also attach a detailed CV. (CV to be attached) (schedule 15 B). **Failure to provide the CV will result in a zero score in functionality for that criteria.**

**Supervisors (Collections):** who will be responsible for daily operational activities. This Supervisors must have experience labour-intensive waste removal or logistics industry. (CV's to be attached). **Failure to provide the CV will result in a zero score in functionality for that criteria.**

**Tenderers to note that all staff cannot be duplicated and all staff to be dedicated to the tender.**

**Key personnel will not be allowed to be replaced during the evaluation of the tender. If key personnel are to be replaced during contract implementation, it should be subject to approval by the CCT to ensure that the key personnel are of an equivalent (or better) standard in terms of qualification and experience.**

### **RECYCLING COLLECTION VEHICLE TYPE AND AGE**

Tenderers must provide dry recycling collection vehicles, for the provision of these services. The recycling vehicle should be either a 5-ton capacity with high-rails or greater vehicle carrying capacity with a trailer with high rails. The maximum age per vehicle as at close of tender must be 7 years (84 months) or less. Vehicles older than 7 years (84 months) will not be considered. Tenderers **MUST** complete Schedule 15D, Section 2 to provide details of vehicle provision.

## **Evaluation of Recycling Collection Vehicle Age**

*Vehicles will be allocated functionality points as follows:*

Total Number of vehicles tendered : A  
 Number of Vehicle as per age category : B  
 Total Points assigned to an age category : C  
 Calculated final points in above age category : D  
 Formula:  $(B \div A) \times C = D$

### **Example:**

Total vehicles tendered = 7 (A)  
 2 x vehicle in age category 0 Month to 24 Months : B = 2  
 Total Points Assigned to age category : C = 40  
 Calculation :  $(2 \div 7) \times 40 = 11$  (D)

Total vehicles tendered : 7 (A)  
 5 x vehicle in age category 48 Months to 60 Months: B = 5  
 Total Points Assigned to an age category : C = 25  
 Calculation :  $(5 \div 7) \times 40 = 18$  (D)

Total for vehicles :  $11 + 18 = 29$  points

Note : In the event that vehicles fall in more than one evaluation area, each category's points will be calculated and the sub-totals will be summed to calculate the total functionality points for recycling collection vehicles.

### **2.2.1.1.7 Provision of samples**

Not applicable

### **2.2.1.1.8 WASTE MANAGEMENT ACCREDITATION**

All appointed service providers/contractors are required to be accredited as waste management service providers in terms of the City of Cape Town Integrated Waste Management bylaw. Contractors that do not comply with this requirement will not be able to provide waste management services. Accreditation must remain valid for the tenure of the contract. All bidders are therefore required to submit proof of accreditation, which accreditation must still be valid at the time of award of this tender. Bidders whose accreditation is about to expire are strongly encouraged to re-apply for accreditation as soon as possible. Bidders who are not currently accredited must apply for accreditation as follows:

To apply for accreditation as a waste management service provider, please email [Waste.Accreditation@capetown.gov.za](mailto:Waste.Accreditation@capetown.gov.za) or follow the link below for details:  
<http://web1.capetown.gov.za/web1/swma/>

Tenderers are to note that in order to be declared responsive, the City of Cape Town will confirm the accreditation status of all tenderers who have complied with the responsive and functional criteria. This will be done by referring to the CCT list of accredited service providers on the City of Cape Town's accreditation data base.

All tenderers whose names do not appear on this list or whose accreditation is about to expire, will be requested to submit proof of **accreditation, failure to submit such proof by due date will render the tenderer non responsive.**"

### **2.2.2 Cost of tendering**

The CCT will not be liable for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

### **2.2.3 Check documents**

The documents issued by the CCT for the purpose of a tender offer are listed in the index of this tender document.

Before submission of any tender, the tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing is indistinct, or if the Price Schedule contains any obvious errors, the tenderer must apply to the CCT at once to have the same rectified.

#### **2.2.4 Confidentiality and copyright of documents**

The tenderer shall treat as strictly confidential all matters arising in connection with the tender. Use and copy the documents issued by the CCT only for the purpose of preparing and submitting a tender offer in response to the invitation.

#### **2.2.5 Reference documents**

The tenderer shall obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender document(s) by reference.

#### **2.2.6 Acknowledge and comply with notices**

The tenderer shall acknowledge receipt of notices to the tender documents, which the CCT may issue, and shall fully comply with all instructions issued in the said notices, and if necessary, apply for an extension of the closing time stated on the front page of the tender document, in order to take the notices into account. Notwithstanding any requests for confirmation of receipt of the said notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile, or registered post or other lawful means.

#### **2.2.7 Clarification meeting**

The tenderer shall attend, where required, a clarification meeting at which tenderers may familiarise themselves with aspects of the proposed work, services or supply and pose questions. Details of the meeting(s) are stated in the General Tender Information (i.e., in item T.1 above).

Tenderers should be represented at the site visit/clarification meeting by a duly authorised person who is suitably qualified and experienced to comprehend the implications of the work involved.

#### **2.2.8 Seek clarification**

The tenderer shall request clarification of the tender documents, if necessary, by notifying the CCT at least one week before the closing time stated in the General Tender Information (i.e., in item T.1 above), where possible.

#### **2.2.9 Pricing the tender offer**

**2.2.9.1** The tenderer shall comply with all pricing instructions as stated on the Price Schedule.

#### **2.2.10 Alterations to documents**

The tenderer shall not make any alterations or additions to the tender documents, except to comply with instructions issued by the CCT in writing, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

#### **2.2.11 Alternative tender offers**

**2.2.11.1** Unless otherwise stated in the Conditions of Tender, the tenderers may submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender

documents, is also submitted.

If a tenderer wishes to submit an alternative tender offer, he/she/it shall do so as a separate offer on a complete set of tender documents. The alternative tender offer shall be submitted in a separate sealed envelope clearly marked "Alternative Tender" in order to distinguish it from the main tender offer.

Only the alternative of the highest ranked acceptable main tender offer (that is, submitted by the same tenderer) will be considered, and if appropriate, recommended for award.

Alternative tender offers of any but the highest ranked main tender offer will not be considered.

An alternative tender offer to the highest ranked acceptable main tender offer that is priced higher than the main tender offer may be recommended for award, provided that the ranking of the alternative tender offer is higher than the ranking of the next ranked acceptable main tender offer.

The CCT will not be bound to consider alternative tenders and shall have sole discretion in this regard.

In the event that the alternative is accepted, the tenderer warrants that the alternative offer complies in all respects with the CCT's standards and requirements as set out in the tender document.

**2.2.11.2** Acceptance of an alternative tender offer by the CCT may be based only on the criteria stated in the Conditions of Tender or applicable criteria otherwise acceptable to the CCT.

#### **2.2.12 Submitting a tender offer**

**2.2.12.1** The tenderer is required to submit one tender offer only on the original tender documents as issued by the CCT, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the Conditions of Contract and described in the Specifications. Only those tenders submitted on the tender documents as issued by the CCT together with all Tender Returnable Documents duly completed and signed will be declared responsive.

**2.2.12.2** The tenderer shall return the entire tender document to the CCT after completing it in its entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

**2.2.12.3** The tenderer shall sign the original tender offer where required in terms of the Conditions of Tender. The tender shall be signed by a person duly authorised by the tenderer to do so. Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation / founding document of the joint venture or any other document signed by all Parties, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner.

**2.2.12.4** Where a two-envelope system is required in terms of the Conditions of Tender, place and seal the returnable documents listed in the Conditions of Tender in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCT's address and identification details stated in the General Tender Information (i.e., item T.1 above), as well as the tenderer's name and contact address.

**2.2.12.5** The tenderer shall seal the original tender offer and copy packages together in an outer package that states on the outside only the CCT's address and identification details as stated in the General Tender Information. . If it is not possible to submit the original tender and the required copies (see 2.2.12.3) in a single envelope, then the tenderer must seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY" in addition to the aforementioned tender submission details.

**2.2.12.6** The CCT shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

**2.2.12.7** Tender offers submitted by facsimile or e-mail will be rejected by the CCT, unless stated otherwise in the Conditions of Tender.

**2.2.12.8** By signing the offer part of the Form of Offer (**Section C2, Part A hereto**) the tenderer warrants and agrees that all information provided in the tender submission is true and correct.

**2.2.12.9** Tenderers shall properly deposit its bid in the designated tender box (as detailed on the front page of this tender document) on or before the closing date and before the closing time, in the relevant tender box at the Tender & Quotation Boxes Office situated on the 2nd floor, Concourse Level, Civic Centre, 12 Hertzog Boulevard, Cape Town. If the tender submission is too large to fit in the allocated box, please enquire at the public counter for assistance.

**2.2.12.10** The tenderer must record and reference all information submitted contained in other documents for example cover letters, brochures, catalogues, etc. in the Returnable Schedule titled **List of Other Documents Attached by Tenderer**.

### **2.2.13 Information and data to be completed in all respects**

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

### **2.2.14 Closing time**

**2.2.14.1** The tenderer shall ensure that the CCT receives the tender offer, together with all applicable documents specified herein, at the address specified in the General Tender Information herein prior to the closing time stated on the front page of the tender document.

**2.2.14.2** If the CCT extends the closing time stated on the front page of the tender document for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

**2.2.14.3** The CCT shall not consider tenders that are received after the closing date and time for such a tender (late tenders).

### **2.2.15 Tender offer validity and withdrawal of tenders**

**2.2.15.1** The tenderer shall warrant that the tender offer(s) remains valid, irrevocable and open for acceptance by the CCT at any time for a period of 120 days after the closing date stated on the front page of the tender document.

**2.2.15.2** Notwithstanding the period stated in clause 2.2.15.1 above, bids shall remain valid for acceptance for a period of twelve (12) months after the expiry of the original validity period, unless the CCT is notified in writing of anything to the contrary by the bidder. The validity of bids may be further extended by a period of not more than six months subject to mutual agreement by the parties, administrative processes and upon approval by the City Manager, unless the required extension is as a result of an appeal process or court ruling.

In circumstances where the validity period of a tender has expired, and the tender has not been awarded, the tender process is considered "completed", despite there being no decision (award or cancellation) made. This anomaly does not fall under any of the listed grounds of cancellation and should be treated as a "non award". A "non award" is supported as a recommendation to the CCT's Bod Adjudication Committee ("BAC") for noting.

**2.2.15.3** A tenderer may request in writing, after the closing date, that its tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the CCT after consideration of the reasons for the withdrawal, which shall be fully set out by the tenderer in such written request for withdrawal. Should the tender offer be withdrawn in contravention hereof, the tenderer agrees that:

- a) it shall be liable to the CCT for any additional expense incurred or losses suffered by the CCT in having either to accept another tender or, if new tenders have to be invited, the additional expenses incurred or losses suffered by the invitation of new tenders and the subsequent acceptance of any other tender;
- b) the CCT shall also have the right to recover such additional expenses or losses by set-off against monies which may be due or become due to the tenderer under this or any other

tender or contract or against any guarantee or deposit that may have been furnished by the tenderer or on its behalf for the due fulfilment of this or any other tender or contract. Pending the ascertainment of the amount of such additional expenses or losses, the CCT shall be entitled to retain such monies, guarantee or deposit as security for any such expenses or loss, without prejudice to the CCT's other rights and/or remedies available to it in accordance with any applicable laws.

#### **2.2.16 Clarification of tender offer, or additional information, after submission**

Tenderer's shall promptly provide clarification of its tender offer, or additional information, in response to a written request to do so from the CCT during the evaluation of tender offers within the time period stated in such request. No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: This clause does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the CCT elect to do so.

Failure, or refusal, to provide such clarification or additional information within the time for submission stated in the CCT's written request may render the tender non-responsive.

#### **2.2.17 Provide other material**

**2.2.17.1** Tenderer's shall promptly provide, upon request by the CCT, any other material that has a bearing on the tender offer, the tenderer's commercial position (including joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CCT for the purpose of the evaluation of the tender. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CCT's request, the CCT may regard the tender offer as non-responsive.

**2.2.17.2** The tenderer shall provide, on written request by the CCT, where the transaction value inclusive of VAT **exceeds R 10 million**:

- a) audited annual financial statement for the past 3 years, or for the period since establishment if established during the past 3 years, if required by law to prepare annual financial statements for auditing;
- b) a certificate signed by the tenderer certifying that the tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
- c) particulars of any contracts awarded to the tenderer 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;
- d) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each entity to a Consortium/Joint Venture bid shall submit separate certificates/statements in the above regard.

**2.2.17.3** Tenderers shall be required to undertake to fully cooperate with the CCT's external service provider appointed to perform a due diligence review and risk assessment upon receipt of such written instruction from the CCT.

#### **2.2.18 Samples, Inspections, tests and analysis**

Tenderers shall provide access during working hours to premises for inspections, tests and analysis as provided for in the Conditions of Tender or Specifications.

If the Specifications requires the tenderer to provide samples, these shall be provided strictly in accordance with the instructions set out in the Specification.

If such samples are not submitted as required in the bid documents or within any further time stipulated by the

CCT in writing, then the bid concerned may be declared non-responsive.

The samples provided by all successful bidders will be retained by the CCT for the duration of any subsequent contract. Bidders are to note that samples are requested for testing purposes therefore samples submitted to the CCT may not in all instances be returned in the same state of supply and in other instances may not be returned at all. Unsuccessful bidders will be advised by the Project Manager or dedicated CCT Official to collect their samples, save in the aforementioned instances where the samples would not be returned.

### 2.2.19 Certificates

The tenderer must provide the CCT with all certificates as stated below:

#### 2.2.19.1. Preference Points for Specific Goals

In order to qualify for preference points for HDI and/or Specific Goals, it is the responsibility of the tenderer to submit documentary proof (Company registration certification, Central Supplier Database report, BBBEE certificate, Proof of Disability, Financial Statements, commissioned sworn affidavits, etc.) in support of tenderer claims for such preference for that specific goal.

Tenderers are further referred to the content of the Preference Schedule for the full terms and conditions applicable to the awarding of preference points.

#### 2.2.19.2 Evidence of tax compliance

Tenderers shall be registered with the South African Revenue Service (SARS) and their tax affairs must be in order and they must be tax compliant subject to the requirements of clause 2.2.1.1.2.h. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2<sup>nd</sup> Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender. The tenderer must record its Tax Compliance Status PIN number on the **Details of Tenderer** pages of the tender submission.

Each party to a Consortium/Joint Venture shall submit a separate Tax Compliance Status Pin.

Before making an award the CCT must verify the bidder's tax compliance status. Where the recommended bidder is not tax compliant, the bidder should be notified of the non-compliant status and be requested to submit to the CCT, within 7 working days, written proof from SARS that they have made arrangement to meet their outstanding tax obligations. The proof of tax compliance submitted by the bidder must be verified by the CCT via CSD or e-Filing. The CCT should reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe stated herein.

Only foreign suppliers who have answered "NO" to all the questions contained in the Questionnaire to Bidding Foreign Suppliers section on the **Details of Tenderer** pages of the tender submission, are not required to register for a tax compliance status with SARS.

### 2.2.20 Compliance with Occupational Health and Safety Act, 85 of 1993

Tenderers are to note the requirements of the Occupational Health and Safety Act, 85 of 1993. The Tenderer shall be deemed to have read and fully understood the requirements of the above Act and Regulations and to have allowed for all costs in compliance therewith.

In this regard the Tenderer shall submit **upon written request to do so by the CCT**, a Health and Safety Plan in sufficient detail to demonstrate the necessary competencies and resources to deliver the goods or services all in accordance with the Act, Regulations and Health and Safety Specification.

### 2.2.21 Claims arising from submission of tender

By responding to the tender herein, the tenderer warrants that it has:

- a) Inspected the Specifications and read and fully understood the Conditions of Contract.
- b) Read and fully understood the whole text of the Specifications and Price Schedule and thoroughly acquainted himself with the nature of the goods or services proposed and generally of all matters which may influence the Contract.

- c) visited the site(s) where delivery of the proposed goods will take place, carefully examined existing conditions, the means of access to the site(s), the conditions under which the delivery is to be made, and acquainted himself with any limitations or restrictions that may be imposed by the Municipal or other Authorities in regard to access and transport of materials, plant and equipment to and from the site(s) and made the necessary provisions for any additional costs involved thereby.
- d) requested the CCT to clarify the actual requirements of anything in the Specifications and Price Schedule, the exact meaning or interpretation of which is not clearly intelligible to the Tenderer.
- e) Received any notices to the tender documents which have been issued in accordance with the CCT's Supply Chain Management Policy.

The CCT will therefore not be liable for the payment of any extra costs or claims arising from the submission of the tender.

### **2.2.22 Collection and issuing of tender documents**

The CCT will only issue tender documents through its Tender Distribution Office and/or the official CCT tender portal. Bidders who obtain documents through any means other than described herein, will not be known to the CCT and may thus not receive tender notices and addendums. Tenderers are not allowed to distribute tender documents to other potential bidders.

It is the responsibility of bidders who obtain documents through any means other than described herein, to notify the CCT tender representative thereof that they are participating in the tender. The CCT accepts no liability for any tender notices or addendums not reaching any bidders, who obtained documents through any means other than described herein or who provided incorrect contact details to the CCT.”

## **2.3 The CCT's undertakings**

### **2.3.1 Respond to requests from the tenderer**

**2.3.1.1** Unless otherwise stated in the Conditions of Tender, the CCT shall respond to a request for clarification received up to one week (where possible) before the tender closing time stated on the front page of the tender document.

**2.3.1.2** The CCT's duly authorised representative for the purpose of this tender is stated on the General Tender Information page above.

### **2.3.2 Issue Notices**

If necessary, the CCT may issue addenda in writing that may amend or amplify the tender documents to each tenderer during the period from the date the tender documents are available until one week before the tender closing time stated in the Tender Data. The CCT reserves its rights to issue addenda less than one week before the tender closing time in exceptional circumstances. If, as a result a tenderer applies for an extension to the closing time stated on the front page of the tender document, the CCT may grant such extension and, shall then notify all tenderers who drew documents.

Notwithstanding any requests for confirmation of receipt of notices issued, the tenderer shall be deemed to have received such notices if the CCT can show proof of transmission thereof via electronic mail, facsimile or registered post.

### **2.3.3 Opening of tender submissions**

**2.3.3.1** Unless the two-envelope system is to be followed, CCT shall open tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender.

Tenders will be opened immediately after the closing time for receipt of tenders as stated on the front page of the tender document, or as stated in any Notice extending the closing date and at the closing venue as stated in the General Tender Information.

**2.3.3.2** Announce at the meeting held immediately after the opening of tender submissions, at the closing venue as stated in the General Tender Information, the name of each tenderer whose tender offer is

opened and, where possible, the prices indicated.

**2.3.3.3** Make available a record of the details announced at the tender opening meeting on the CCT's website (<http://www.capetown.gov.za/en/SupplyChainManagement/Pages/default.aspx>.)

### **2.3.4 two-envelope system**

**2.3.4.1** Where stated in the Conditions of Tender that a two-envelope system is to be followed, the CCT shall open only the technical proposal of tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the Conditions of Tender and announce the name of each tenderer whose technical proposal is opened.

**2.3.4.2** The CCT shall evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who have submitted responsive technical proposals of the time and place when the financial proposals will be opened. The CCT shall open only the financial proposals of tenderers, who have submitted responsive technical proposals in accordance with the requirements as stated in the Conditions of Tender, and announce the total price and any preference claimed. Return unopened financial proposals to tenderers whose technical proposals were non responsive.

### **2.3.5 Non-disclosure**

The CCT shall not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

### **2.3.6 Grounds for rejection and disqualification**

The CCT shall determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

### **2.3.7 Test for responsiveness**

**2.3.7.1** Appoint a Bid Evaluation Committee and determine after opening whether each tender offer properly received:

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

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

- a) Detrimentially affect the scope, quality, or performance of the goods, services or supply identified in the Specifications,
- b) Significantly change the CCT's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of any material deviation or qualification.

The CCT reserves the right to accept a tender offer which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender documents.

### **2.3.8 Arithmetical errors, omissions and discrepancies**

**2.3.8.1** Check the responsive tenders for:

- a) The gross misplacement of the decimal point in any unit rate;
- b) Omissions made in completing the Price Schedule; or
- c) Arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in the Price Schedule; or
  - ii) The summation of the prices; or
  - iii) Calculation of individual rates.

**2.3.8.2** The CCT must correct the arithmetical errors in the following manner:

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

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

**2.3.8.3** In the event of tendered rates or lump sums being declared by the CCT to be unacceptable to it because they are not priced, either excessively low or high, or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CCT is still not satisfied with the tendered rates or lump sums objected to, it may request the tenderer to amend these rates and lump sums along the lines indicated by it.

The tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CCT, but this shall be done without altering the tender offer in accordance with this clause.

Should the tenderer fail to amend his tender in a manner acceptable to and within the time stated by the CCT, the CCT may declare the tender as non-responsive.

### **2.3.9 Clarification of a tender offer**

The CCT may, after the closing date, request additional information or clarification from tenderers, in writing on any matter affecting the evaluation of the tender offer or that could give rise to ambiguity in a contract arising from the tender offer, which written request and related response shall not change or affect their competitive position or the substance of their offer. Such request may only be made in writing by the Director: Supply Chain Management using any means as appropriate.

### **2.3.10 Evaluation of tender offers**

#### **2.3.10.1 General**

**2.3.10.1.1** The CCT may reduce each responsive tender offer to a comparative price and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Conditions of Tender.

**2.3.10.1.2** For evaluation purposes only, the effects of the relevant contract price adjustment methods will be considered in the determination of comparative prices as follows:

- a) If the selected method is based on bidders supplying rates or percentages for outer years, comparative prices would be determined over the entire contract period based on such rates or percentages.
- b) If the selected method is based on a formula, indices, coefficients, etc. that is the same for all

bidders during the contract period, comparative prices would be the prices as tendered for year one.

- c) If the selected method is based on a formula, indices, coefficients, etc. that varies between bidders, comparative prices would be determined over the entire contract period based on published indices relevant during the 12 months prior to the closing date of tenders.
- d) If the selected method includes an imported content requiring rate of exchange variation, comparative prices would be determined based on the exchange rates tendered for the prices as tendered for year one. The rand equivalent of the applicable currency 14 days prior to the closing date of tender will be used (the CCT will check all quoted rates against those supplied by its own bank).
- e) If the selected method is based on suppliers' price lists, comparative prices would be the prices as tendered for year one.
- f) If the selected method is based on suppliers' price lists and / or rate of exchange, comparative prices would be determined as tendered for year one whilst taking into account the tendered percentage subject to rate of exchange (see sub clause (d) for details on the calculation of the rate of exchange).

**2.3.10.1.3** Where the scoring of functionality forms part of a bid process, each member of the Bid Evaluation Committee must individually score functionality. The individual scores must then be interrogated and calibrated if required where there are significant discrepancies. The individual scores must then be added together and averaged to determine the final score.

### **2.3.10.2 Decimal places**

Score financial offers, preferences and functionality, as relevant, to two decimal places.

### **2.3.10.3 Scoring of tenders (price and preference)**

**2.3.10.3.1** Points for price will be allocated in accordance with the formula set out in this clause based on the tender sum / amount per section as set out in the **Price Schedule (Section C4)**.

**2.3.10.3.2** Points for preference will be allocated in accordance with the provisions of **Preference Schedule** and the table in this clause.

**2.3.10.3.3** The terms and conditions of **Preference Schedule** as it relates to preference shall apply in all respects to the tender evaluation process and any subsequent contract.

#### **2.3.10.3.4** Applicable formula:

reference point system will apply to this tender or the lowest acceptable tender will be used to determine the applicable preferences

The 90/10 price/preference points system will be applied to the evaluation of responsive tenders above a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

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

Where:  $P_s$  is the number of points scored for price;  
 $P_t$  is the price of the tender under consideration;  
 $P_{min}$  is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

**Table B2: Awards above R50 mil (VAT Inclusive)**

#	Specific goals allocated points	Preference Points (90/10)
	<i>Reconstruction and Development Programme (RDP) as published in Government Gazette</i>	
1	<p><b>Promotion of Micro and Small Enterprises</b></p> <p><i>Micro with a turnover up to R20million and Small with a turnover up to R80 million as per National Small Enterprise Act, 1996 (Act No.102 of 1996)</i></p> <p><i>SME partnership, sub-contracting, joint venture or consortiums</i></p>	4
2	<p><b>Enterprise Supplier Development and Socio Economic Development</b></p> <p>&gt; 15% of total expenditure = 3 points</p> <p>&gt; 10% up to 15% of total expenditure = 2 points</p> <p>&gt;= 5% up to 10% of total expenditure = 1 points</p> <p>&lt; 5% of total expenditure = 0 points</p>	3
3	<p><b>Skills Development OR Employee Share Scheme</b></p> <p><b>Skills Development</b></p> <p>&gt; 5% of total profit = 3 points</p> <p>&gt; 3% up to 5% of total profit = 2 points</p> <p>&gt;= 1% up to 3% of total profit = 1 points</p> <p>&lt; 1% of total profit = 0 points</p> <p><b>OR Employee Share Scheme</b></p> <p>&gt; 15% employee ownership = 3 points</p> <p>&gt; 10% up to 15% employee ownership = 2 point</p> <p>&gt;= 5% up to 10% employee ownership = 1 point</p> <p>&lt; 5% employee ownership = 0 point</p>	3
	<b>Total points</b>	<b>10</b>

**\*Ownership: main tendering entity**

#### 2.3.10.5 Risk Analysis

Notwithstanding compliance with regard to any requirements of the tender, the CCT will perform a risk analysis in respect of the following:

- reasonableness of the financial offer
- reasonableness of unit rates and prices
- the tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and

- other physical facilities, managerial capability, reliability, capacity, experience, reputation, personnel to perform the contract, etc.; the CCT reserves the right to consider a tenderer's existing contracts with the CCT in this regard
- d) any other matter relating to the submitted bid, the tendering entity, matters of compliance, verification of submitted information and documents, etc.

The conclusions drawn from this risk analysis will be used by the CCT in determining the acceptability of the tender offer.

No tenderer will be recommended for an award unless the tenderer has demonstrated to the satisfaction of the CCT that he/she has the resources and skills required.

### **2.3.11 Negotiations with preferred tenderers**

The CCT may negotiate the final terms of a contract with tenderers identified through a competitive tendering process as preferred tenderers provided that such negotiation:

- a) Does not allow any preferred tenderer a second or unfair opportunity;
- b) Is not to the detriment of any other tenderer; and
- c) Does not lead to a higher price than the tender as submitted.

If negotiations fail to result in acceptable contract terms, the City Manager (or his delegated authority) may terminate the negotiations and cancel the tender, or invite the next ranked tenderer for negotiations. The original preferred tenderer should be informed of the reasons for termination of the negotiations. If the decision is to invite the next highest ranked tenderer for negotiations, the failed earlier negotiations may not be reopened by the CCT.

Minutes of any such negotiations shall be kept for record purposes.

The provisions of this clause will be equally applicable to any invitation to negotiate with any other tenderers.

In terms of the CCT's SCM Policy, tenders must be cancelled in the event that negotiations fail to achieve a market related price with any of the three highest scoring tenderers.

### **2.3.12 Acceptance of tender offer**

Notwithstanding any other provisions contained in the tender document, the CCT reserves the right to:

**2.3.12.1** Accept a tender offer(s) which does not, in the CCT's opinion, materially and/or substantially deviate from the terms, conditions, and specifications of the tender document.

**2.3.12.2** Accept the whole tender or part of a tender or any item or part of any item or items from multiple manufacturers, or to accept more than one tender (in the event of a number of items being offered), and the CCT is not obliged to accept the lowest or any tender.

**2.3.12.3** Accept the tender offer(s), if in the opinion of the CCT, it does not present any material risk and only if the tenderer(s):

- a) is not under restrictions, has any principals who are under restrictions, or is not currently a supplier to whom notice has been served for abuse of the supply chain management system, preventing participation in the CCT's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing, complies with the legal requirements, if any, stated in the tender data, and

- e) is able, in the opinion of the CCT, to perform the contract free of conflicts of interest.

If an award cannot be made in terms of anything contained herein, the CCT reserves the right to consider the next ranked tenderer(s).

**2.3.12.4** The CCT reserves the right not to make an award, or revoke an award already made, where the implementation of the contract may result in reputational risk or harm to the CCT as a result of (inter alia):

- a) reports of poor governance or unethical behaviour, or both;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the CCT;
- d) negative media reports, including negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; and
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53 of the SCM Policy), where the person is or was negatively implicated in any SCM irregularity.

**2.3.12.5** The CCT reserves the right to nominate a Standby Bidder at the time when an award is made and in the event that a contract is terminated during the execution thereof, the CCT may consider the award of the contract, or non-award, to the Standby Bidder in terms of the procedures included in its SCM Policy.

### **2.3.13 Prepare contract documents**

**2.3.13.1** If necessary, revise documents that shall form part of the contract and that were issued by the CCT as part of the tender documents to take account of:

- a) Notices issued during the tender period,
- b) Inclusion of some of the returnable documents, and
- c) Other revisions agreed between the CCT and the successful tenderer.

**2.3.13.2 Complete** the schedule of deviations attached to the form of offer and acceptance, if any.


### **2.3.14 Notice to successful and unsuccessful tenderers**

**2.3.14.1** Before accepting the tender of the successful tenderer the CCT shall notify the successful tenderer in writing of the decision of the CCT's Bid Adjudication Committee to award the tender to the successful tenderer. No rights shall accrue to the successful tenderer in terms of this notice

**2.3.14.2** The CCT shall, at the same time as notifying the successful tenderer of the Bid Adjudication Committee's decision to award the tender to the successful tenderer, also give written notice to the other tenderers informing them that they have been unsuccessful.

### **2.3.15 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these Conditions of Tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

<b>TENDER DOCUMENT GOODS AND SERVICES</b>		 CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD
<b>SUPPLY CHAIN MANAGEMENT</b>		
SCM - 542	Approved by Branch Manager: February 2024	Version: 10   Page 24 of 80

**TENDER NO: 263S/2025/26**

**TENDER DESCRIPTION: PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

**CONTRACT PERIOD: 60 MONTHS FROM THE COMMENCEMENT DATE OF THE CONTRACT**

## THE CONTRACT

<b>THE CITY OF CAPE TOWN</b>	
A metropolitan municipality, established in terms of the Local Government: Municipal Structures Act, 117 of 1998 read with the Province of the Western Cape: Provincial Gazette 5588 dated 22 September 2000, as amended (“the Purchaser”) herein represented by	
<b>AUTHORISED REPRESENTATIVE</b>	

AND

<b>SUPPLIER</b>	
<b>NAME of Company/Close Corporation or Partnership / Joint Venture/ Consortium or Sole Proprietor /Individual (The “Supplier” / “tenderer”)</b>	
<b>TRADING AS (if different from above)</b>	
<b>REGISTRATION NUMBER</b>	
<b>PHYSICAL ADDRESS / CHOSEN DOMICILIUM CITANI ET EXECTUANDI OF THE SUPPLIER</b>	
<b>AUTHORISED REPRESENTATIVE</b>	
<b>CAPACITY OF AUTHORISED REPRESENTATIVE</b>	

(HEREINAFTER COLLECTIVELY REFERRED TO AS “THE PARTIES” AND INDIVIDUALLY A “PARTY”)

<b>NATURE OF TENDER OFFER (please indicate below)</b>	
<b>Main Offer (see clause 2.2.11.1)</b>	
<b>Alternative Offer (see clause 2.2.11.1)</b>	

**C.1 DETAILS OF TENDERER/SUPPLIER**

**1.1 Type of Entity** (Please tick one box)

- Individual / Sole Proprietor
  Close Corporation
  Company  
 Partnership or Joint Venture or Consortium
  Trust
  Other:

**1.2 Required Details** (Please provide applicable details in full):

<b>Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor</b>	
<b>Trading as</b> (if different from above)	
<b>Company / Close Corporation registration number</b> (if applicable)	
<b>Postal address</b>	Postal Code _____
<b>Physical address</b> (Chosen Domicilium Citandi Et Executandi)	Postal Code _____
<b>Contact details of the person duly authorised to represent the tenderer</b>	Name: Mr/Ms _____ (Name & Surname) Telephone : (____) _____ Fax :(____) _____ Cellular Telephone: _____ E-mail address: _____
<b>Income tax number</b>	
<b>VAT registration number</b>	
<b>SARS Tax Compliance Status PIN</b>	
<b>CCT Supplier Database Registration Number</b> (See Conditions of Tender)	
<b>National Treasury Central Supplier Database registration number</b> (See Conditions of Tender)	
<b>Is tenderer the accredited representative in South Africa for the Goods / Services / Works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enclose proof
<b>Is tenderer a foreign based supplier for the Goods / Services / Works offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the Questionnaire to Bidding Foreign Suppliers (below)
<b>Questionnaire to Bidding Foreign Suppliers</b>	a) Is the tenderer a resident of the Republic of South Africa or an entity registered in South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	b) Does the tenderer have a permanent establishment in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	c) Does the tenderer have any source of income in the Republic of South Africa? <input type="checkbox"/> Yes <input type="checkbox"/> No
	d) Is the tenderer liable in the Republic of South Africa for any form of taxation? <input type="checkbox"/> Yes <input type="checkbox"/> No

**C.2 FORM OF OFFER AND ACCEPTANCE**

**TENDER 263S/2025/26 PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

**C.2.1 Offer (To Be Completed by the Tenderer as Part of Tender Submission)**

The tenderer, identified in the offer signature table below,

**HEREBY AGREES THAT** by signing the *Form of Offer and Acceptance*, the tenderer:

- 1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
- 2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the CCT;
- 3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk;
- 4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the CCT in accordance with the:
  - 4.1 terms and conditions stipulated in this tender document;
  - 4.2 specifications stipulated in this tender document; and
  - 4.3 at the prices as set out in the **Price Schedule**.
- 5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

SIGNED AT \_\_\_\_\_ (PLACE) ON THE \_\_\_\_\_ (DAY) OF \_\_\_\_\_ (MONTH AND YEAR)

\_\_\_\_\_  
For and on behalf of the Supplier  
(Duly Authorised)  
Name and Surname:

\_\_\_\_\_  
Witness 1 Signature  
Name and Surname:

\_\_\_\_\_  
Witness 2 Signature  
Name and Surname:

INITIALS OF CCT OFFICIALS		
1	2	3

<b>FORM OF OFFER AND ACCEPTANCE (continued)</b>
---

**TENDER 263S/2025/26 PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

**C.2.2 Acceptance (To Be Completed by the CCT)**

By signing this part of this *Form of Offer and Acceptance*, the CCT accepts the tenderer's (if awarded the Supplier's) offer. In consideration thereof, the CCT shall pay the Supplier the amount due in accordance with the conditions of contract. Acceptance of the Supplier's offer shall form an agreement between the CCT and the Supplier upon the terms and conditions contained in this document.

The terms of the agreement are contained in the Contract (as defined) including drawings and documents or parts thereof, which may be incorporated by reference.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the *Tender Returnable Documents* as well as any changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance, are contained in the *Schedule of Deviations* attached to and forming part of this *Form of Offer and Acceptance*. No amendments to or deviations from said documents are valid unless contained in the *Schedule of Deviations*.

The Supplier shall within 2 (two) weeks after receiving a complete, copy of the Contract, including the *Schedule of Deviations* (if any), contact the CCT to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documents to be provided in terms the *Special Conditions of Contract*. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation / breach of the agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the Commencement Date, being the date upon which the Supplier confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including amendments or deviations contained in the *Schedule of Deviations* (if any).

\_\_\_\_\_  
For and on behalf of the City of Cape Town  
(Duly Authorised)  
Name and Surname:

\_\_\_\_\_  
Witness 1 Signature  
Name and Surname:

\_\_\_\_\_  
Witness 2 Signature  
Name and Surname:

**FORM OF OFFER AND ACCEPTANCE (continued)**

**TENDER 263S/2025/26 PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

**C.2.3 Schedule of Deviations (To be Completed by the CCT upon Acceptance)**

**Notes:**

- 1. The extent of deviations from the tender documents issued by the CCT before the tender closing date, is limited to those permitted in terms of the conditions of tender.
- 2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- 3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties to become an obligation of the Contract, shall be recorded here.
- 4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall form part of the Contract.

1 Subject .....

Details .....

.....

.....

2 Subject .....

Details .....

.....

.....

3 Subject .....

Details .....

.....

.....

4 Subject .....

Details .....

.....

.....

By the duly authorised representatives signing this agreement, the CCT and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the *Tender Returnable Documents*, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the CCT during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the Commencement Date, shall have any meaning or effect between the Parties arising from the agreement.

**FORM OF OFFER AND ACCEPTANCE (continued)**

**TENDER 263S/2025/26 PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

**C.2.4 Confirmation of Receipt (To be Completed by Supplier upon Acceptance)**

The Supplier identified in the offer part of the Contract hereby confirms receipt from the CCT of 1 (one) complete, signed copy of the Contract, including the *Schedule of Deviations* (if any) on:

The..... (Day)

Of..... (Month)

20..... (year)

At..... (Place)

For the Supplier: Signature(s) .....

Name(s) .....

Capacity .....

Signature and name of witness:

Signature ..... Name .....

**C.3 OCCUPATIONAL HEALTH AND SAFETY AGREEMENT**

**AGREEMENT MADE AND ENTERED INTO BETWEEN THE CCT (HEREINAFTER CALLED THE "CCT") AND**

..... ,  
(Supplier/Mandatory/Company/CC Name)

**IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AS AMENDED.**

I, ....., representing

..... , as an employer in its own right in its own right, do hereby undertake to ensure, as far as is reasonably practicable, that all work will be performed, and all equipment, machinery or plant used in such a manner as to comply with the provisions of the Occupational Health and Safety Act ( hereafter "OHS") and the Regulations promulgated thereunder.

I furthermore confirm that I am/we are registered with the Compensation Commissioner and that all registration and assessment monies due to the Compensation Commissioner have been fully paid or that I/We are insured with an approved licensed compensation insurer.

COID ACT Registration Number: .....

OR Compensation Insurer: ..... Policy No.: .....

I undertake to appoint, where required, suitable competent persons, in writing, in terms of the requirements of OHS and the Regulations and to charge him/them with the duty of ensuring that the provisions of OHS and Regulations as well as the Council's Special Conditions of Contract, Way Leave, Lock-Out and Work Permit Procedures are adhered to as far as reasonably practicable.

I further undertake to ensure that any subcontractors employed by me will enter into an occupational health and safety agreement separately, and that such subcontractors comply with the conditions set.

I hereby declare that I have read and understand the Occupational Health and Safety Specifications contained in this tender and undertake to comply therewith at all times.

I hereby also undertake to comply with the Occupational Health and Safety Specification and Plan submitted and approved in terms thereof.

Signed at .....on the.....day of.....20....

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Mandatory**

Signed at..... on the.....day of.....20 ....

\_\_\_\_\_  
Witness

\_\_\_\_\_  
for and on behalf of  
CCT

## C.4 PRICE SCHEDULE

Bid specifications may not make any reference to any particular trade mark, name, patent, design, type, specific origin or producer, unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the words "or equivalent".

**TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'**

Item No	Description	Unit of measure	Estimated Quantity (60 months)	Rate (per unit) (excl. 15% VAT)	Total (excl. 15% VAT) (Rate X Quantity)
<b>Section 1</b>	<b>OPERATION OF MATERIALS RECOVERY FACILITY (MRF)</b>				
<b>1.1</b>	<b>Establishment and Operational Activities</b>				
1.1.1	Processing cost inclusive of all labour, consumables and equipment to operate and sort materials. (Refer to Guideline for costing in Table 1)	<b>Monthly Fee</b>	<b>60</b>	R	R
1.1.2	Rental for use of the Materials Recovery Facility (R per m2)	<b>Monthly Rental</b>	<b>60</b>	-R580 000	- R
<b>1.2</b>	<b>Servicing and Maintenance of Buildings, Fixed Plant and Equipment</b>				
1.2.1	Servicing, cleaning and maintenance of the MRF building for the duration of the contract	<b>Monthly Fee</b>	<b>60</b>	R	R
1.2.2	Routine servicing and maintenance of the City-owned fixed plant and equipment by an approved service-provider, as detailed in Schedule A, as required by the Employer. <b>Not claimable during facility upgrade.</b>	<b>Monthly Fee</b>	<b>60</b>	R	R
1.2.3	City-owned plant & equipment repairs by approved service-provider as directed by the Employer	Provisional Sum			R15 000 000
1.2.4	Percentage mark-up on 1.2.5 for profit, administrative costs and overheads	%		5%	
<b>Section 1</b>	Sum total of section 1	Sum of 1.1.1+1.1.2+1.2.1+1.2.2			

Section 2	Description	Months	Quantity service points for 60 months	Rate per service point (Excl.VAT)	Total ( excl.VAT) (Quantity x Rate)
2.1	Collection of recyclables from households in the catchment area for weekly collections. (100411 service points per week x4.34) (Refer to Guideline for costing in Table ) to KWMF	48	20917619	R	R
2.2	Collection of recyclables from households in the catchment area for weekly collections. (100411 service points per week x4.34) to CPMRF	12	5229404	R	R
	Sum total of section 2			2.1+2.2	R

**NOTE:** THE BELOW TABLE IS TO ASSIST THE TENDERER IN CALCULATING A RATE FOR THE OPERATION OF THE MRF AND THE TENDERER IS TO ENSURE THAT ALL ITEMS AFFECTING RATES, COSTS ARE INCLUDED IN THE DETERMINATION OF ITS TENDERED PRICE. TENDERERS MUST SATISFY THEMSELVES WITH THE CORRECTNESS AND APPLICABILITY TO THEIR PARTICULAR CIRCUMSTANCES, AS NO CLAIMS OF ANY NATURE WILL BE CONSIDERED FOR DISCREPANCIES RESULTING FROM THE USE OF THESE ESTIMATES. TABLE 1 (MRF) TO BE COMPLETED FOR SECTION 1 AND TABLE 2 (COLLECTIONS) TO BE COMPLETED FOR SECTION 2. FAILURE TO COMPLETE THE RELEVANT TABLE(S) SHALL RESULT IN BID NOT BEING ACCEPTED.

**TABLE 1: DATA FOR CALCULATING MATERIALS RECOVERY OPERATING COSTS (ITEM 1.1.1):**

	Equivalent Monthly UNIT COST
<b>QUANTITIES</b>	
<b>SECTION A</b>	
<b>Establishment and Fixed Costs:</b>	
Office, Mess-room and Storeroom furniture and equipment	
Office telephones, computers, fax machines, copiers, etc.	
Staff protective clothing, uniforms and equipment	
Preparation and submission of an Operating Plan for approval by the Employer	
Preparation and submission of a Safety Plan for approval by the Employer	
De-establishment upon completion of the Contract	
Commissioning Period and Plant Operator Training costs	
All other Fixed-Cost Items	
<b>Total monthly equivalent (Section A)</b>	
<b>SECTION B</b>	
<b>Time-Related Monthly Costs:</b>	
Administration and Management costs	
Compliance with all permit and regulatory requirements, laws and by-laws	
All costs associated with the initial Commissioning Period of the Plant and Equipment.	
Insurances	
Security of the MRF building, contents, facilities, plant, equipment and recovered materials	
Other Labour wages and staff salaries	

Consumables Including the provision for baling wire	
Loader for materials handling	
Bale-handling plant , Hyster	
Containers used inside MRF building for recovery operations	
Container-handling plant and vehicles	
Transportation of recovered materials to recycling processing companies	
Interest	
5% for marketing costs	
Other Overheads	
Worker wages (subject to CPA) Weekly Rate:.....(4.3 x weekly rate x number of workers)	
All other Time-related Cost Items	
<b>Total monthly equivalent (Section B)</b>	
<b>SUMMARY: MONTHLY COSTS</b>	
Establishment and fixed Costs: Equivalent Monthly cost (Section A)	
Time Related Monthly costs (Section B)	
All other equivalent monthly costs	
<b>Rate per Month: Materials Recovery Facility Operational Cost</b>	
Potential Monthly income from material sales	
<b>1.1.1 Final Monthly Rate (Summary monthly cost- Potential Monthly Income)</b>	
<b>NOTE: TENDERERS MUST SATISFY THEMSELVES OF THE CORRECTNESS AND APPLICABILITY TO THEIR NOTE: THE ABOVE TABLE IS A PROVIDED IN GOOD FAITH TO CALCULATE TENDER RATES AND PARTICULAR CIRCUMSTANCES, AS NO CLAIMS OF ANY NATURE WILL BE CONSIDERED FOR DISCREPANCIES RESULTING FROM THE USE OF THESE ESTIMATES TO BE COMPLETED BY TENDERERS.</b>	

Section 2				
NUMBER OF SERVICE POINTS PER MONTH = 100411				
ITEM	DESCRIPTION: USED FOR CALCULATING RATE PER SERVICE POINT			
1	VEHICLE COSTS	(A)	(B)	(C)
		QUANTITY ALLOCATED	UNIT MONTHLY COST (Excl. VAT)	(C=A x B) MONTHLY COST (Excl. VAT)
1.1	Vehicle Costs (i.e. licensing, maintenance)	20	R	R
1.2	Fuel Costs per Vehicle	20	R	R
2	<b>LABOUR COSTS</b>			
2.1	Cost per Supervisor	2	R	R
2.2	Cost per Driver	20	R	R
2.3	Cost per Worker		R	R
3	<b>OPERATING COSTS</b>			
3.1	25 micron clear recycling bags (per service point)		R	R
3.2	Overheads /Miscellaneous per month including marketing		R	R
MONTHLY COST (EXCL. VAT) (1.1+1.2+2.1+2.2+2.3+3.1+3.2)				R
4	<u>DRY RECYCLING RATE PER SERVICE POINT: Total monthly cost divided by number of service point per month ( Monthly Cost /(100411*4.33))</u>			R

**NOTE: TENDERERS MUST SATISFY THEMSELVES OF THE CORRECTNESS AND APPLICABILITY TO THEIR NOTE: THE ABOVE TABLE IS PROVIDED IN GOOD FAITH TO CALCULATE TENDER RATES AND PARTICULAR CIRCUMSTANCES, AS NO CLAIMS OF ANY NATURE WILL BE CONSIDERED FOR DISCREPANCIES RESULTING FROM THE USE OF THESE ESTIMATES TO BE COMPLETED BY TENDERERS.**

#### Pricing Instructions:

- 5.1 State the rates and prices in Rand unless instructed otherwise in the Conditions of Tender.
- 5.2 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the General Tender Information.
- 5.3 All prices tendered must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) that may be required for the execution of the tenderer's obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges and profit (in the event that the tender is successful). All prices tendered will be final and binding.
- 5.4 All prices shall be tendered in accordance with the units specified in this schedule.
- 5.5 Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.

- 5.6 The successful tenderer is required to perform all tasks listed against each item. The tenderer must therefore tender prices/rates on all items as per the section in the Price Schedule. **An item against which no rate is/are entered, or if anything other than a rate or a nil rate (for example, a zero, a dash or the word “included” or abbreviations thereof) is entered against an item, it will also be regarded as a nil rate having been entered against that item, i.e. that there is no charge for that item. The Tenderer may be requested to clarify nil rates, or items regarded as having nil rates; and the CCT may also perform a risk analysis with regard to the reasonableness of such rates.**
- 5.7 Provide fixed rates and prices for the duration of the contract that are not subject to adjustment except as otherwise provided for in clause 17 of the Conditions of Contract and as amplified in the Special Conditions of Contract.
- 5.8 The quantities set out in the Pricing Schedule are the approximate quantities only. The operating service provider would be required to undertake whatever quantities may be directed by the client from time to time. The final price paid for the service completed shall be determined from the actual quantities of work executed and valued at the relevant unit rates and prices.
- 5.9 The **grand total in the pricing schedule** will be used for evaluation purposes.
- 5.10 Price adjustment will be applicable in accordance with schedule F1.

## 5.11 ADDITIONAL INFORMATION RELEVANT TO THE PRICING INSTRUCTIONS

### OPERATION OF MATERIALS RECOVERY FACILITY (MRF)

Payment for the operating of the MRF will be on a monthly basis for the Duration of the Contract. The items included in the Pricing Schedule include the following:

#### **Establishment and Operational Activities (Item 1.1.1):**

- 1) The Tenderer shall include in Item 1.1.1 of the Pricing Schedule all costs necessary to establish, operate and de-establish the facility at the end of the Contract Period. The monthly rate tendered for the operating of a “clean MRF” shall include all fixed costs (such as furniture, equipment and plant necessary for the proper operating of the MRF), which shall remain the property of the Operating service provider after the completion of the Contract. **See to table 1 for guideline to price this item.**
- 2) The Operating service provider will be required to prepare and submit for approval by the Employer a detailed Safety Plan and Operating Plan 14 calendar days prior to the commencement of operating the MRF plant. The Operating Plan must clearly indicate the methodology to be implemented, including the staffing, plant, equipment and vehicles to be provided during the Contract Period. The rate tendered under Item 1.1.1 of the Pricing Schedule shall make provision for all costs necessary to prepare and submit the Safety and Operating Plans.

The monthly rate tendered shall furthermore include all time-related costs (such as furniture, equipment and plant necessary for the proper operating of the MRF). The Tenderer shall include in Item 1.1.1 of the Pricing Schedule for all time-related administrative and management costs, salaries and wages, overhead costs, insurances and consumables. There will be a **monthly rental charged** for the use of the buildings or land or infrastructural facilities as indicated in the pricing schedule. **During facility upgrades the rental will be reduced based on the available area. The area will be measured and reduced accordingly. Refer to drawing A in tender document.**

The Tenderer will not be required to pay for electricity and water consumed for operating the MRF. A separate meter has been provided for the purpose of monitoring the power consumed and the meter readings shall be submitted to the Employer on a monthly basis for record purposes. **Although there is a generator on site, the Employer can however not guarantee power supply and no claim for loss of power will be considered.**

**Service providers to ensure that they have a backup plan should there be an issue with the City providing power to the plant and City will pay for any fuel costs associated with hire of a generator, subject to prior written approval. For this reason the generator provided must be fitted with a meter to monitor and manage responsible usage of fuel.**

A table is provided in the Document, below the Price Schedule - “Costing Data for calculating Materials Recovery Operational Costs” for determining the monthly rate (Item 1.1.1 of the Pricing Schedule). This table is given in good faith and Tenderers must satisfy themselves of the correctness and applicability to their particular circumstances, as no claim of any nature will be considered for discrepancies resulting from the use of the estimated operational cost items. This table must be completed with the bid submitted.

**Servicing and Maintenance of Buildings, Fixed Plant and Equipment (Items 1.2.1. and 1.2.2):**

The Tenderer shall allow for all costs involved for the routine maintenance and servicing of the MRF Building and related fixed plant and equipment for the full duration of the Contract (see Schedule A).

The routine maintenance and servicing of the MRF Building shall include for maintaining the building in a clean and full operating manner such that at the end of the Contract the building is handed over to the employer in the same condition and state of repair that it was received at the commencement of the Contract.

The tenderer shall allow for all costs involved for the routine maintenance and servicing of the MRF Building in the Price Schedule, as set out in Item 1.2.1.

The tenderer shall allow for all costs involved for the routine maintenance and servicing of the fixed mechanical plant and equipment in the Price Schedule, as set out in Item 1.2.2. The details of the frequency and requirements for the routine maintenance and servicing are given in Schedule A of the tender document. The Tenderer is to break down the total costs involved into equivalent monthly costs, and payment shall be made upon satisfactory proof that the necessary routine maintenance and servicing has been performed.

A separate Provisional Sum, Item 1.2.3 has been provided in the Pricing Schedule for repairs to plant and equipment caused by normal “wear and tear”. Damage to plant and equipment caused by failure of the Operating service provider to adhere to the operating instructions set out in the Operating Manuals, or due to his failure to ensure that no unsuitable, large, sharp or heavy items are loaded into the bag-splitter or processing conveyors, shall be repaired at the operating service provider’s expense. All repairs and replacement of parts shall be undertaken by a service provider approved by the Manager: Disposal or his delegated official.

**5.12 COLLECTIONS OF COMINGLED DRY RECYCLABLES**

The item is to price for the weekly kerb side collection of recyclable waste from residents in the designated area of collection. The current catchment is **100411** households per week. **Item 2.1 refers.**

Feeder	Truck/Truck and Trailer combination required (Populated Annexure 15D)	Service points per week	Service points per month
Kraaifontein and surrounds	20	100411	434780

It is required that for every 5000 households the service provider will provide a motorised vehicle with a minimum 5 ton carrying capacity or motorised vehicle and trailer combination with a minimum carrying capacity of 5 tons.

Please note: Carrying capacity = GVM – Tare of the vehicle or trailer provided.

INITIALS OF CCT OFFICIALS		
1	2	3

## C.5 SPECIFICATION(S)

### 1. DEFINITIONS

In the Contract the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

**Contaminants and tailings** shall have the same meaning, namely, the co-mingled waste fraction which has no recycling value and thus passes through the Materials Recovery Facility (MRF) and is disposed of on the Refuse Transfer Station (RTS) apron, thus not being sorted for recycling in the MRF.

### 2. DESCRIPTION OF THE SERVICES

The City Of Cape Town requires the services of service providers to:

2.1. Recover recyclable materials from the drop-off facility at the Kraaifontein Waste Management Facility (KWMF), sort and process these at the MRF for recycling and operate and maintain a MRF situated at the KWMF ensuring maximum recovery of recyclables. (Section 1)

2.2. The collection of recyclables from the Kraaifontein Catchment Area. Refer to collection Map. (Section 2)

### 3. MASS BASED TARGET

The Materials Recovery Facility has a maximum capacity to process approximately 50 tons per day of mixed recyclables. The City or other service providers will be collecting the mixed recyclables from residents and be bringing the material to the MRF for recovery and processing. As the facility has limited storage space it is expected that all recyclables be processed daily to ensure sufficient space is maintained for the uninterrupted disposal of recyclable materials. Below find history of recyclables disposed per month to the MRF. Please note that these values are not guaranteed. It is expected that a certain percentage of the material received will be tailings for which the MRF service provider will have to pay the disposal cost as approved annually by the City.

The estimated service points of **100411** households will produce approximately 300 tons per week. This recyclables are expected to be processed in the MRF at Kraaifontein on a weekly basis to ensure adequate space is maintained for the ongoing receipt of collected recyclables.

The MRF service provider may be required to process recyclables stored and collected from other catchments on the employer's instruction and subject to plant capacity. All associated cost of transport of material to the facility will be for the employer's account.

### 4. MANAGING AND DIRECTING AT THE KWMF DROP-OFF.

Although the City assumes responsibility for the operation of the public drop-off facility, it is expected of the MRF service provider to provide sufficient staff at the Drop-off to direct the placement of recyclable materials into designated containers, to ensure that full containers of recyclables are removed and the empty containers returned. The MRF service provider shall be required to accept certain recyclable wastes dropped off of at the drop-off for recovery and sorting. Full open containers of single-stream recyclables (e.g. glass, metals, E-waste etc., but excluding builders' and garden wastes) are to be recovered from the site by the MRF operating service provider. It is estimated that an average of approximately 3 tons/day of recyclable wastes may be available and recovered from the public Drop-off source. Directing and supervising members of the public when dropping off recyclable materials into the correct containers.

#### 4.1. OPERATING HOURS OF THE KWMF

The MRF service provider may conduct his operations at all times, within legal statutory limitations. However, the delivery of "dry" recyclable wastes and transportation of outward-bound baled and containerised wastes that require payload mass to be measured at the weighbridges, will have to operate within the constraints of the City's working hours which are as follows:

<b>Kraaifontein Waste Management Facility Operating Hours</b>	
<b>Summer</b>	
08:00 – 18:30	Monday – Friday
08:30 – 17:00	Saturday and Public Holidays
09:00 – 13:30	Sunday
<b>Winter</b>	
08:30 – 17:00	Monday – Friday and Public Holidays
08:00 – 17:00	Saturday
09:00 – 13:30	Sunday

KWMF's waste license authorised hours for operations: 06h00 - 18h30. All waste movements (incoming and outgoing) to be recorded over the weighbridge and can therefore only come in or leave during weighbridge operating hours. The MRF and collections service provider/s will be given due notice of any substantive changes to these hours at any time during the contract period.

## **5. DETAIL OF SERVICE PROVIDER'S OBLIGATIONS**

### **5.1 Materials Recovery Facility Operations**

5.1.1 The MRF operating service provider will be responsible for the handling, sorting, reuse and/or sale of drywaste (recyclables) recovered from the MRF and Public Drop-off, and no payment by the Employer for further costs will be considered other than the tendered costs. The ownership of the recyclable materials shall vest with the MRF service provider, who shall be responsible for the transportation of such materials from the site for onward sale to the recycling industry.

The income received from the sale of the recyclables shall belong to the MRF service provider. The service provider will also be responsible for the transfer of tailings to the RTS and the payment of disposal fees associated with the disposal thereof by the City. **The tailings will therefore be weighed over the weighbridge and the disposal will need to be paid with disposal coupons purchased from the City.**

The MRF service provider shall, as a minimum, recover glass, paper, cardboard, plastics and metals from the "dry" comingled waste stream delivered to the MRF, and any other additional materials that it wishes to recover for recycling or reuse purposes.

5.1.2 The MRF and City-owned fixed plant and equipment may only be used for the intended use of recovering recyclable materials and for no other unrelated use.

5.1.3 No claim for any additional expenditure due to a decrease in the demand for recyclables, the non-availability of a sorting area or material recycling infrastructure, the continued participation or participation ratio of residents, the consistency in waste quality or quantity, and continued marketing or any other costs not reflected in the tendered rates, will be considered.

5.1.4 The MRF service provider shall be responsible for the optimal operation of the MRF by recovering recyclable materials in order to minimise the quantities of waste (tailings) to be disposed of (via the Refuse Transfer Station) to the City's landfills. The co-mingled recyclable waste loads received at the MRF are to be processed in accordance with the process flow requirements of the plant under the full-time supervision of a qualified operations supervisor.

5.1.5 The MRF service provider shall ensure that co-mingled recyclables received at the MRF and processed via the processing lines are "clean, dry" recyclables and do not contain large or sharp items or types of materials that may damage the plant and equipment. The bag splitter as well as the multiple deck screens must be by-passed (as provided for in the plant configuration) so as not to cause undue wear and tear or damage to the equipment.

5.1.6 Residual waste that is not removed from the sorting belts and stations, referred to as tailings, is to be conveyed to a dedicated container in the RTS building which will be removed and weighed by the

Employer. **The tailings will be measured over the weighbridge and will be billed. The MRF service provider will provide disposal coupons for the disposal of tailings to the waste apron. Alternatives to disposal has to be explored and taken forward to support waste diversion by landfill. Should the tailing amount exceed 15%, Penalties will be instituted.**

5.1.7 The MRF service provider shall be required to furnish, maintain and operate sufficient plant and vehicles to undertake the specified services. The service provider shall be required to provide all “non-fixed” plant, vehicles, fuel, lubricants, equipment, tools, materials, labour and any other items required to undertake the MRF operating services described in this tender, other than the fixed plant and equipment provided by the City within the MRF. **Such plant shall include a loader required to load the “bag-opener” and plant for handling the baled materials.** Container-handling plant and transportation vehicles must be provided as and when required. A list and description of the plant, vehicles and equipment (including containers required for use within the MRF) that will be provided by the Tenderer must be stated in returnable Schedule 15D, Information to be provided with the tender, in the tender document.

5.1.8 The MRF service provider shall be required to maintain all buildings and fixed plant and equipment in a clean, sound condition and in full working order. All regular routine inspections, maintenance and servicing shall be carried out by an approved service provider in full compliance with the requirements set out in Schedule A (**Section 15 Maintenance Information**). The Employer may undertake independent plant inspections and audits from time to time and the service provider shall ensure that such inspections are fully accommodated. It should be noted that any negligence or abuse to the plant by the operator and any costs incurred as a result of such negligence or abuse will be for the cost of the service provider.

5.1.9 The MRF and collections service provider shall insure all of his (or his subcontractor's) own plant and equipment used to undertake the operations required in terms of the Contract. The employer will be responsible for taking out insurance cover for the buildings and fixed plant and equipment, but this will not relieve the service provider from his responsibility to maintain the MRF's buildings and fixed plant and equipment in a sound condition at his own cost for the duration of the Contract. The requirements of Clause 11 of the “Special Conditions of Contract” regarding insurances shall be fully complied with.

5.1.10 In the event of vehicle, plant or equipment break-down, the service providers will be responsible for all necessary arrangements and costs to restore such vehicle, plant or equipment to full operating order. No costs arising from down-time or stoppages due to failure, servicing or repairs undertaken to mechanical plant or equipment will be paid for by the Employer. Costs for repairs resulting from the operator's failure to adhere to the instructions stated in the plant and equipment operating manuals shall be paid for by the service provider.

5.1.11 Electricity shall be provided by the employer. The KWMF has a stand-by electricity generator to cater for power outages. The employer cannot, however, guarantee a full, uninterrupted power supply for the full duration of the contract period.

5.1.12 The MRF service provider shall supply all baling wire to the correct standard and specifications for the baling machine.

5.1.13 The MRF service provider shall take all reasonable measures to operate the MRF facility in accordance with the manual and operating permit to prevent nuisances such as odour, dust, vectors such as flies, insects and rodents, noise and wind-blown litter. Odour-control and air-extraction systems have been provided, and the service provider shall be responsible for the supply of deodorising materials. Particular attention should be paid to the prevention of, and collection and removal of wind-blown litter originating from the MRF.

5.1.14 In the execution of the service to be provided under this contract, the MRF service provider shall furthermore:

- Comply with all necessary Acts, Ordinances, Regulations and By-Laws relating to the registration, insurance and general operation of its vehicles, plant and equipment and the employment of its employees.
- Comply with the facility and relevant Authority's operating permit and licence conditions.

- Pay all levies, taxes and duties payable in respect of all vehicles used and staff employed.
- Ensure that any equipment and all vehicles used are in a mechanically sound, roadworthy and clean condition.
- Ensure that all containers/bales are at all times safely loaded onto the haul vehicles. In this regard the MRF service provider shall provide all necessary personnel to assist with and supervise the loading and off-loading operations at the MRF and public drop-off with respect to recyclable materials (excluding garden and builders' wastes).
- Minimise the storage of recovered materials and bales for periods of time considered reasonable to the Employer, without giving rise to odour, litter, vector and other nuisances. The MRF service provider to ensure that bales are managed effectively and during periods when the market is effected make provision for offsite storage of baled materials. All associated cost is for the service provider's account.
- Exercise all reasonable care and diligence in the handling and transportation of the employer's containers in its charge.
- Ensure that all drivers, operators and other employees are properly trained for the work they are required to perform and that all drivers are in possession of a current drivers licence and professional driving permit appropriate to the class of vehicle being driven. The MRF service provider shall ensure that at all times all drivers shall have available for inspection such drivers licence.
- Ensure that all the requirements of the Occupational Health and Safety Act (85 of 1993) as stated in Clause 2.2.20 of the "Tender's obligation" are fully complied with.
- Ensure that recycled waste recovered, processed and sold downstream is done so in a responsible manner which complies with all relevant environmental legislation in terms of Permit conditions as well as internal standards set by the City. The waste must always be managed by an accredited waste management service provider in terms of the City's Integrated Waste Management By-law. The City requires monthly proof of the safe disposal of e-waste that may be beneficiated.

5.1.15 The MRF and collections service provider's staff may not under any circumstances interfere with the employer's operations at the KWMMF. It is expected that various tour groups will visit the KWMMF for educational tours as approved by the City's Facility Manager and the MRF service provider shall not unreasonably withhold access to such visiting groups to the viewing platforms provided within the MRF. Unfettered access to the MRF shall furthermore be given at all times to the Employer's staff, Health and Safety Inspectors as well as External and Internal Environmental Auditors as and when required.

5.1.16 Proof of all transactions, sale or re-use of recyclables [vehicle registration numbers, date of transaction, volumes and mass per recyclable waste type must be provided on a monthly basis. The Operating service provider shall maintain daily, weekly and monthly records of the items listed in Schedule A and provide it to the Employer.

5.1.17 The MRF service provider's tendered rate for operating the MRF shall include for all costs necessary to provide full security of the plant, equipment and materials contained within the MRF. The operating service provider must not rely on the Employer to provide any security.

5.1.18 Upon completion or termination of the contract, the service provider shall ensure the MRF and all plant and equipment are restored and handed over to the Employer in a satisfactory and clean condition, with all plant in full working order, together with all maintenance and other records relating to the fixed plant, all to the satisfaction of the Employer. **The rate tendered for the operation of the MRF is to include for all costs necessary to meet the requirements stated above.**

5.1.19 At the end of the contract the service provider is required to repair/replace certain components as specified in the maintenance tables. **The performance guarantee will be used should the service provider fail to attend to end of contract maintenance. Refer to maintenance schedules for end of contract requirements. Ensure that your bid caters for planned end of contract maintenance in the last 3 months of the tender.**

**Proof of all maintenance done at the end of contract to be provided before performance guarantee will be released.**

#### **5.1.20. Servicing and Maintenance of Buildings, Fixed Plant and Equipment:**

The MRF service provider shall allow for all costs involved for the routine maintenance and servicing of the MRF Building and related fixed plant and equipment for the full duration of the Contract (see Schedule A).

The routine maintenance and servicing of the MRF Building shall include for maintaining the building in a clean and full operating manner such that at the end of the Contract the building is handed over to the Employer in the same condition and state of repair that it was received at the commencement of the Contract.

The MRF service provider shall allow for all costs involved for the routine maintenance and servicing of the MRF Building in the Price Schedule, as set out in Item 1.2.1.

The MRF service provider shall allow for all costs involved for the routine maintenance and servicing of the fixed mechanical plant and equipment in the Price Schedule, as set out in Item 1.2.2. The details of the frequency and requirements for the routine maintenance and servicing are given in Schedule A of the Tender Document. The Tenderer is to break down the total costs involved into equivalent monthly costs, and payment shall be made upon satisfactory proof that the necessary routine maintenance and servicing has been performed. **During the facility upgrades item 1.2.2. will not be claimable as the plant will not be in operation.**

A separate provisional sum, Item 1.2.3 has been provided in the pricing schedule for repairs to plant and equipment caused by normal "wear and tear". Damage to plant and equipment caused by failure of the service provider to adhere to the operating instructions set out in the operating manuals, or due to his failure to ensure that no unsuitable, large, sharp or heavy items are loaded into the bag-splitter or processing conveyors, shall be repaired at the Operating service provider's expense. All repairs and replacement of parts shall be undertaken by a service provider approved by the Manager: Disposal or his delegated official.

#### **5.1.21. Ownership of materials recovered and material storage.**

The ownership of all materials recovered shall vest with the MRF service provider once it is processed. Once material is baled it is the service provider's responsibility to remove bales from site timeously and the marketing plan will be required to ensure off-take is confirmed since there is limited space for storage of materials on site. **All cost associated with offsite storage is for the service providers account.**

MRF service provider to note that all material collected from the catchment must be prioritised. However the service provider will be required to accept material from additional catchment and utilise the facility for its own commercial material subject to operational capacity of the plant. **MRF service provider to note that no additional cost will can be claimed for an increase in volume through the plant.**

#### **5.1.22. Standing Time**

No payment for standing time will be made for delays incurred as a result of down-time to plant or equipment resulting from power outages, break-down of plant and equipment, failure to deliver comingled waste recyclables or any other causes of delay.

#### **5.1.23 Planned Capital Project**

During the contract period there will be a planned capital project that should be for approximately 12 months. This project will be for the installation of an additional baling machine, modification to feed conveyors and upgrades to the plant catwalks. During this period the plant and equipment will not be available for use. The admin building and general factory will be open for this period and the floor can be used for storage and material can be hand sorted and additional baler could be installed by the service provider, if required. Due to there being no access to the plant, the stockpiles will need to be managed carefully and if required the use of other MRF's should be considered. During this period the rental will be reduced according to available area, and no other claims can be levied against the City for unavailability of the plant.

It is expected that the operator provides access to the installation contractor to execute the capital project.

#### **5.1.24 Limited use areas**

During the contract period the service provider will have access to the MRF factory, admin building, storage area outside the MRF up to the curb line and road siding to the east of the admin building. All trucks to be parked in the areas allocated only.

The use of the RTS for storage of material is not allowed unless approved by the facility manager during emergencies only. The use of the areas behind the RTS is off limits and only approved by the facility manager.

**Only equipment and plant solely dedicated to the contract may be parked on the facility.** See drawing for the areas indicated above.

## 5.2 COLLECTION OF CO-MINGLED DRY RECYCLABLES FROM SERVICE POINTS

The collection service provider will be doing the collection of co-mingled dry recyclables from an identified catchment area. Approximately 100411 green lid recycling bins have been issued to residents in the targeted area. In the targeted area 140l bins are issued to residential customers and sectional title properties may be issued with 240l bins. For sectional titles that fall in the catchment area the 240 litre bins are counted as equalling two (2) x 140 litre bins. Each 240 litre bin at a sectional title property therefore equates to 2 pick-up points.

The collection service provider will be paid for providing a weekly collection service to all participating service points in the designated area, delivering the recyclables to the KWMF materials recovery facility.

The collections service provider shall ensure that co-mingled recyclables delivered to the MRF and processed via the processing lines are “clean, dry” recyclables and do not contain large or sharp items or types of materials that may damage the plant and equipment.

The KWMF has multiple weigh-bridges dedicated to measure all incoming and outward bound waste vehicles. The mass of incoming mixed “dry” recyclables and recovered recyclables leaving the MRF facility, as well as the tailings transferred to the RTS, will also be measured. In this way, a mass balance can be computed which in turn will determine the efficiency of the recovery operations.

The collections service provider is to ensure there is adequate supervisory staff in the beat to monitor the removal of recyclables on a daily basis. The service provider is to familiarise themselves with the collection beats and execute the collection of the recyclables in accordance with the beats provided by the employer. Any deviations to the beat must be communicated to the employer for consideration and approval.

The collections service provider may be required to assist with collection of material from other catchments on the request of the employer. It is expected that the service be rendered at the same rate as the contained in the pricing schedule.

It is strongly recommended that existing SMME recycling collectors who may be operating within the catchment area be included as part of the Operational Plan for the collection of recycling. This will assist with achieving the mass target and be inclusive of existing value chain within the industry. The awarded contractor will be required to submit quarterly reports on the SMME inclusion as well as a copy of the operational agreement with the SMME(s).

**During the contract period the KWMF MRF plant will undergo a upgrade and there may be a need to divert waste to the Coastal Park MRF. It is therefore required that the tenderer provide a rate for the collection and disposal at the CP MRF as well. This option will only be considered once the KWMF MRF capacity becomes a challenge.**

### 5.2.1 Service Provider’s Staff

**The operating and collections service provider should, where possible employ all unskilled labour from the local community. It is strongly recommended that the service provider employ the previously employed staff on the tender as far as possible.** All staff must be properly trained. This training must, apart from functional training include, but not necessarily be limited to safety, customer relations and their rights and obligations in terms of the Labour Relations Act. Staff must be provided with the necessary uniforms and protective clothing, which must be such that staff is easily identifiable as employees of the operating service provider

The staff must also be made to understand that they represent the City of Cape Town on this contract and are therefore expected to conduct themselves accordingly. All staff related matters will have to be addressed by the operating and collections service providers including all matters referred to CCMA and keep the City informed on any matters that may affect the plant or Kraaifontein Facility Operations.

The MRF and collections service provider to ensure adequate staff is provided for all aspects of the contract including staff for sorting, operating of the plant, maintenance staff, admin staff, operating of mobile plant and staff for collection of recyclables including drivers and runners (workers) on vehicles. All staff must be adequately trained and competent to operate plant and equipment.

**Careful consideration of impact on staff during plant shutdown period is essential, as no claims will be considered for impacts on operations due to the planned plant upgrades.**

## **MINIMUM WAGE RATE FOR DRIVERS**

Tenderers must comply with the minimum labour rate in respect of “Medium Motor Vehicle Driver (articulated)” as determined by the current National Bargaining Council for the Road Freight & Logistics Industry (NBCRFLI).

## **MINIMUM WAGE RATE FOR WORKERS**

The basic minimum wages must be met for workers as determined by the Department of Labour for the Cleaning Sector.

### **5.2.2. VEHICLES AND PLANT**

Suitable vehicles and plant are required for this contract. Vehicles and plant must be in a good working condition at all times. **In order to collect the recyclables from the 100411 households it is expected that the service provider have a minimum of 1 vehicle with the carrying capacity of 5 tons for every 5000 households** to effectively do the collections. Please note that catchment sizes may vary for each day of the week and adjustments to collections should be made to collect within weighbridge hours available.

The vehicles and plant must be properly maintained and be kept in a fully roadworthy condition. The service provider shall provide his own vehicle insurances at his own cost.

A full list of vehicles and equipment **dedicated** to this contract must be provided, complete Schedule 15D. This equipment should include loading equipment, container handling equipment and bale handling equipment.

Plant provided on the contract should be owned, leased or purchased for the use on the tender. All vehicles and plant provided should be dedicated to the tender and proof of vehicle availability is essential. In order for vehicles to be considered:

- For owned vehicles include detailed asset lists for plant dedicated to the tender signed off by your auditor or commissioner of oaths or ownership records (serial numbers for plant and registration numbers for trucks and trailers).
- For leased vehicles provide a list of plant and vehicles available with a draft lease or letter of intent on company letterhead **(signed by both parties)** confirming availability of vehicles for lease.
- And for purchasing of vehicles and equipment please provide quotation and valid letter of finance from a registered financial services provider for the value of the assets to be procured.

**Note that at the time of commencement, all the necessary equipment must be available to execute the services.**

### **CONTRACTORS' DRY RECYCLABLE VEHICLES**

The collections service provider must use efficient motorised mode of transportation with sufficient capacity equal to or more than daily mass target. A minimum of 5 ton capacity mode of transportation shall be utilised for the collection of co-mingled recyclables material in accordance with proposed methodology. The recycling vehicles should be either a 5 ton capacity with high-rails or lesser vehicle carrying capacity with a trailer with highrails. **The use of compactor vehicles will not be allowed.**

The tenderer should be mindful of the topography of the area where the vehicles will be used as this will affect the vehicle choice.

### **5.2.3 Operating Schedule (Post Award)**

The maximum lead time will not be longer than 1 (one) month after receipt of an official order for the implementation of same. Should the collections service provider not be able to commence the contract within the specified 1 (one) month lead time, the service provider shall obtain the approval of the CCT to extend the lead time in writing, not exceeding 3 (three) months.

The existing collection routes may be re-designed to fit in with the overall Monday to Friday schedule for the collections service area, and a detailed operations schedule in accordance with the tendered business plan, indicating routes, scheduled collection days, vehicle allocations, contingency plans etc. must be submitted to the Contract Manager for approval at least two weeks prior to the commencement of the contract.

Approved collection schedules must also be communicated to all users by way of a written notice printed and distributed door to door by the recycling collections contractor. Any other changes to scheduled collection days and routes will only be allowed with approval of the Director: Waste Services. Normal operating hours should not be longer than Monday – Friday 06:30 – 18:00. Recyclables must be collected on all public holidays that fall on weekdays.

### 5.2.3. Provision of Information

The MRF and collections service providers must on a monthly basis provide the City of Cape Town with detailed information regarding the mass of loads removed by each vehicle on each day. All the above information must be counted and captured continuously and weigh-bridge slips must be provided as the necessary statistical proof on which accurate and verified monthly payments can be based. See **Schedule B** for information required in both electronic and hardcopy format. Accurate records of the quantities of the different fractions of dry materials including tailings received at the MRF must be kept. This information must be recorded on a weekly basis and provided to the City of Cape Town's representative on a monthly basis in both electronic (Microsoft Excel) and hard copy format.

The MRF service provider is also required to submit copies of all maintenance conducted on the plant in accordance with the maintenance schedules attached to this tender document on a monthly basis.

Records of all staff numbers to also be provided monthly.

### 5.2.4 Service Complaint and Enquiry facility

The City of Cape Town customer call centre will receive public complaints and enquiries related to this contract. In this respect, the operating service provider is required to provide a service complaint and enquiry facility with contact telephone and e-mail details for both office hours and after hours for receiving contract-related queries and complaints directly from the public, or forwarded from the City.

Response times to complaints are to be measured and records must be kept of the date and time received and completed for each complaint. The MRF and collections service providers must furthermore state the contact telephone, e-mail and website details of the complaint and enquiry facility for both office hours and after-hours on all communication materials made available to the public. The MRF and collections service providers is to provide the City's representative with an electronic record of the above information with regards to service complaints and enquiries on a monthly basis.

### 5.2.5 Awareness, Communication, Marketing and Publicity Programme

The MRF and collections service providers shall be required to undertake a Public Awareness, Communication and Marketing Programme to secure maximum participation of residents in the designated area. Five percent (5%) of the total rate per month must be allocated to this Public Awareness, Communication and Marketing Programme, which should aim to promote waste minimisation through separation of recyclables at source in the targeted area and maximise participation in the separation-at-source programme within the designated area.

Documentary proof of all Public Awareness, Communication and Marketing activities undertaken, expenditure related to these and also any planned activities for the following month are to be submitted monthly to the City's programme manager. **The MRF and collections service provider will be required to provide a complete public awareness, Communication and marketing business plan on contract inception.**

The MRF and collections service provider's Public Awareness, Communication and Marketing Programme must include the design, production and distribution of various marketing and communication materials (in line with the City's branding framework) including, as a minimum:

- Initial advertisements at the start of the contract, and prior to the start of any expansion of the designated area, of at least A5 size in the local newspapers, inviting members of the public to participate in this separation-at-source programme and giving pertinent details, such as how to participate and what to recycle.
- Initial door-to-door distribution of starter packs at the start of the contract, and prior to the start of any expansion of the designated areas, including colour flyers of at least A5 size, introducing and explaining the programme and its benefits, specifying how to participate and what to recycle and promoting ongoing separation-at-source.
- Ongoing (minimum) quarterly advertisements of at least A5 size in the local newspapers publicising the programme, giving feedback on progress (such as tonnages diverted) and promoting ongoing separation and its benefits to the community.
- The convening and facilitation of a minimum of six (6) information sessions and/or site tours per year for public groups as per your business plan, initially to publicise and promote participation in the programme and thereafter to provide feedback and to reinforce commitment to the programme.
- An online presence, including website, Facebook and Twitter as a minimum, promoting the programme and giving pertinent updates and information as needed to strengthen participation (at least weekly).
- Other media, marketing and promotional strategies which promote participation and involvement should be detailed in the business plan.
- **Media related enquiries Person:** MRF and collections service provider is required to appoint a spokesperson that can comprehensively represent their business with respect to this contract, to handle operational queries and complaints at public platforms where needed and are available to address information sessions etc. in collaboration with the City, on request.

#### Important Notes:

- Please note that all responses to media enquiries received in relation to this contract are required to be approved via the Waste Services Department before they are issued to the relevant enquirer. All relevant media enquiries related to policies, finance or on strategic matters will be dealt with by the Water and Waste Services Mayoral Committee Member, the Director Urban Waste Management or the programme owner which is the Disposal Manager.
- ALL publicity and marketing materials MUST be approved by the appropriate CCT representative prior to printing/publication and timeframes for this process should be taken into consideration when planning the Operating service provider's communication activities.
- Publicity and marketing materials must be developed according to the City's Communication Policy, in at least 2 languages (Afrikaans, English, isiXhosa), as relevant to the areas covered.
- Public engagements in the area MUST be communicated to the Programme Manager, as well as the Sub council Manager(s), Sub council Chairperson(s) and Ward Councillor(s) of the affected area(s) timely before they take place.

#### City's responsibilities with respect to the Public Awareness, Communication and Marketing Programme:

- Providing the operating service provider with background information/messaging and approved branding frameworks pertaining to the City's communication strategy to enable to Operating service provider to structure communication in accordance with the City's overall strategy.
- Providing political awareness and approval as needed through reports to Portfolio Committees, Sub council Meetings and similar.
- Initial advertisement prior to the operating service provider's advertisements.

- Approving/amending materials and plans proposed by the Operating service provider within the mutually agreed timeframes and in good time prior to their implementation or production.

## **6. EMPLOYER'S OBLIGATIONS**

### **The Employer shall be responsible for:**

6.1. The Employer shall provide access to the MRF and to the public drop-off facility as well as provide areas for parking of the service provider's staff vehicles. Staff vehicles must not be parked within or close to the MRF, but at designated parking bays as agreed with the employer.

6.2 The provision and cost of all water and electricity consumed by the MRF operator. Monthly reports of water and electricity usage will be made available by the employer. Water wise practices must be pursued.

6.3 The employer shall be responsible for the operation of the Access Control and weigh-bridge facilities, recording the tare and payload masses of the incoming recyclable wastes and the outward-bound baled and containerised recyclables and residual waste.

6.4 Operating the public drop-off facility in conjunction with the operator and informing the operator when full containers are ready for collection by the operator. Note that the operator shall nevertheless be required to provide sufficient staff at the Drop-off, at all hours that the drop-off is open, to direct the placement of recyclable materials into designated containers and to ensure that full containers of recyclables are removed and the empty containers returned.

6.5 The provision and cleaning of containers dedicated for use at the Drop-off facility. These to be used on site only.

6.6 The provision of marketing material for communication with the residents in the catchment areas specified.

## **6.7 TRADE NAMES OR PROPRIETARY PRODUCTS**

Tenderers/Suppliers must note that wherever this document refers to any particular trade mark, name, patent, design, type, specific origin or producer, such reference shall be deemed to be accompanied by the words "or equivalent".

## **6.8 EMPLOYMENT OF SECURITY PERSONNEL**

All security staff employed by the Supplier on behalf of the CCT or at any CCT property must be registered with Private Security Industry Regulatory Authority (PSiRA). Proof of such registration must be made available to the CCT or its agent, upon request.

## **6.9 FORMS FOR CONTRACT ADMINISTRATION**

The Supplier shall complete, sign and submit with each invoice, the following:

- a) Waste Statistics
- b) Records of maintenance

## C.6 SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract, referring to the National Treasury – Conditions of Contract (revised July 2010), are applicable to this agreement.

### 1. Definitions

*Insert new clause 1.1A with the following:*

- 1.1A “Commencement Date” means the date the Supplier confirms receipt from the Purchaser of 1 (one) complete, signed copy of the Contract, the *Schedule of Deviations* (if any).
- 1.1B “Conditions of Contract” means the general conditions of contract and special conditions of contract including all other contract data incorporated by reference.

*Delete Clause 1.15 and substitute with the following*

- 1.15 The word ‘Goods’ is to be replaced everywhere it occurs in the GCC with the phrase ‘Goods and / or Services’ which means all of the equipment, machinery, materials, services, products, consumables, etc. that the Supplier is required to deliver to the Purchaser under the agreement. This definition shall also be applicable, as the context requires, anywhere where the words “supplies” and “services” occurs in the GCC.

*Delete Clause 1.19 and substitute with the following*

- 1.19 The word ‘Order’ is to be replaced everywhere it occurs in the GCC with the words ‘Purchase Order’ which means the official purchase order authorised and released on the Purchaser’s SAP System.

*Delete Clause 1.21 and substitute with the following:*

- 1.21 ‘Purchaser’ means the City of Cape Town. The address of the Purchaser is 12 Hertzog Boulevard, Cape Town, 8001 (chosen domicilium citandi et executandi).

*Add the following after Clause 1.25:*

- 1.26 ‘Supplier’ means the provider of Goods and / or Services with whom the Contract is concluded also referred to as “contractor” in the GCC.
- 1.27 "Intellectual Property" means any and all intellectual property rights of any nature anywhere in the world whether registered, registerable or otherwise, including patents, trademarks, registered designs and domain names, applications for any of the foregoing, trade or business names, copyright and rights in the nature of copyright, design rights, rights in databases, know-how, trade secrets and any other intellectual property rights which subsist in computer software, computer programs, websites, documents, information, techniques, business methods, drawings, logos, instruction manuals, lists and procedures and particulars of customers, marketing methods and procedures and advertising literature, including the "look and feel" of any websites
- 1.28 “Working Day” means Monday to Friday excluding weekends and Public Holidays (in the Republic of Sotuh Africa).

### 3. General Obligations

*Delete Clause 3.2 in its entirety and replace with the following clauses.*

- 3.2 The Parties will be liable to each other arising out of or in connection with any breach of the obligations detailed or implied in this contract, subject to clause 28.
- 3.3 If the Supplier is a joint venture, all parties in a joint venture or consortium shall be jointly and severally liable to the Purchaser in terms of the Contract and shall carry individually the minimum levels of insurance stated in the Contract, if any.

- 3.4 The Parties shall comply with all laws, regulations and bylaws of local or other authorities having jurisdiction regarding the Delivery of the Goods and/or Services and give all notices and pay all charges required by such authorities.
- 3.4.1 The Parties agree that this Contract shall also be subject to the CCT's Supply Chain Management Policy ("SCM Policy") that was applicable on the date the bid was advertised as amended from time to time. If the Purchaser adopts a new SCM Policy which contemplates that any clause therein would apply to the Contract emanating from this tender, such clause shall also be applicable to the Contract. Please refer to this document contained on the CCT's website.
- 3.4.2 Abuse of the supply chain management system is not permitted and may result in termination of the Contract, restriction of the Supplier, and/or the exercise by the CCT of any other remedies available to it as described in the SCM Policy or in law.
- 3.5 The Supplier shall:
- 3.5.1 Arrange for the documents listed below to be provided to the Purchaser prior to the issuing of the Purchase Order by the Purchaser and no later than the periods as set out in the Contract:
- a) Proof of Insurance (Refer to Clause 11) or Insurance Broker's Warrantee,
  - b) Letter of good standing from the Compensation Commissioner, or a licensed compensation insurer (Refer to Clause 11),
  - c) Initial delivery programme, and
  - d) Other requirements as detailed in the Contract.
- 3.5.2 Only when notified of the acceptance of the bid on the Date of Commencement of Contract, the Supplier shall commence with and carry out the Delivery of the Goods and/or Services in accordance with the Contract, to the satisfaction, of the Purchaser.
- 3.5.3 Provide all of the necessary materials, labour, plant and equipment required for the delivery of the Goods and/or Services including any temporary services that may be required.
- 3.5.4 Insure his workmen and employees against death or injury arising out of the delivery of the Goods.
- 3.5.5 Be continuously represented during the Delivery of the Goods and/or Services by a competent representative duly authorised to execute instructions.
- 3.5.6 In the event of a loss resulting in a claim against the insurance policies stated in clause 11, pay the first amount (excess) as required by the insurance policy.
- 3.5.7 Comply with all written instructions from the Purchaser subject to clause 18.
- 3.5.8 Complete and Deliver the goods within the period stated in clause 10, or any extensions thereof in terms of clause 21.
- 3.5.9 Make good at his own expense, all incomplete and defective Goods during the warranty period.
- 3.5.10 Pay to the Purchaser any penalty for delay as due on demand by the Purchaser. The Supplier hereby consents to such amounts being deducted from any payment due to the Supplier.
- 3.5.11 Comply with the provisions of the OHAS Act & all relevant regulations.
- 3.5.12 Comply with all laws relating to wages and conditions generally governing the employment of labour in the Cape Town area and any applicable Bargaining Council agreements.
- 3.5.13 Deliver the Goods in accordance with the Contract and with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- 3.6 The Purchaser shall:
- 3.6.1 Issue Purchaser Orders for the Goods and/or Services required under this Contract. No liability for payment will ensue for arising out of the Delivery of the Goods and/or Services, unless a Purchase Order has been issued to the Supplier.

- 3.6.2 Make payment to the Supplier for the Goods and/or Services as set out herein.
- 3.6.3 Take possession of the Goods and /or Services upon Delivery by the Supplier.
- 3.6.4 Regularly inspect the Goods to establish that it is being delivered in compliance with the Contract.
- 3.6.5 Give any instructions and/or explanations and/or variations to the Supplier including any relevant advice to assist the Supplier to understand the Contract.
- 3.6.6 Grant or refuse any extension of time requested by the Supplier of the period stated in clause 10.
- 3.6.7 Inspect the Goods and/or Services to determine if, in the opinion of the Purchaser, it has been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended.
- 3.6.8 Brief the Supplier and issue all documents, information, etc. in accordance with the contract.

**5. Use of contract documents and information; inspection, copyright, confidentiality, etc.**

*Add the following after clause 5.4:*

- 5.5 Copyright of all documents prepared by the Supplier in accordance with the relevant provisions of the Copyright Act (Act 98 of 1978) relating to the Contract shall be vested in the Purchaser. Where copyright is vested in the Supplier, the Purchaser shall be entitled to use the documents or copy them only for the purposes for which they are intended in regard to the agreement and need not obtain the Supplier's permission to copy it for such use. Where copyright is vested in the Purchaser, the Supplier shall not be liable in any way for the use of any of the information other than as originally intended in terms of the agreement and the Purchaser hereby indemnifies the Supplier against any claim which may be made against it by any person / entity, arising from the use of such documentation for other purposes.

The ownership of data and factual information collected by the Supplier and paid for by the Purchaser shall, after payment, vest with the Purchaser.

- 5.6 **Publicity and publication**  
The Supplier shall not release public or media statements or publish material related to the services or agreement within two (2) years of Delivery of the Goods, without the written approval of the Purchaser, which approval shall not be unreasonably withheld.
- 5.7 **Confidentiality**  
Both Parties shall keep all information obtained by them in the context of the agreement, confidential and shall not divulge it without the written approval of the other Party.
- 5.8 **Intellectual Property**
  - 5.8.1 The Supplier acknowledges that it shall not acquire any right, title or interest in or to the Intellectual Property of the Purchaser.
  - 5.8.2 The Supplier hereby assigns to the Purchaser, all Intellectual Property created, developed or otherwise brought into existence by it for the purposes of the agreement, unless the Parties expressly agree otherwise in writing.
  - 5.8.3 The Supplier shall, and warrants that it shall:
    - 5.8.3.1 Not be entitled to use the Purchaser's Intellectual Property for any purpose other than as contemplated in the agreement;
    - 5.8.3.2 not modify, add to, change or alter the Purchaser's Intellectual Property, or any information or data related thereto, nor may the Supplier produce any product as a result of, including and/or arising from any such information, data and Intellectual Property, and in the event that it does produce any such product, the product shall be, and be deemed in law to be, owned by the Purchaser;
    - 5.8.3.3 Not apply for or obtain registration of any domain name, trademark or design which is similar to any Intellectual Property of the Purchaser;

- 5.8.3.4 Comply with all reasonable directions or instructions given to it by the Purchaser in relation to the form and manner of use of the CCT Intellectual Property, including without limitation, any brand guidelines which the Purchaser may provide to the Supplier from time to time;
- 5.8.3.5 Ensure that its employees, directors, members and contractors comply strictly with the provisions of this Clause 5.5.8.4 above unless the Purchaser expressly agrees to the contrary, in writing and only after obtaining due internal authority for such agreement.
- 5.8.4 The Supplier represents and warrants to the Purchaser that, in providing Goods and/or Services for the duration of the agreement it will not infringe or make unauthorised use of the Intellectual Property rights of any third party and hereby indemnifies the Purchaser from any claims, liability, loss, damages, costs, and expenses arising from the infringement or unauthorised use by the Supplier of any third party's Intellectual Property rights.
- 5.8.5 Upon expiry of the contract period and in the event that the Contract is terminated, ended or is declared void, any and all of the Purchaser's Intellectual Property, and any and all information and data related thereto, shall be immediately handed over to the Purchaser by the Supplier and no copies thereof shall be retained by the Supplier unless the Purchaser expressly and in writing, after obtaining due internal authority, agrees otherwise.

*Add the following after clause 5.8:*

5.9 **Protection of Personal Information Act of 2013**

By submitting a tender to the Purchaser, (and by concluding any ensuing related agreement with the City of Cape Town, if applicable), the Tenderer thereby acknowledges and unconditionally agrees:

- 5.9.1 that the tenderer has been informed of the purpose of the collection and processing of its personal information as defined in the Protection of Personal Information Act of 2013 ("POPIA"), which, for the avoidance of doubt is for, and in relation to, the tender process and the negotiation, conclusion, performance and enforcement of the ensuing agreement, if applicable, as well as for the City of Cape Town's reporting purposes;
- 5.9.2 to the collection and processing of the tenderer's personal information by the City of Cape Town and agrees to make available to the City of Cape Town, all information reasonably required by the City of Cape Town for the above purposes;
- 5.9.3 that the personal information the City of Cape Town collects from the tenderer or about the tenderer may be further processed for other activities and/or purposes which are lawful, reasonable, relevant and not excessive in relation to the purposes set out above, for which it was originally collected;
- 5.9.4 that, the tenderer indemnifies the City of Cape Town and its officials, employees, and directors and undertakes to keep the City of Cape Town and its officials, employees, and directors indemnified in respect of any claim, loss, demands, liability, costs and expenses of whatsoever nature which may be made against the City of Cape Town (including the costs incurred in defending or contesting any such claim) in relation to the tenderer or the tenderer's employees', representatives' and/or sub-Suppliers' non-compliance with POPIA and/or the City of Cape Town's failure to obtain the tenderer's consent or to notify the tenderer of the reason for the processing of the tenderer's personal information;
- 5.9.5 to the disclosure of the tenderer's personal information by the City of Cape Town to any third party, where the City of Cape Town has a legal or contractual obligation to disclose such personal information to the third party (or a legitimate interest exists therein);
- 5.9.6 that, under POPIA, the tenderer may request to access, confirm, request the correction, destruction, or deletion of, or request a description of, personal information held by the City of Cape Town in relation to you, subject to applicable law; and

that under POPIA, subject to applicable law, the tenderer also has the right to be notified of a personal information breach and the right to object to, or restrict, the City of Cape Town's processing of its personal information.

## 5.10 **PERFORMANCE MONITORING**

5.10.1 As required by section 116(2)(b) of the Local Government: Municipal Financial Management Act 56 of 2003, the CCT shall monitor the performance of the Supplier on at least a monthly basis, and the Supplier agrees to provide the CCT with its full cooperation in this regard.

## 7. Performance Security

*Delete clause 7.1 and replace with the following:*

7.1 Within 14 (fourteen) days of Commencement Date the Supplier shall furnish to the Purchaser the performance security:

7.1.1 For the Guarantee Sum equal to being [ **5%** ] percent of the Contract price excluding provisional sums.

7.1.2 The Performance Security/Guarantee furnished shall be issued by an Approved Financial Institution listed in the Pro Forma Performance Security/Guarantee as at [13 August 2025] (being institutions approved for issue of contract guarantees by the Purchaser).

*Delete clause 7.3 and replace with the following:*

7.3 The performance security shall be furnished strictly in accordance with the terms and conditions set out in Form of Performance Security/ Guarantee.

*Delete clause 7.4 and replace with the following:*

7.4 The performance security will be discharged by the Purchaser and returned to the Supplier strictly in accordance with the terms and conditions set out in the Performance Security/ Guarantee.

## 8. Inspections, tests and analyses

*Delete Clause 8.2 and substitute with the following:*

8.2 If it is a bid condition that Goods and/or Services 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 Supplier shall be open, at all reasonable hours, for inspection by a representative of the Purchaser or an organisation acting on behalf of the Purchaser.

## 10. Delivery and documents

*Delete clauses 10.1 and 10.2 and replace with the following:*

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified in the contract. The time for Delivery of the goods shall be the date as stated on the Purchase Order. In the case of agreements for Delivery of goods in terms of framework or panel agreements, Purchase Orders for the supply and delivery of goods may be raised up until the expiry of a framework or panel agreement, provided that the goods can be delivered within 30 (thirty) days of expiry of the framework or panel agreement. In this context, the "goods" does not include services and carries its ordinary meaning. All Purchase Orders other than for the supply and Delivery of goods (i.e. supply of services, professional services or constructions works), must be completed prior to the expiry of the contract period.

10.2 The Purchaser shall determine, in its sole discretion, whether the Goods and/or Services have been delivered in compliance with the Contract, alternatively in such a state that it can be properly used for the purpose for which it was intended. When the Purchaser determines that the Goods and/or Services have been satisfactorily delivered, the Purchaser must issue an appropriate certification, or written approval, to that effect. Invoicing may only occur, and must be dated, on or after the date of such written acceptance of the Goods.

## 11. Insurance

*Add the following after clause 11.1:*

11.2 Without limiting the obligations of the Supplier in terms of this Contract, the Supplier shall effect and

maintain the following additional insurances:

- 11.2.1 Public liability insurances, in the name of the Supplier, covering the Supplier and the Purchaser against liability for the death of or injury to any person, or loss of or damage to any property, arising out of or in the course of this Contract, in an amount not less than **[R20 million]** for any single claim;
- 11.2.2 Motor Vehicle Liability Insurance, in respect of all vehicles owned and / or leased by the Supplier, comprising (as a minimum) "Balance of Third Party" Risks including Passenger Liability Indemnity;
- 11.2.3 Registration / insurance in terms of the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993. This can either take the form of a certified copy of a valid Letter of Good Standing issued by the Compensation Commissioner, or proof of insurance with a licenced compensation insurer, from either the Supplier's broker or the insurance company itself (see the Pro Forma Insurance Broker's Warranty).
- 11.2.4 In the event of under insurance or the insurer's repudiation of any claim for whatever reason, the Purchaser will retain its right of recourse against the Supplier.
- 11.3 The Supplier shall be obliged to furnish the Purchaser with proof of such insurance as the Purchaser may require from time to time for the duration of this Contract. Evidence that the insurances have been effected in terms of this clause, shall be either in the form of an insurance broker's warranty worded precisely as per the pro forma version contained in the Pro forma Insurance Broker's Warranty or copies of the insurance policies.

## 15. Warranty

*Add to Clause 15.2:*

- 15.2 The warranty for this Contract shall remain valid for six (6) months from date of Delivery of the Goods and/or Services.

## 16. Payment

*Delete Clause 16.1 in its entirety and replace with the following:*

- 16.1 Payment of invoices will be made:

- 16.1.1 Within 30 (thirty) days of receiving the relevant invoice or statement from the Supplier, unless otherwise prescribed for certain categories of expenditure or specific contractual requirements in accordance with any other applicable policies of the Purchaser.

- 16.1.2 Notwithstanding anything contained above, the Purchaser shall not be liable for payment of any invoice that pre-dates the date of delivery of any Goods and/or Services.

*Delete Clause 16.2 in its entirety and replace with the following:*

- 16.2 The Supplier shall furnish the purchaser's Accounts Payable Department with an original tax invoice, clearly showing the amount due in respect of each and every claim for payment.

*Add the following after clause 16.4*

- 16.5 Notwithstanding any amount stated on the Purchase Order, the Supplier shall only be entitled to payment for Goods and/or Services actually delivered in terms of the Specification and Drawings, or any variations thereof made in accordance with clause 18. Any contingency sum included shall be for the sole use, and at the discretion, of the Purchaser.

## 17. Prices

*Add the following after clause 17.1*

- 17.2 If as a result of an award of a contract beyond the original tender validity period, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then the contract may be subject to contract price adjustment for that period beyond such twelve (12)

months. An appropriate contract price adjustment formula will be determined by the Purchaser delegated authority if such was not included in the bid documents.

17.3 If as a result of any extension of time granted, the contract execution will be completed beyond a period of twelve (12) months from the expiry of the original tender validity period, then contract price adjustment may apply to that period beyond such twelve (12) months. An appropriate contract price adjustment formula will be determined by the Director: Supply Chain Management if such was not included in the bid documents.

17.4 The prices for the goods and/or Services delivered and services performed shall be subject to contract price adjustment in terms of Schedule F.1 Contract Price Adjustment and/or Rate of Exchange Variations and the following conditions will be applicable:

## **18. Contract Amendments**

*Delete the heading of clause 18 and replace with the following:*

### **18. Contract Amendments and Variations**

*Add the following to clause 18.1:*

Variations means changes to the Goods and/or Services, extension of the contract period or increases in the value of the Contract as a result of written instructions issued by the Purchaser to the Supplier. Such changes are subject to prior approval by the Purchaser's delegated authority. Should the Supplier deliver any Goods not described in a written instruction from the Purchaser, the Purchaser's liability for payment shall no arise until such time as the change has been duly approved and such approval communicated to the Purchaser.

## **20. Subcontracts**

*Add the following after clause 20.1:*

20.2 The Supplier shall be liable for the acts, defaults and negligence of any subcontractor, his agents or employees as fully as if they were the acts, defaults or negligence of the Supplier.

20.3 Any appointment of a subcontractor shall not amount to a contract between the Purchaser and the subcontractor, or a responsibility or liability on the part of the Purchaser to the subcontractor and shall not relieve the Supplier from any liability or obligation under the Contract.

## **21. Delays in the supplier's performance**

*Delete Clause 21.2 in its entirety and replace with the following:*

21.2 If at any time during the performance of obligations contained in the Contract the Supplier or its subcontractors should encounter conditions beyond their reasonable control which impede the timely delivery of the Goods and/or Services, the Supplier shall notify the Purchaser in writing, within 7 (seven) days of first having become aware of these conditions, of the facts of the delay, its cause(s) and its probable duration. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation, and may at his discretion extend the time for Delivery.

Where additional time is granted, the Purchaser shall also determine whether or not the Supplier is entitled to payment for additional costs in respect thereof. The principle to be applied in this regard is that where the Purchaser or any of its agents are responsible for the delay, reasonable costs shall be paid. In respect of delays that were beyond the reasonable control of both the Supplier and the Purchaser, additional time only (no costs) will be granted.

The Purchaser shall notify the Supplier in writing of his decision(s) in the above regard.

21.3 No provision in this Contract shall be deemed to prohibit the obtaining of Goods and/or Services from a national department, provincial department, or a local authority.

## **22. Penalties**

**Delete clause 22.1 and replace with the following:**

22.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods and/or Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from amounts payable, as a penalty, a sum as stated herein for each day of the delay until actual Delivery or performance.

The penalty for this contract shall be

**MRF service provider**

1. Non-submission of the required reports will result in withholding payment until such information is provided and payment will be effected with next payment schedule.
2. Failure to comply with a written notice for exceeding storage/ rental area within 48 hrs- R5000
3. Tailings to not exceed 15% of total incoming stream. A penalty of R5000 per month will be paid should the tailings amount exceed 15% by mass, as measured over the weighbridge.

**Collections service provider**

1. Non-performance in respect of collecting co-mingled dry recyclables: A penalty equal to three (3) x the rate per service point not collected on a scheduled day. Penalty factor x rate x number of service points not serviced on a scheduled day will be applied if not attended to within 24 hours of notice.
2. Mass Targets of 800 tons per month not achieved, the average will be calculated quarterly (every 3 months): The penalty will be three times the rate per service point x the number of calculated service points based on the mass difference. Weight per service point is 3.2 kg.
3. Non-submission of the required reports will result in withholding payment until such information is provided and payment will be effected with next payment schedule.

22.2 The Purchaser shall, without prejudice to its other remedies under the contract, deduct from amounts payable, financial penalties as contained on the Preference Schedule for breaches of the conditions upon which preference points were awarded.

**23. Termination for default**

*Delete the heading of clause 23 and replace with the following:*

**23. Termination**

*Add the following to the end of clause 23.1:*

If the Supplier fails to remedy the breach in terms of such notice.

*Add the following after clause 23.7:*

23.8 In addition to the grounds for termination due to default by the Supplier, the Contract may also be terminated:

23.8.1 Upon the death of the Supplier who was a Sole Proprietor, or a sole member of a Close Corporation, in which case the contract will terminate forthwith.

23.8.2 If the Parties, by mutual agreement, terminate the Contract.

23.8.3 If a material irregularity vitiates the procurement process leading to the conclusion of the Contract, rendering the procurement process and the conclusion of the resulting Contract unfair, inequitable, non-transparent, uncompetitive or not cost-effective the Contract may be terminated by the Purchaser (upon conclusion of applicable processes by the City Manager as described in the Purchaser's SCM Policy).

23.8.4 Reputational risk or harm to the Purchaser

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate the contract if the implementation of the contract may result in reputational risk or harm to the Purchaser as a result of (inter alia):

- a) reports of poor governance and/or unethical behaviour;
- b) association with known notorious individuals and family of notorious individuals;
- c) poor performance issues, known to the Purchaser
- d) negative social media reports;
- e) adverse assurance (e.g. due diligence) report outcomes; or
- f) circumstances where the relevant vendor has employed, or is directed by, anyone who was previously employed in the service of the state (as defined in clause 1.53), where the person is or was negatively implicated in any SCM irregularity.

By or in relation to the Supplier, the Contract may be terminated by the Purchaser after providing notice to the Supplier.

23.9 If the Contract is terminated in terms of clause 23.8, all obligations that were due and enforceable prior to the date of the termination, must be performed by the relevant Party.

## 26. Termination for insolvency

*Delete clause 26.1 and replace with the following:*

- 26.1 In the event of the Supplier becoming bankrupt or otherwise insolvent the Purchaser may elect to:
- 26.1.1 At any time, terminate the Contract by giving written notice to the Supplier; or
- 26.1.2 Accept a Supplier's proposal (via the liquidator) to render delivery utilising the appropriate contractual mechanisms or takes steps to ensure its rights are protected and any negative impact on service delivery is mitigated.
- 26.2 In the event of the Purchaser electing to cancel the Contract in accordance with clause 26.1.1 above, the Purchaser shall make payment of all verified and signed off invoices. In the event of there being any dispute in respect of any outstanding invoices such dispute shall be dealt with in accordance with the dispute resolution mechanism in the Contract.

## 27. Settlement of Disputes

*Amend clause 27.1 as follows:*

- 27.1 If any dispute or difference of any kind whatsoever, with the exception of termination in terms of clause 23 arises between the Purchaser and the Supplier in connection with or arising out of the Contract, the Parties shall make every effort to resolve such dispute or difference amicably, by mutual consultation.

*Delete Clause 27.2 in its entirety and replace with the following:*

- 27.2 Should the Parties fail to resolve any dispute by way of mutual consultation, either party shall be entitled to refer the matter for mediation before an independent and impartial person appointed by the City Manager in accordance with Regulation 50(1) of the Local Government: Municipal Finance Management Act, 56 of 2003 – Municipal Supply Chain Management Regulations (Notice 868 of 2005). Such referral shall be done by either party giving written notice to the other of its intention to commence with mediation. No mediation may be commenced unless such notice is given to the other party.

Irrespective whether the mediation resolves the dispute, the Parties shall bear their own costs concerning the mediation and share the costs of the mediator and related costs equally.

The mediator shall agree the procedures, representation and dates for the mediation process with the Parties. The mediator may meet the Parties together or individually to enable a settlement.

Where the Parties reach settlement of the dispute or any part thereof, the mediator shall record such agreement and on signing thereof by the Parties the agreement shall be final and binding.

Save for reference to any portion of any settlement or decision which has been agreed to be final and binding on the Parties, no reference shall be made by or on behalf of either party in any subsequent court proceedings, to any outcome of an amicable settlement by mutual consultation, or the fact that any particular evidence was given, or to any submission, statement or admission made in the course of amicable settlement by mutual consultation or mediation.

## 28. Limitation of Liability

*Delete clause 28.1 (a) and (b) and replace with the following:*

- (a) notwithstanding any provision to the contrary contained in this contract, neither the supplier nor any of its officers, directors, employees, agents contractors, consultants or other representatives shall be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect, incidental, special or consequential loss or damage of any kind, including without limitation the loss of use, loss of production, or loss of profits or interest costs, loss of goodwill, lost or damaged data or software, costs of substitute products/services and/or loss of business or business opportunities (whether foreseeable or unforeseeable), provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser;
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the sums insured in terms of clause 11 in respect of insurable events, or where no such amounts are stated, to an amount equal to twice the Contract price, provided

that this limitation shall not apply to the cost of repairing or replacing defective equipment.

*Add the following after clause 28.1:*

28.2 Without detracting from, and in addition to, any of the other indemnities in this Contract, the Supplier shall be solely liable for and hereby indemnifies and holds harmless the Purchaser against all claims, charges, damages, costs, actions, liability, demands and/or proceedings and expense in connection with:

- a) personal injury or loss of life to any individual;
- b) loss of or damage to property;

arising from, out of, or in connection with the performance by the Supplier in terms of this Contract, save to the extent caused by the gross negligence or wilful misconduct of the Purchaser.

28.3 The Supplier and/or its employees, agents, concessionaires, suppliers, sub-contractors or customers shall not have any claim of any nature against the purchaser for any loss, damage, injury or death which any of them may directly or indirectly suffer, whether or not such loss, damages, injury or death is caused through negligence of the Purchaser or its agents or employees.

28.4 Notwithstanding anything to the contrary contained in this Contract, under no circumstances whatsoever, including as a result of its negligent (including grossly negligent) acts or omissions or those of its servants, agents or contractors or other persons for whom in law it may be liable, shall any party or its servants (in whose favour this constitutes a *stipulatio alteri*) be liable for any indirect, extrinsic, special, penal, punitive, exemplary or consequential loss or damage of any kind whatsoever, whether or not the loss was actually foreseen or reasonably foreseeable), sustained by the other party, its directors and/or servants, including but not limited to any loss of profits, loss of operation time, corruption or loss of information and/or loss of contracts.

28.5 Each party agrees to waive all claims against the other insofar as the aggregate of compensation which might otherwise be payable exceeds the aforesaid maximum amounts payable.

### **31. Notices**

*Delete clauses 31.1 and 31.2 and replace with the following:*

31.1 Any notice, request, consent, approvals or other communications made between the Parties pursuant to the Contract shall be in writing and forwarded to the addresses specified in the Contract and may be given as set out hereunder and shall be deemed to have been received when:

- a) hand delivered – on the day delivery of delivery or the next Working Day,
- b) sent by registered mail – five (5) Working Days after mailing,
- c) sent by email or telefax – one (1) Working Day after transmission.

### **32. Taxes and Duties**

*Delete the final sentence of 32.3 and replace with the following:*

. In this regard, it is the responsibility of the Tenderer to submit evidence in the form of a valid Tax Compliance Status PIN issued by SARS to the CCT at the Supplier Management Unit located within the Supplier Management / Registration Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town (Tel 021 400 9242/3/4/5), or included with this tender.

*Add the following after clause 32.3:*

32.4 The VAT registration number of the CCT is 4500193497.

## **ADDITIONAL CONDITIONS OF CONTRACT**

*Add the following Clause after Clause 34:*

### **35. Reporting Obligations**

35.1 The Supplier shall complete, sign and submit with each delivery note, all the documents as required in the Specifications including Monthly Project Labour Reports (Annexure B). Any failure in this regard may result in a delay in the processing of payments.

## C.7 GENERAL CONDITIONS OF CONTRACT

(National Treasury - General Conditions of Contract (revised July 2010))

### 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

### 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 or her 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 in which an enterprise abroad is subsidised 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 recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 'Day' means calendar day.
- 1.8 'Delivery' means delivery in compliance with the conditions of the contract or order.
- 1.9 'Delivery ex stock' means immediate delivery directly from stock actually on hand.
- 1.10 'Delivery into consignee's store or to his site' means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the 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 markets its goods on its own initiative in the RSA at lower prices than that of the country of origin, and which action has the potential to harm the local industries in the RSA.
- 1.12 'Force majeure' means an event beyond the control of the supplier, not involving the supplier's fault or negligence, and not foreseeable. Such events may include, but are 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 organisation 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.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders, including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific 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](http://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 as far as may be necessary for the 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 the use of the goods or any part thereof by the purchaser.

## **7. Performance Security**

7.1 Within 30 (thirty) 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 the 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 30 (thirty) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in the 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 organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention of such 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 analysed 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 the 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 the 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 the SCC.

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

**11. Insurance**

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

**12. Transportation**

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

**13. Incidental Services**

13.1 The supplier may be required to provide any or all of the following services, including additional services (if any) specified in the SCC:

- (a) performance or supervision of on-site assembly, and/or commissioning of the supplied goods;
- (b) furnishing of tools required for the 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 the 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 12 (twelve) 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 18 (eighteen) 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 the SCC.

15.3 The purchaser shall notify the supplier promptly, in writing, of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in the 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 the 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**

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in the SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of any other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than 30 (thirty) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in the SCC.

## **17. Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices tendered by the supplier in his bid, with the exception of any price adjustments authorized in the SCC or in the purchaser's request for bid validity extension, as the case may be.

## **18. Contract Amendments**

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

## **19. Assignment**

19.1 The 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 contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during the 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 or her discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the Parties by amendment of contract.

21.3 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 of supplies; or to have minor essential services executed if an emergency arises, or 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 cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the 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 14 (fourteen) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated 14 (fourteen) 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 5 (five) 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, Act 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 of 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 anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidised 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 or she 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 or her.

#### **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 notify the purchaser promptly, 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 such dispute or difference amicably, by mutual consultation.

27.2 If, after 30 (thirty) 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 to the supplier.

## **28. Limitation of Liability**

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6:

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

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

## **30. Applicable Law**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in the 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, licence fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, licence 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, Act 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, Act 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 10 (ten) years and/or claim damages from the bidder(s) or contractor(s) concerned.

**C.8 ANNEXURES**

**Annexure A – Pro Forma Insurance Broker’s Warranty**



*Letterhead of supplier’s Insurance Broker*

Date \_\_\_\_\_

CCT  
City Manager  
Civic Centre  
12 Hertzog Boulevard  
Cape Town  
8000

Dear Sir

**TENDER NO.:**            **263S/2025/26**

**TENDER DESCRIPTION: PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY.**

NAME OF SUPPLIER: \_\_\_\_\_

*I, the undersigned, do hereby confirm and warrant that all the insurances required in terms of the abovementioned contract have been issued and/or in the case of blanket/umbrella policies, have been endorsed to reflect the interests of the CCT with regard to the abovementioned contract, and that all the insurances and endorsements, etc., are all in accordance with the requirements of the contract.*

*I furthermore confirm that all premiums in the above regard have been paid.*

*Yours faithfully*

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

For: \_\_\_\_\_ (Supplier’s Insurance Broker)

## Annexure B – Monthly Project Labour Report

### ANNEX 1

### CITY OF CAPE TOWN MONTHLY PROJECT LABOUR REPORT



#### Instructions for completing and submitting forms

##### General

- 1 The Monthly Project Labour Reports must be completed in full, using typed, proper case characters; alternatively, should a computer not be available, handwritten in black ink.
- 2 Incomplete / incorrect / illegible forms will not be accepted.
- 3 Any conditions relating to targeted labour stipulated in the Contract (in the case of contracted out services or works) shall apply to the completion and submission of these forms.
- 4 This document is available in Microsoft Excel format upon request from the City's EPWP office, tel 021 400 9406, email EPWPLR@capetown.gov.za.

##### Project Details

- 5 If a field is not applicable insert the letters: NA
- 6 Only the Project Number supplied by the Corporate EPWP Office must be inserted.  
The Project Number can be obtained from the Coordinator or Project Manager or from the e-mail address in point 4 above.
- 7 On completion of the contract or works project the anticipated end date must be updated to reflect the actual end date.

##### Beneficiary Details and Work Information

- 8 Care must be taken to ensure that beneficiary details correspond accurately with the beneficiary's ID document.

- 9 A new beneficiary is one in respect of which a new employment contract is signed in the current month. A certified ID copy must accompany this labour report on submission.
  - 10 Was the beneficiary sourced from the City's job seeker database?
  - 11 The contract end date as stated in the beneficiary's employment contract.
  - 12 Where a beneficiary has not worked in a particular month, the beneficiary's name shall not be reflected on this form at all for the month in question.
  - 13 Training will be recorded separately from normal working days and together shall not exceed the maximum of 23 days per month
  - 14 Workers earning more than the maximum daily rate (currently R450 excluding any benefits) shall not be reflected on this form at all.
- Submission of Forms**
- 15 Signed hardcopy forms must be scanned and submitted to the City's project manager in electronic (.pdf) format, together with the completed form in Microsoft Excel format.
  - 16 Scanned copies of all applicable supporting documentation must be submitted along with each monthly project labour report. Copies of employment contracts and ID documents are only required in respect of new beneficiaries.
  - 17 If a computer is not available hardcopy forms and supporting documentation will be accepted.

#### PROJECT DETAILS

Numbers in cells below e.g (6) refer to the relevant instruction above for completing and submitting forms

CONTRACT OR WORKS PROJECT NAME: (6)		EPWP SUPPLIED PROJECT NUMBER: (6)												
DIRECTORATE:		DEPARTMENT:												
CONTRACTOR OR VENDOR NAME:		CONTRACTOR OR VENDOR E-MAIL ADDRESS:												
CONTRACTOR OR VENDOR CONTACT PERSON:		CONTRACTOR OR VENDOR TEL. NUMBER:												
CELL WORK														
PROJECT LABOUR REPORT CURRENT MONTH (mark with "X")														
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR		

ACTUAL START DATE (yyyy/mm/dd)						ANTICIPATED / ACTUAL END DATE (yyyy/mm/dd) (7)					
TOTAL PROJECT EXPENDITURE / VALUE OF WORK DONE TO-DATE (INCLUDING ALL COSTS, BUT EXCLUDING VAT)											
R											

ANNEX 1 (continued)

MONTHLY PROJECT LABOUR REPORT

BENEFICIARY DETAILS AND WORK INFORMATION



CONTRACT OR WORKS PROJECT NUMBER:	
-----------------------------------	--

Year	Month

Sheet		
1	of	

No.	(8) First name	(8) Surname	(8) ID number	(9) New Beneficiary (Y/N)	Gender (M/F)	Disabled (Y/N)	(10) Job seeker database (Y/N)	Contract start date (DDMMYY)	(11) Contract end date (DDMMYY)	(12) No. days worked this month (excl. training)	(13) Training days	(14) Rate of pay per day (R - c)
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

0 0 R -

Declared by Contractor or Vendor to be true and correct:	Name		Signature	
	Date			

Received by Employer's Agent / Representative:	Name		Signature	
	Date			

## Annexure C - Pro Forma Performance Security/ Guarantee

### GUARANTEE PERFORMANCE SECURITY

#### GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means: .....

Physical address of Guarantor: .....

"Supplier" means: .....

"Contract Sum" means: The accepted tender amount (INCLUSIVE OF VAT) of R .....

Amount in words: .....

"Guaranteed Sum" means: The maximum amount of R .....

Amount in words: .....

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance for tender no ...and such amendments or additions to the contract as may be agreed in writing between the Parties.

#### PERFORMANCE GUARANTEE

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Guarantee/Performance Security up to and including the termination of the Contract or the date of payment in full of the Guaranteed Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Guarantee/Performance to "Contract" is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 Its obligation under this Guarantee/Performance Security is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CCT the sum due and payable upon receipt of the documents identified in 4.1 to 4.2:
  - 4.1 A copy of a first written demand issued by the CCT to the Supplier stating that payment of a sum which is due and payable has not been made by the Supplier in terms of the Contract and failing such payment within seven (7) calendar days, the CCT intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by the CCT to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) days has elapsed since the first written demand in terms of 4.1 and the sum has still not been paid.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the CCT the Guaranteed Sum or the full outstanding balance upon receipt of a first written demand from the CCT to the Guarantor at the Guarantor's physical address calling up this Guarantee / Performance Security, such demand stating that:
  - 5.1 The Contract has been terminated due to the Supplier's default and that this Guarantee/Performance Security is called up in terms of 5; or
  - 5.2 a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Guarantee/Performance Guarantee is called up in terms of 5; and

- 5.3 *The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.*
- 6. *It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.*
- 7. *Where the Guarantor has made payment in terms of 5, the CCT shall upon the termination date of the Contract, submit an expense account to the Guarantor showing how all monies received in terms of this Guarantee/Performance Security have been expended and shall refund to the Guarantor any resulting surplus. All monies refunded to the Guarantor in terms of this Guarantee/Performance Security shall bear interest at the prime overdraft rate of the CCT's bank compounded monthly and calculated from the date payment was made by the Guarantor to the CCT until the date of refund.*
- 8. *Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.*
- 9. *The CCT shall have the absolute right to arrange its affairs with the Supplier in any manner which the CCT may deem fit and the Guarantor shall not have the right to claim his release from this Guarantee /Performance Security on account of any conduct alleged to be prejudicial to the Guarantor.*
- 10. *The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.*
- 11. *This Guarantee/Performance Security is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee / Performance Security shall be returned to the Guarantor after it has expired.*
- 12. *This Guarantee/Performance Security, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.*
- 13. *Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.*

Signed at .....

Date .....

Guarantor's signatory (1) .....

Capacity .....

Guarantor's signatory (2) .....

Capacity .....

Witness signatory (1) .....

Witness signatory (2) .....

## Annexure D - Pro Forma Advance Payment Guarantee

### ADVANCE PAYMENT GUARANTEE

#### GUARANTOR DETAILS AND DEFINITIONS

"Guarantor" means: .....

Physical address of guarantor: .....

"Supplier" means: .....

"Contract Sum" means: The accepted tender amount (INCLUSIVE of VAT) of R .....

Amount in words: .....

"Contract" means: The agreement made in terms of the Form of Offer and Acceptance and such amendments or additions to the Contract as may be agreed in writing between the Parties.

"Plant and materials" means: The Plant and materials in respect of which an advance payment prior to manufacture is required, which the CCT has agreed may be subject to advance payment, such Plant and materials being listed in the Schedule of Plant and materials.

"Schedule of Plant and materials" means: A list of Plant and materials which shows the value thereof to be included in the Guaranteed Advance Payment Sum.

"Guaranteed Advance Payment Sum" means: The maximum amount of R.....

Amount in words: .....

1. The Guarantor's liability shall be limited to the amount of the Guaranteed Advance Payment Sum.
2. The Guarantor's period of liability shall be from and including the date of issue of this Advance Payment Guarantee and up to and including the termination of the Contract or the date of payment in full of the Guaranteed Advance Payment Sum, whichever occurs first.
3. The Guarantor hereby acknowledges that:
  - 3.1 any reference in this Advance Payment Guarantee to the Contract is made for the purpose of convenience and shall not be construed as any intention whatsoever to create an accessory obligation or any intention whatsoever to create a suretyship;
  - 3.2 Its obligation under this Advance Payment Guarantee is restricted to the payment of money.
4. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor hereby undertakes to pay the CCT the sum advanced to the Supplier upon receipt of the documents identified in 4.1 to 4.2:
  - 4.1 A copy of a first written demand issued by the CCT to the Supplier stating that payment of a sum advanced by the CCT has not been repaid by the Supplier in terms of the Contract ("default") and failing such payment within seven (7) calendar days, the CCT intends to call upon the Guarantor to make payment in terms of 4.2;
  - 4.2 A first written demand issued by the CCT to the Guarantor at the Guarantor's physical address with a copy to the Supplier stating that a period of seven (7) calendar days has elapsed since the first written demand in terms of 4.1 and the sum advanced has still not been repaid by the Supplier.
5. Subject to the Guarantor's maximum liability referred to in 1, the Guarantor undertakes to pay to the CCT the Guaranteed Advance Payment Sum or the full outstanding balance not repaid upon receipt of a first written demand from the CCT to the Guarantor at the Guarantor's physical address calling up this Advance Payment Guarantee, such demand stating that:

- 5.1 *the Contract has been terminated due to the Supplier's default and that this Advance Payment Guarantee is called up in terms of 5; or*
- 5.2 *a provisional or final sequestration or liquidation court order has been granted against the Supplier and that the Advance Payment Guarantee is called up in terms of 5; and*
- 5.3 *The aforesaid written demand is accompanied by a copy of the notice of termination and/or the provisional/final sequestration and/or the provisional liquidation court order.*
- 6. *It is recorded that the aggregate amount of payments required to be made by the Guarantor in terms of 4 and 5 shall not exceed the Guarantor's maximum liability in terms of 1.*
- 7. *Payment by the Guarantor in terms of 4 or 5 shall be made within seven (7) calendar days upon receipt of the first written demand to the Guarantor.*
- 9. *The CCT shall have the absolute right to arrange its affairs with the Supplier in any manner which the CCT may deem fit and the Guarantor shall not have the right to claim his release from this Advance Payment Guarantee on account of any conduct alleged to be prejudicial to the Guarantor.*
- 10. *The Guarantor chooses the physical address as stated above for the service of all notices for all purposes in connection herewith.*
- 11. *This Advance Payment Guarantee is neither negotiable nor transferable and shall expire in terms of 2, where after no claims will be considered by the Guarantor. The original of this Guarantee shall be returned to the Guarantor after it has expired.*
- 12. *This Advance Payment Guarantee, with the required demand notices in terms of 4 or 5, shall be regarded as a liquid document for the purposes of obtaining a court order.*
- 13. *Where this Guarantee/Performance Security is issued in the Republic of South Africa the Guarantor hereby consents in terms of Section 45 of the Magistrate's Courts Act No 32 of 1944, as amended, to the jurisdiction of the Magistrate's Court of any district having jurisdiction in terms of Section 28 of the said Act, notwithstanding that the amount of the claim may exceed the jurisdiction of the Magistrate's Court.*

Signed at .....

Date .....

Guarantor's signatory (1) .....

Capacity .....

Guarantor's signatory (2) .....

Capacity .....

Witness signatory (1) .....

Witness signatory (2) .....

## Approved Financial Institution as at 13 August 2025:

### 1.1 National Banks

ABSA Bank Limited  
Firststrand Bank Limited  
Investec Bank Limited  
Nedbank Limited  
Standard Bank of South Africa Limited

### 1.2 International Banks (with branches in South Africa)

Barclays Bank PLC  
Citibank NA  
Credit Agricole Corporate and Investment Bank  
HSBC Bank PLC  
JPMorgan Chase Bank  
Societe Generale  
Standard Chartered Bank

### 1.3 Insurance Companies

American International Group Inc (AIG)  
Bryte Insurance Company Limited  
Coface SA  
Compass Insurance Company Limited  
Credit Guarantee Insurance Corporation of Africa Limited  
Guardrisk Insurance Company Limited  
Hollard Insurance Company Limited  
Infiniti Insurance Limited  
Lombard Insurance Company Limited  
Old Mutual Alternative Risk Transfer Insure Limited (OMART Insure) (previously Mutual and Federal)  
New National Assurance Company Limited  
PSG Konsult Ltd (previously Absa Insurance)  
Regent Insurance Company Limited  
Renasa Insurance Company Limited  
Santam Limited

## Annexure F - Tender Returnable Documents

### Schedule F.1: Contract Price Adjustment

1. The Contract Price Adjustment mechanism contained in this schedule is compulsory and binding on all tenderers.
2. Tenderers are not permitted to amend, vary, alter or delete this schedule or any part thereof unless otherwise stated in this schedule, failing which the tender offer shall be declared non-responsive.
3. Tenderers are not permitted to offer firm prices except as provided for in the Price Schedule, and if the tenderer offers firm prices in contravention of this clause the tender offer shall be declared non-responsive.
- 4.
5. All requests for price variations must be submitted in writing to:  
Director: Supply Chain Management, City of Cape Town  
P O Box 655, Cape Town, 8000  
Or by email to CPA.Request@capetown.gov.za
6. When submitting a claim for contract price adjustment a supplier shall indicate the actual amount claimed for each item. A mere notification of any price variation will not be considered under any circumstances as valid and no relevance will be attached to such a claim. Such notifications will not be responded to by the City.
7. All requests for price variations must be submitted in writing prior to the month upon which the price adjustment would become effective.
8. The CCT reserves the right to withhold payment of any claim for contract price adjustment while only provisional figures are available and until the final (revised) figures are issued by the relevant authority.
9. The CCT reserves the right to request the supplier to submit auditor's certificates or such other documentary proof as it may require in order verifying a claim for contract price adjustment. Should the supplier fail to submit such auditor's certificates or other documentary proof to the CCT within a period of 30 (thirty) days from the date of the request, it shall be presumed that the supplier has abandoned his claim.
10. The prices indicated in the pricing schedule shall remain firm for the first 12 months (from commencement of contract) and no claims for contract price adjustment will be considered for the first 12 months.
11. Subject to the above, Contract Price Adjustment will only be applicable as commencement of the 13 month of the contract period as follows:
12. **90%** of the current rate will be subject to adjustment annually based on the average Consumer Price Index (CPI) as follows:
13. **From the start of 13th month to the end of the 24th month:** Subject to contract price adjustment in accordance with the Consumer Price Index (P0141-Table B). **Base month** for the price adjustment shall be two (2) calendar months prior to the date of commencement. The **end month** shall be two (2) calendar months prior to the 13<sup>th</sup> month.
14. **From start of 25th month to end of the contract:** Subject to the contract price adjustment in accordance with the Consumer Price Index (P0141-Table B). **Base month** for the price adjustment shall be two (2) calendar months prior to the 13<sup>th</sup> month. The **end month** shall be two (2) calendar months prior to 24<sup>th</sup> month.
15. The average CPI calculated, the base month to the end month (both included) divided by the number of months.
16. The claim will be based on the average between the "base month" and the "end month" e.g.:  
 $7+6+9+6 = 28$  ( $28/4$ ) = 7 therefore the claim will be 7%. **10%** of the current rate will remain fixed.

17. Fuel adjustments for Diesel quarterly from date of commencement applicable to the fuel portion of the collection rate per service point.

## Schedule F.2: Certificate of Authority for Partnerships/ Joint Ventures/ Consortia

**This schedule is to be completed if the tender is submitted by a partnership/joint venture/ consortium.**

1. We, the undersigned, are submitting this tender offer as a partnership/ joint venture/ consortium and hereby authorize Mr/Ms \_\_\_\_\_, of the authorised entity \_\_\_\_\_, acting in the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from it on the partnership/joint venture/ consortium's behalf.
2. By signing this schedule the partners to the partnership/joint venture/ consortium:
  - 2.1 warrant that the tender submitted is in accordance with the main business and objectives of the partnership/joint venture/ consortium;
  - 2.2 agree that the CCT shall make all payments in terms of this Contract into the following bank account of the Lead Partner:  
 Account Holder: \_\_\_\_\_  
 Financial Institution: \_\_\_\_\_  
 Branch Code: \_\_\_\_\_  
 Account No.: \_\_\_\_\_
  - 2.3 agree that in the event that there is a change in the partnership/ joint venture/ consortium and/or should a dispute arise between the partnership/joint venture/ consortium partners, that the CCT shall continue to make any/all payments due and payable in terms of the Contract into the aforesaid bank account until such time as the CCT is presented with a Court Order or an original agreement (signed by each and every partner of the partnership/joint venture/ consortium) notifying the CCT of the details of the new bank account into which it is required to make payment.
  - 2.4 agree that they shall be jointly and severally liable to the CCT for the due and proper fulfilment by the successful tenderer/supplier of its obligations in terms of the Contract as well as any damages suffered by the CCT as a result of breach by the successful tenderer/supplier. The partnership/joint venture/ consortium partners hereby renounce the benefits of excussion and division.

SIGNED BY THE PARTNERS OF THE PARTNERSHIP/ JOINT VENTURE/ CONSORTIUM		
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....

**Note: A copy of the Joint Venture Agreement shall be appended to *List of Other Documents Attached by Tenderer Schedule*.**

## Schedule F.3: Declaration for Procurement above R10 million

If the value of the transaction is expected to exceed R10 million (VAT included) the tenderer shall complete the following questionnaire, attach the necessary documents and sign this schedule:

1. Are you by law required to prepare annual financial statements for auditing? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, submit audited annual financial statements:

- (i) For the past three years, or  
(ii) Since the date of establishment of the tenderer (if established during the past three years)

By attaching such audited financial statements to **List of Other Documents Attached by Tenderer Schedule**.

2. Do you have any outstanding undisputed commitments for municipal services towards the CCT or other municipality in respect of which payment is overdue for more than 30 (thirty) days? **(Please mark with X)**

YES		NO	
-----	--	----	--

- 2.1 If NO, this serves to certify that the tenderer has no undisputed commitments for municipal services towards any municipality for more than three (3) (three) months in respect of which payment is overdue for more than 30 (thirty) days.

- 2.2 If YES, provide particulars:


3. Has any contract been awarded to you by an organ of state during the past five (5) years? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, insert particulars in the table below including particulars of any material non-compliance or dispute concerning the execution of such contract. Alternatively attach the particulars to **List of Other Documents Attached by Tenderer** schedule in the same format as the table below:

Organ of State	Contract Description	Contract Period	Non-compliance/dispute (if any)

4. Will any portion of the goods or services be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the CCT is expected to be transferred out of the Republic? **(Please mark with X)**

YES		NO	
-----	--	----	--

If YES, furnish particulars below


The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule F.4: Preference Points Claim Form In Terms Of the Preferential Procurement Regulations 2022

### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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**
- Either the 90/10 reference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
  - (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>SPECIFIC GOALS</b>	<b>10</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

### 2. DEFINITIONS

The following definitions shall apply to this schedule:

- (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****POINTS AWARDED FOR PRICE****THE 90/10 PREFERENCE POINT SYSTEMS**

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

90/10

Or

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

**4. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT (Not applicable)****POINTS AWARDED FOR PRICE**

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

90/10

Or

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

**5. POINTS AWARDED FOR SPECIFIC GOALS**

5.1 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:

5.2 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 (SG) – Points Allocated and Claimed**

Tenderers must indicate the preference points claimed for each specific goal applicable to them, for the purposes of this tender.

(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.)

The specific goals allocated points in terms of this tender	To be Completed by the Organ of State	To be Completed by the Tenderer
	Number of points Allocated (90/10 system)	Number of points claimed (90/10 system)
Promotion of Micro and Small Enterprises	4	
Enterprise Supplier Development and Socio-Economic Development	3	
Skills Development <u>OR</u> Employee Share Scheme	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number: .....

5.3 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]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the 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 4.1 and 4.2, the Supplier 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 Supplier, 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.

<i>Signature of Tenderer</i>	<i>Date</i>	<i>Name and Surname</i>	<i>Address</i>

For official use.		
<b>SIGNATURE OF CCT OFFICIALS AT TENDER OPENING</b>		
1.	2.	3.

**Table 2: Specific Goals – Declaration by the Tenderer**

Tenderers must complete this table to declare the amounts and percentages applicable to the specific goals they are claiming.

NB: In completing Table 2 below, please consult **Notes for Verification** below

The specific goals allocated points in terms of this tender	To be Completed by the Tenderer	
	Refer to “Notes for verification”	Amount Declared (excluding VAT)
<b><u>SG1</u></b> Promotion of Micro and Small Enterprises	(i) Total Turnover	
<b><u>SG2</u></b> Enterprise Supplier Development and Socio Economic Development	(ii) Total Enterprise Supplier Development Expenditure	
	(iii) Total Socio Economic Development Expenditure	
	(iv) Total Expenditure	
<b><u>SG3.1</u></b> Skills Development	(v) Total Skills Development Expenditure	
	(vi) Total Profit	
OR <b><u>SG3.2</u></b> Employee Share Scheme	(vii) Employee Share Scheme Ownership %	

**Tenderer Confirmation:**

I confirm that the amounts declared in Table 2 above are accurate and in accordance with the *‘The Broad-Based Black Economic Empowerment (B-BBEE) Act 53 of 2003, as amended.* .

<b>Signature of Tenderer (Authorised to represent the tenderer)</b>	<b>Date</b>	<b>Name and Surname</b>	<b>Address</b>

**Notes for Verification:**

All amounts disclosed should be as per the most recent Annual Financial Statements (not older than 12 months) and defined as per the B-BBEE Act

- SG1 – Specific Goal 1  
**Promotion of Micro and Small Enterprises**  
 (i) Total Turnover  
 Micro enterprises with a turnover of up to R20million and Small enterprises with a turnover up to R80 million, as per National Small Enterprise Act, 1996 (Act No.102 of 1996)
- SG2 – Specific Goal 2  
**Enterprise Supplier Development and Socio-Economic Development**  
 (ii) Total Enterprise Supplier Development Expenditure  
 Qualifying expenditure as defined in the B-BBEE Act: Statement 400 "THE GENERAL PRINCIPLES FOR MEASURING ENTERPRISE AND SUPPLIER DEVELOPMENT"  
  
 (iii) Total Enterprise Socio Economic Development Expenditure  
 Qualifying expenditure as defined in the B-BBEE Act: Statement 500 "THE GENERAL PRINCIPLES FOR MEASURING THE SOCIO - ECONOMIC DEVELOPMENT ELEMENT"  
  
 (iv) Total Expenditure  
 Total Expenditure as per the most recent Annual Financial Statements (not older than 12 months)
- SG3.1 – Specific Goal 3  
**Skills Development**  
 (v) Total Skills Development Expenditure  
 Qualifying expenditure as defined in the B-BBEE Act: Statement 300 "THE GENERAL PRINCIPLES FOR MEASURING SKILLS DEVELOPMENT"  
  
 (vi) Total Profit  
 Total Profit as per the most recent Annual Financial Statements (not older than 12 months)
- SG3.2 – Specific Goal 3  
**Employee Share Scheme**  
 (vii) Employee Share Scheme Ownership %  
 Total employee ownership as per employee share certificate at the date of tender closing.

The below table (Table 3) must be completed by a B-BBEE Verification Agency (\*Note 1) **OR** Commissioner of Oaths  
 (Refer to \*Note 3.2 for the detailed declaration):

**Table 3:**

<b>Signature and Stamp</b>	<b>Date</b>	<b>Name and Surname</b>	<b>Address</b>

**\*Note 1**

## 1.1 Tendering entity that undergoes B-BBEE verification

- Where a tendering entity undergoes B-BBEE verification, a B-BBEE certificate valid as at the date of tender closing, must be attached to the bid submission or must be made available upon request within the specified period.
- All amounts disclosed in Table 2, should be amounts used in the B-BBEE verification process undergone by the tendering entity
- The B-BBEE verification agency must complete Table 3 above, to confirm the following amounts disclosed by the bidder in Table 2:
  - (ii) Total Enterprise Supplier Development Expenditure;
  - (iii) Total Socio Economic Development Expenditure;
  - (v) Total Skills Development Expenditure
- Where the tendering entity is a Joint Venture/ Consortium, the amounts in Table 2 must be consolidated, with an accompanying consolidated B-BBEE certificate valid as at the date of tender closing must be attached to the bid submission or must be made available upon request within the specified period.

## 1.2 If the tendering entity does not undergo B-BBEE verification and qualifies as a B-BBEE Qualifying Small Enterprise (QSE) and Exempted Micro-Enterprises (EME)

- Table 3 must be completed by a Commissioner of Oaths to confirm the following amounts disclosed by the bidder in Table 2:
  - (ii) Total Enterprise Supplier Development Expenditure;
  - (iii) Total Socio Economic Development Expenditure;
  - (v) Total Skills Development Expenditure

**\*Note 2**

## 2.1 The tendering entity must attach with the bid submission or must be made available upon request within the specified period; the most recent (where applicable) audited financial statements to enable validation of the following amounts disclosed by the bidder in Table 2:

- (i) Total Turnover
- (iv) Total Expenditure
- (vi) Total Profit

## 2.2 Companies who are required to be audited by legislation, must submit audited financial statements, not older than 12 months with the bid submission or must be made available upon request within the specified period.

**\*Note 3**

Sworn affidavit to be deposited by the Commissioner of Oaths to the QSE or EME.

I, the undersigned,

<b>Full Name and Surname</b> <i>(Authorised to represent the tenderer)</i>	
<b>Identity Number</b>	

Hereby declare under oath as follows

3.1 The contents of this statement are to the best of my knowledge a true reflection of facts.

3.2 I am a Member/ Director/ Owner of the following enterprise and am duly authorised to act on its behalf.

<b>Enterprise Name:</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number:</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, Pty (Ltd), Sole Prop etc):</b>	
<b>Nature of Business:</b>	

3.3 I hereby declare under oath that based on the Financial Statements / Management Accounts and information available on the latest financial year end \_\_\_\_\_

3.3.1 The annual Total Revenue was less than R50 000 000.00 (Fifty Million Rand);

3.3.2 The following amounts disclosed in Table 2 are accurate, complete, consistent with the BBBEE Act (see Notes for Verification) and based on the Financial Statements / Management Accounts and information available on the latest financial year end \_\_\_\_\_

<b>As per Table 2</b>	<b>Amount Declared (excluding VAT)</b>
(ii) Total Enterprise Supplier Development Expenditure	
(iii) Total Socio Economic Development Expenditure	
(iv) Total Expenditure	
(v) Total Skills Development Expenditure	

As per Table 2	Amount Declared (excluding VAT)
(vi) Total Profit	
(vii) Employee Share Scheme Ownership %	

3.4 I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent I this matter.

3.5 The sworn affidavit will be valid for a period of 12 months from the date signed by the commissioner.

Commissioner of Oaths  
Signature, Date and Stamp

Deponent Signature and Date

### 3.6 KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS

<b>BBBEE Certificates/ Sworn Affidavits</b>	<p>Returnable for declaration requirement must be attached with the bid submission or must be made available upon request within the specified period</p> <ul style="list-style-type: none"> <li>- Certified and Valid copy of BBBEE Certificate issued by a SANAS Accredited Verification Agent, or</li> <li>- Certified and Valid copy of Sworn Affidavit for either EME or QSE (see key notes below to determine Validity of a Sworn Affidavit); or</li> <li>- Valid copy of BBBEE Certificate issued by CIPC for EME's only</li> </ul> <p><b>KEY NOTES OF DETERMINING VALIDITY OF SWORN AFFIDAVITS</b></p> <p><b>Tenderers submitting Sworn Affidavits must ensure that the affidavits meet the following key pointers to ensure their validity:</b></p> <p>(a) Name/s of deponent as they appear in the identity document and the identity number.</p> <p>(b) Designation of the deponent as the Director/ Member must be indicated in order to know that person is duly authorised to depose of an affidavit <b>(mark the applicable</b></p>
---	--

**option).**

(c) Name of enterprise as per enterprise registration documents issued by CIPC, where applicable, and enterprise business address.

(d) Amounts as per Table 2 must be inserted **(No blank spaces to be left).**

(e) Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts **(mark the applicable option).**

(f) Financial year end as per the enterprise's registration documents, which was used to determine the total revenue (financial year end to be stipulated by day/ month/ year).

(g) Date deponent signed and date of Commissioner of Oath must be the same.

(The sworn affidavit must be signed in the presence of the Commissioner of Oath. Furthermore the Commissioner must also sign ad stamp).

(h) Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

If the relevant documentation/ information as stipulated in the enquiry is not submitted and/or does not meet the above requirements; tenderers will be disqualified.

## Schedule F.5: Declaration of Interest – State Employees (MBD 4 amended)

1. No bid will be accepted from:
  - 1.1 persons in the service of the state<sup>1</sup>, or
  - 1.2 if the person is not a natural person, of which any director, manager or principal shareholder or stakeholder is in the service of the state, or
  - 1.3 from persons, or entities of which any director, manager or principal shareholder or stakeholder, has been in the service of the City of Cape Town (CCT) during the previous twelve (12) months, or
  - 1.4 from an entity who has employed a former CCT employee who was at a level of T14 or higher at the time of leaving the CCT's employ and involved in any of the CCT's bid committees for the bid submitted, if:
    - 1.4.1 the CCT employee left the CCT's employment voluntarily, during the previous twelve (12) months;
  - 1.5 a person who was a CCT employee, or an entity that employs a CCT employee, if
    - 1.5.1 the CCT employee left the CCT's employment whilst under investigation for alleged misconduct, or
    - 1.5.2 was facing disciplinary action or potential disciplinary action by the CCT, or
    - 1.5.3 was involved in a dispute against the CCT during the previous thirty six (36) months.
  
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 tenderer 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 tenderer or his or her representative: \_\_\_\_\_
  - 3.2 Identity Number: \_\_\_\_\_
  - 3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): \_\_\_\_\_
  - 3.4 Company or Close Corporation 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: \_\_\_\_\_
  - 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 tenderer 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: \_\_\_\_\_
- 3.15 Have you, or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company been in the service of the CCT in the past twelve months? **YES / NO**  
3.15.1 If yes, furnish particulars: \_\_\_\_\_
- 3.16 Do you have any employees who was in the service of the CCT at a level of T14 or higher at the time they left the employ of the CCT, and who was involved in any of the CCT's bid committees for this bid? **YES / NO**  
3.16.1 If yes, furnish particulars: \_\_\_\_\_

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

Full Name	Identity Number	State Employee Number

If the above table does not sufficient to provide the details of all directors / trustees / shareholders, please append full details to the tender submission.

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

Signature \_\_\_\_\_

Print name: \_\_\_\_\_

Date \_\_\_\_\_

On behalf of the tenderer (duly authorised)

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

(a) a member of –

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

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

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

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

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

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

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

## Schedule F.6: Conflict of Interest Declaration

4. The tenderer shall declare whether it has any conflict of interest in the transaction for which the tender is submitted. **(Please mark with X)**

YES		NO	
-----	--	----	--

- 1.1 If yes, the tenderer is required to set out the particulars in the table below:


2. The tenderer shall declare whether it has directly or through a representative or intermediary promised, offered or granted:

2.1 Any inducement or reward to the CCT for or in connection with the award of this contract; or

2.2 Any reward, gift, favour or hospitality to any official or any other role player involved in the implementation of the supply chain management policy. **(Please mark with X)**

YES		NO	
-----	--	----	--

If yes, the tenderer is required to set out the particulars in the table below:


***Should the tenderer be aware of any corrupt or fraudulent transactions relating to the procurement process of the CCT, please contact the following:***

***The CCT's anti-corruption hotline at 0800 32 31 30 (toll free)***

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule F.7: Declaration of Tenderer's Past Supply Chain Management Practices (MBD 8)

Where the entity tendering is a partnership/joint venture/consortium, each party to the partnership/joint venture/consortium must sign a declaration in terms of the Municipal Finance Management Act, Act 56 Of 2003, and attach it to this schedule.

**1 The tender offer of any tenderer may be rejected if that tenderer or any of its directors/members have:**

- a) abused the municipality's / municipal entity's supply chain management system or committed any fraudulent 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) or Database of Restricted Suppliers.

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

Item	Question	Yes	No
2.1	<p><b>Is the tenderer or any of its directors/members listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</b></p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.1	If so, furnish particulars:		
2.2	<p><b>Is the tenderer or any of its directors/members 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) or Database of Restricted Suppliers?</b></p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.2.1	If so, furnish particulars:		
2.3	<p><b>Was the tenderer or any of its directors/members 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?</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.3.1	If so, furnish particulars:		
Item	Question	Yes	No

2.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.4.1	If so, furnish particulars:		
2.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.5.1	If so, furnish particulars:		

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule F.8: Authorisation for the Deduction of Outstanding Amounts Owed to the CCT

To: THE CITY MANAGER, City of Cape Town

From: \_\_\_\_\_  
(Name of tenderer)

### RE: AUTHORISATION FOR THE DEDUCTION OF OUTSTANDING AMOUNTS OWED TO THE CCT

The tenderer:

- a) hereby acknowledges that according to SCM Regulation 38(1)(d)(i) the City Manager may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the tenderer (or any of its directors/members/partners) to the CCT, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months; and
- b) therefore hereby agrees and authorises the CCT to deduct the full amount outstanding by the Tenderer or any of its directors/members/partners from any payment due to the tenderer; and
- c) confirms the information as set out in the tables below for the purpose of giving effect to b) above;

Physical Business address(es) of the tenderer	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

If there is not enough space for all the names, please attach the information to **List of other documents attached by tenderer** schedule in the same format:

Name of Director / Member / Partner	Identity Number	Physical residential address of Director / Member / Partner	Municipal Account number(s)	Inside the CCT municipal boundary (Yes/No)

The tenderer hereby certifies that the information set out in this schedule and/or attached hereto is true and correct, and acknowledges that failure to properly and truthfully complete this schedule may result in steps being taken against the tenderer, the tender being disqualified, and/or (in the event that the tenderer is successful) the cancellation of the contract, restriction of the tenderer or the exercise by the CCT of any other remedies available to it.

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

## Schedule F.9: Certificate of Independent Tender Determination

I, the undersigned, in submitting this tender number **263S/2025/26 AND PROVISION FOR THE COLLECTION OF CO-MINGLED DRY RECYCLABLES SERVICES FROM THE TARGETED NORTH-EASTERN METROPOLITAN AREAS AND OPERATING OF THE MATERIALS RECOVERY FACILITY AT THE KRAAIFONTEIN WASTE MANAGEMENT FACILITY** in response to the tender invitation made by THE CCT, do hereby make the following statements, which I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ (Name of tenderer) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the tenderer to sign this Certificate, and to submit this tender, on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorised by the tenderer to determine the terms of, and to sign, the tender on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word 'competitor' shall include any individual or organisation other than the tenderer, whether or not affiliated with the tenderer, who:
  - (a) has been requested to submit a tender in response to this tender invitation;
  - (b) could potentially submit a tender in response to this tender invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer.
6. The tenderer has arrived at this tender independently from and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive price quoting.
7. In particular, without limiting the generality of paragraphs 5 and 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 tender;
  - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - (f) tendering with the intention not to win the contract.
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 tender invitation relates.
9. The terms of this tender have not been and will not be disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender 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 tenders and contracts, tenders 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, Act 89 of 1998, and/o/r 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004, or any other applicable legislation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name:

\_\_\_\_\_  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

**(<sup>1</sup> Consortium: 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.)**



<b>Schedule F.11: List of Other Documents Attached By Tenderer</b>
--

The tenderer has attached to this schedule, the following additional documentation:

	Date of Document	Title of Document or Description (refer to clauses / schedules of this tender document where applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

Attach additional pages if more space is required.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

## Schedule F.12: Record of Addenda to Tender Documents

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

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

\_\_\_\_\_  
 Signature  
 Print name:  
 On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
 Date

**Schedule F.13: Information to Be Provided With the Tender**

The following information shall be provided with the Tender:

- 1) Experience of the bidder (Schedule 15A1 and A2)
- 2) Key Personnel (Schedule 15C)
- 3) CV and qualifications for all key personnel
- 4) List of plant and vehicles for the execution of the work (Schedule 15D)
- 5) Proof of ownership/lease or purchase for vehicles allocated to the tender

\_\_\_\_\_  
Signature  
Print name:  
On behalf of the tenderer (duly authorised)

\_\_\_\_\_  
Date

**SCHEDULE 15 A1****SECTION 1: EXPERIENCE OF THE TENDERING ENTITY IN MRF OPERATIONS AND MINI MRF'S**

Service provider's previous experience please indicate all relevant past / current experience relevant to this tender and indicate the number of years of experience on each contract. Allocation of points will be based on the information submitted with your document)

No	DETAILS	
1	<p><b>Brief Description</b> of Contract:</p> <p>_____</p> <p>_____</p> <p>Starting Date: _____</p> <p>Ending Date: _____</p> <p>Contract Period (Years): _____</p> <p>Total <b>Value</b> of Contract awarded to you:</p> <p><b>R</b> _____</p>	<p>Principal (Employer / Awarder of Contract):</p> <p>_____</p> <p>( Company / Institution ) Contact Person at Principal:</p> <p>_____</p> <p>(First name or Initials, plus Surname )</p> <p>Telephone Number:</p> <p>_____</p>
2	<p><b>Brief Description</b> of Contract:</p> <p>_____</p> <p>_____</p> <p>Starting Date: _____</p> <p>Ending Date: _____</p> <p>Contract Period (Years): _____</p> <p>Total <b>Value</b> of Contract awarded to you:</p> <p><b>R</b> _____</p>	<p>Principal (Employer / Awarder of Contract):</p> <p>_____</p> <p>( Company / Institution ) Contact Person at Principal:</p> <p>_____</p> <p>(First name or Initials, plus Surname )</p> <p>Telephone Number:</p> <p>_____</p>
3	<p><b>Brief Description</b> of Contract:</p> <p>_____</p> <p>_____</p> <p>Starting Date: _____</p> <p>Ending Date: _____</p>	<p>Principal (Employer / Awarder of Contract):</p> <p>_____</p> <p>( Company / Institution ) Contact Person at Principal:</p> <p>_____</p> <p>(First name or Initials, plus Surname )</p> <p>Telephone Number:</p> <p>_____</p>

	Contract Period (Years): _____  Total <b>Value</b> of Contract awarded to you: <b>R</b> _____	_____
--	--	-------

*If further space is required, the details can be completed on a separate sheet using the same format.*

**SCHEDULE15 A2****SECTION 2: PREVIOUS EXPERIENCE (I.E. COLLECTION SERVICES AND LOGISTICS)**

Service provider's previous experience please indicate all relevant past / current experience relevant to this tender and indicate the number of years of experience on each contract. Allocation of points will be based on the information submitted with your document)

No	DETAILS	
1	<p><b>Brief Description</b> of Contract:</p> <p>_____</p> <p>_____</p> <p>Starting Date: _____</p> <p>Ending Date: _____</p> <p>Contract Period (Years): _____</p> <p>Total <b>Value</b> of Contract awarded to you:</p> <p><b>R</b> _____</p>	<p>Principal (Employer / Awarder of Contract):</p> <p>_____</p> <p>( Company / Institution )</p> <p>Contact Person at Principal:</p> <p>_____</p> <p>(First name or Initials, plus Surname )</p> <p>Telephone Number:</p> <p>_____</p>
2	<p><b>Brief Description</b> of Contract:</p> <p>_____</p> <p>_____</p> <p>Starting Date: _____</p> <p>Ending Date: _____</p> <p>Contract Period (Years): _____</p> <p>Total <b>Value</b> of Contract awarded to you:</p> <p><b>R</b> _____</p>	<p>Principal (Employer / Awarder of Contract):</p> <p>_____</p> <p>(Company / Institution )</p> <p>Contact Person at Principal:</p> <p>_____</p> <p>(First name or Initials, plus Surname )</p> <p>Telephone Number:</p> <p>_____</p>

<b>3</b>	<b>Brief Description of Contract:</b>  <hr/> <hr/> Starting Date: _____ Ending Date: _____  Contract Period (Years): _____ Total <b>Value</b> of Contract awarded to you: <b>R</b> _____	Principal (Employer / Awarder of Contract):  <hr/> (Company / Institution ) Contact Person at Principal:  <hr/> (First name or Initials, plus Surname ) Telephone Number:  <hr/>
----------	---	--

*If further space is required, the details can be completed on a separate sheet using the same format.*

**SCHEDULE 15B**

**SECTION 1: KEY PERSONNEL WITH RELEVANT EXPERIENCE. CV TO BE INCLUDED IN THE SUBMISSION. FAILURE TO PROVIDE THE CV WILL RESULT IN ZERO SCORE FOR FUNCTIONALITY IN THAT CATEGORY**

**SECTION 2: KEY PERSONEL WITH RELEVANT EXPERIENCE IN WASTE MANAGEMENT COLLECTIONS SERVICES (CV TO BE INCLUDED IN THE SUBMISSION). FAILURE TO PROVIDE THE CV WILL RESULT IN ZERO SCORE FOR FUNCTIONALITY IN THAT CATEGORY**

Name	Duties	Period
<b>SECTION 1: MRF KEY PERSONNEL</b>		
	Contract Manager	Start Period: _____ End Period: _____
	Operational Supervisor	Start Period: _____ End Period: _____
	Maintenance Supervisor	Start Period: _____ End Period: _____
<b>SECTION 2: COLLECTIONS KEY PERSONNEL</b>		
	Logistics Manager	Start Period: _____ End Period: _____
	Logistics Supervisor 1	Start Period: _____ End Period: _____
	Logistics Supervisor 2	Start Period: _____ End Period: _____

*If further space is required, the details can be completed on a separate sheet using the same format.*

**SCHEDULE 15D****LIST OF COLLECTION VEHICLES, OPERATING PLANT AND EQUIPMENT TO BE USED AT THE MATERIALS RECOVERY FACILITY**

**Contractor to state specific types of equipment which will be solely available for the operating for this tender/contract:**

- For owned vehicles include detailed asset lists for plant dedicated to the tender signed off by your auditor or commissioner of oaths or ownership records (serial numbers for plant and registration numbers for trucks and trailers).
- For leased vehicles provide a list of plant and vehicles available with a draft lease on company letterhead (signed by both parties) confirming availability of vehicles for lease.
- And for purchasing of vehicles and equipment please provide quotation and valid letter of finance from a registered financial services provider for the value of the assets to be procured.
- **Please note: Carrying capacity = GVM – Tare of the vehicle or trailer provided.**

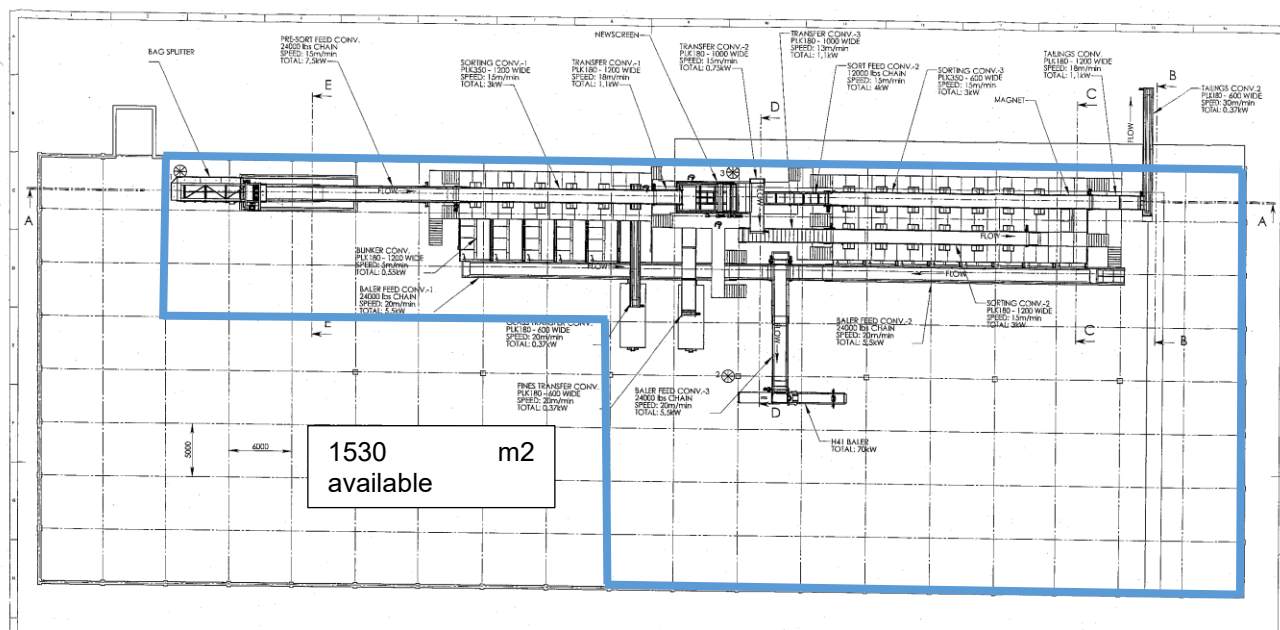
<b>SECTION 1: OPERATING PLANT AND EQUIPMENT TO BE USED AT THE MATERIALS RECOVERY FACILITY</b>						
<b>MRF equipment (Baler, Hysters, FEL, etc.). Hyster and FEL is a minimum requirement.</b>						
<b>No</b>	<b>Plant Description (Make and Model)</b>	<b>Identification Vehicle or registration</b>	<b>Carrying Capacity (GVM-TARE)</b>	<b>Quantity</b>	<b>Age of Plant</b>	<b>Owned /Lease or Purchase</b>
1	FEL					
2	HYSTER					
3						
4						
5						
6						
7						
<b>Section 2 Collection vehicles ( Minimum 20 Vehicles or combination with no less than 5 ton carrying capacity)</b>						
<b>No</b>	<b>Truck/Trailer Description (Make and Model)</b>	<b>Identification Vehicle or registration</b>	<b>Carrying Capacity (GVM-TARE)</b>	<b>Quantity</b>	<b>Year of Registration</b>	<b>Owned /Lease or Purchase</b>
1						

2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Please ensure that all relevant information has been submitted with your tender submission to ensure technical compliance with the specification. Failure to do so will render your bid non compliant. Pay special attention to the number of trucks required.**

Please print additional pages if you need more space to indicate vehicle and plant available and index in your bid submission.

**Rental area affected by facility upgrades**



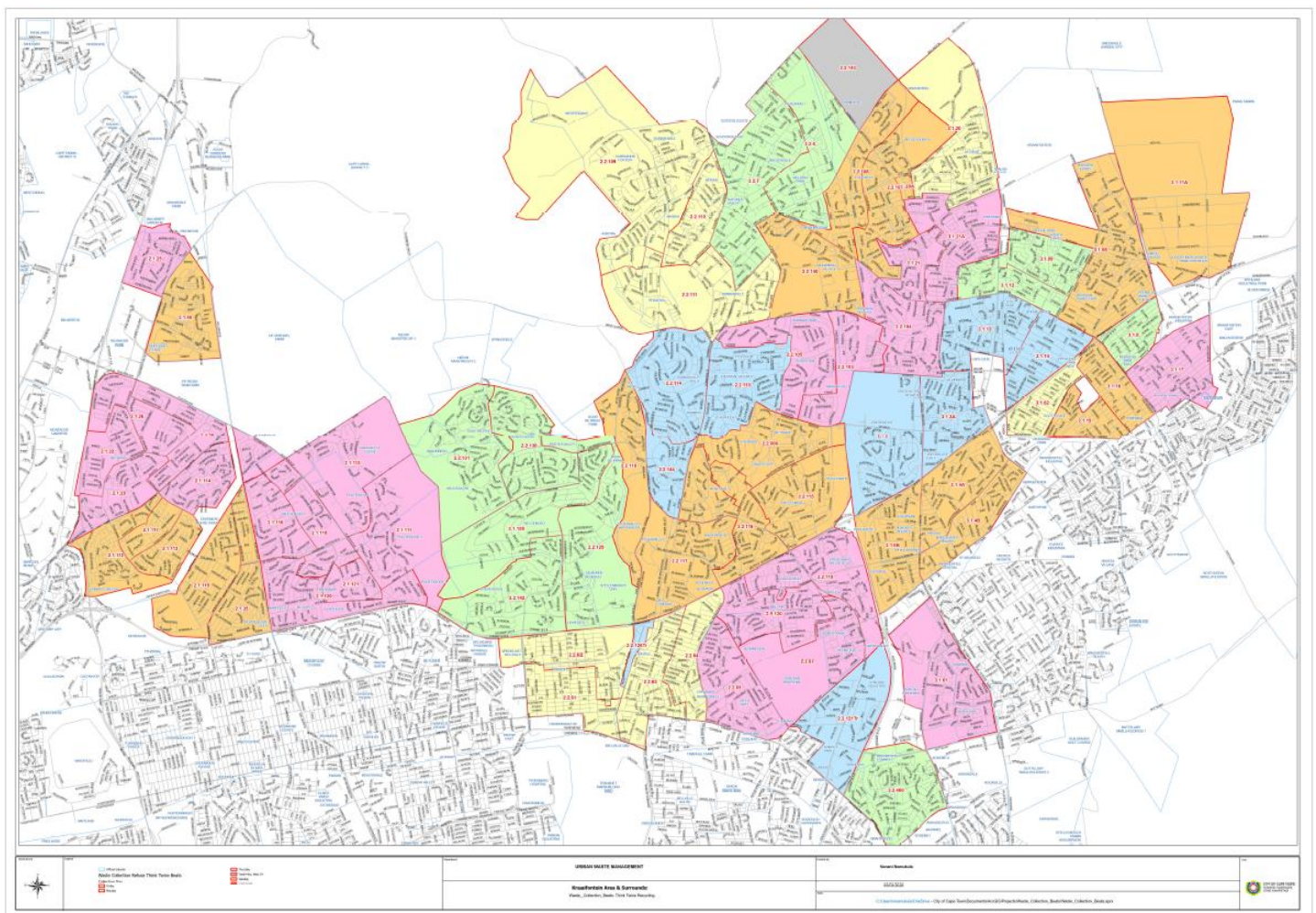
**Drawing A**

**Estimated Collection Beat Details**

Beat Number	Collection Day	Frequency	Beat Numbe	Total SP	Sum_of_240L_Bins	Lifts_W	Lifts_M
2.1.114	Wednesday	Weekly	2.1.114	1054	1188	1188	5144.04
2.1.128	Monday	Weekly	2.1.128	806	949	949	4109.17
2.2.105	Wednesday	Weekly	2.2.105	712	880	924	4000.92
2.2.67	Wednesday	Weekly	2.2.67	1143	1662	1856	8036.48
2.2.7	Monday	Weekly	2.2.7	1453	2746	3164	13700.12
2.2.110	Friday	Weekly	2.2.110	657	896	912	3948.96
2.2.115	Tuesday	Weekly	2.2.115	1014	1193	1203	5208.99
2.2.116	Tuesday	Weekly	2.2.116	789	948	948	4104.84
2.2.117	Tuesday	Weekly	2.2.117	785	1454	1912	8278.96
2.2.119	Wednesday	Weekly	2.2.119	1017	1570	1574	6815.42
2.2.120	Wednesday	Weekly	2.2.120	1095	1326	1338	5793.54
2.2.129	Monday	Weekly	2.2.129	843	1059	1081	4680.73
2.2.130	Monday	Weekly	2.2.130	1189	1294	1294	5603.02
2.2.131	Monday	Weekly	2.2.131	1142	1427	1427	6178.91
2.2.140	Tuesday	Weekly	2.2.140	1034	1223	1245	5390.85
2.2.142	Monday	Weekly	2.2.142	990	1287	1309	5667.97
2.2.61	Friday	Weekly	2.2.61	1073	1626	1802	7802.66
2.2.62	Friday	Weekly	2.2.62	948	1291	1311	5676.63
2.2.63	Friday	Weekly	2.2.63	1174	2570	3904	16904.32

2.2.64	Friday	Weekly	2.2.64	861	1125	1223	5295.59
2.2.6	Monday	Weekly	2.2.6	1195	1340	1340	5802.20
3.1.62	Friday	Weekly	3.1.62	809	862	866	3749.78
3.1.19	Tuesday	Weekly	3.1.19	1139	1218	1228	5317.24
2.2.106	Tuesday	Weekly	2.2.106	809	1145	1145	4957.85
3.1.3A	Thursday	Weekly	3.1.3A	1354	1817	1823	7893.59
3.1.3	Thursday	Weekly	3.1.3	1141	1400	1400	6062.00
3.1.6B	Tuesday	Weekly	3.1.6B	1052	1436	1458	6313.14
2.2.104	Wednesday	Weekly	2.2.104	1351	1780	1780	7707.40
2.1.112	Tuesday	Weekly	2.1.112	1028	1187	1199	5191.67
2.1.113	Tuesday	Weekly	2.1.113	708	727	733	3173.89
2.1.22	Wednesday	Weekly	2.1.22	785	1068	1072	4641.76
2.1.26	Wednesday	Weekly	2.1.26	975	1174	1204	5213.32
2.1.35	Tuesday	Weekly	2.1.35	1056	1129	1177	5096.41
2.1.117	Tuesday	Weekly	2.1.117	730	835	863	3736.79
2.1.119	Tuesday	Weekly	2.1.119	972	1167	1343	5815.19
2.1.29	Wednesday	Weekly	2.1.29	901	1005	1005	4351.65
2.1.25	Wednesday	Weekly	2.1.25	1049	1663	1663	7200.79
2.2.126Tr	Thursday	Weekly	2.2.126Tr	55	216	216	935.28
2.2.113	Thursday	Weekly	2.2.113	935	1081	1081	4680.73
2.2.114	Thursday	Weekly	2.2.114	1012	1216	1216	5265.28
2.2.121Tr	Thursday	Weekly	2.2.121Tr	295	1346	1420	6148.60
3.1.61	Wednesday	Weekly	3.1.61	1714	2236	2250	9742.50
2.2.118	Tuesday	Weekly	2.2.118	822	1388	1444	6252.52
3.2.400	Monday	Weekly	3.2.400	1498	1591	1599	6923.67
3.1.4A	Tuesday	Weekly	3.1.4A	855	1190	1190	5152.70
3.1.4B	Tuesday	Weekly	3.1.4B	710	1223	1269	5494.77
2.2.109	Friday	Weekly	2.2.109	1700	1986	2026	8772.58
2.2.111	Friday	Weekly	2.2.111	1045	1700	1914	8287.62
2.2.103	Wednesday	Weekly	2.2.103	933	1114	1114	4823.62
2.2.65	Wednesday	Weekly	2.2.65	996	1511	1517	6568.61
3.1.21	Wednesday	Weekly	3.1.21	851	855	855	3702.15
3.1.20A	Tuesday	Weekly	3.1.20A	70	117	133	575.89
3.1.09	Monday	Weekly	3.1.09	1294	1335	1335	5780.55
2.2.107	Tuesday	Weekly	2.2.107	1339	1506	1508	6529.64
3.1.13	Thursday	Weekly	3.1.13	1744	2013	2019	8742.27
3.1.8	Monday	Weekly	3.1.8	758	810	810	3507.30
3.1.21A	Wednesday	Weekly	3.1.21A	1565	1620	1704	7378.32
3.1.14	Thursday	Weekly	3.1.14	1183	1426	1450	6278.50
3.1.17	Wednesday	Weekly	3.1.17	1482	1788	1860	8053.80
3.1.18	Tuesday	Weekly	3.1.18	881	975	993	4299.69
3.1.20	Friday	Weekly	3.1.20	1820	2190	2260	9785.80
3.1.12	Monday	Weekly	3.1.12	1047	1198	1198	5187.34

3.1.08	Tuesday	Weekly	3.1.08	2955	3750	3820	16540.60
2.1.48	Tuesday	Weekly	2.1.48	622	2131	2141	9270.53
2.1.118	Wednesday	Weekly	2.1.118	550	625	641	2775.53
2.1.111	Wednesday	Weekly	2.1.111	623	712	718	3108.94
2.1.115	Wednesday	Weekly	2.1.115	879	1117	1127	4879.91
2.1.120	Wednesday	Weekly	2.1.120	837	1003	1015	4394.95
2.1.116	Wednesday	Weekly	2.1.116	748	960	1010	4373.30
2.1.121	Wednesday	Weekly	2.1.121	490	584	626	2710.58
2.1.28	Wednesday	Weekly	2.1.28	853	1016	1144	4953.52
2.2.108	Tuesday	Weekly	2.2.108	957	1161	1177	5096.41
2.2.144	Thursday	Weekly	2.2.144	378	560	636	2753.88
3.1.11A	Tuesday	Weekly	3.1.11A	95	112	112	484.96
2.2.143	Trade Mon, Wed, Fri	Weekly		0	0	0	0.00



## BALER DETAILS

MACHINE TYPE:	Continuous Baler with automatic tying device
BALER SIZE: (W x H)	900 x 1000 x variation length
NUMBER OF TIES:	Four – horizontal
FEED HOPPER OPENING:	1400 X 800
RAM THRUST, CUTTING:	624KN (65 ton @ 280 bar)
CIRCLE TIME – NO LOAD	+/- 12 – 15 sec
DISPLACEMENT VOLUME – NO LOAD:	300 m <sup>3</sup> /hr (80% OF NO LOAD ESTIMATE)
MAIN CYLINDER BORE x MAX. STROKE:	200 dia x 2300
MAX. HYDRAULIC PRESSURE CUTTING:	280 Bar
PUMP TYPE:	2xVariable displacement pumps with constant power / pressure control
NO LOAD PUMP DELIVERY:	200 l/min (each) 400l/min Total
MAIN PUMP MOTORS:	2x 30Kw / 400v / 50Hz
AUXILIARY PUMP MOTOR:	1 x 7.5 Kw / 400v / 50Hz

## Maintenance Information

## SCHEDULE A

**ROUTINE MAINTENANCE & SERVICING****1. Sorting Conveyor 1, 2 and 3:**

Activity Number	Frequency of Inspections	Items to be Inspected	Records	Pass (P) / Fail (F)	Remarks (If not Passed)
1.	Daily	Inspect belt outer surface, inner surface and edges for damage. Inspect alignment of belt to ensure it does not "climb" up the sides of the conveyor frame. Inspect gearbox for oil leaks. Inspect belt inner for dirt. Inspect drive and tailings rollers for dirt that sticks to the rollers. Listen to the bearings, gearbox and electric motor for abnormal noise. Inspect scraper and scraper tensioner.	All replacements		
2.	Weekly	Listen to return rollers for bearing failure. Check the tension of the belt.	As above plus noise on bearings and return rollers		
3.	Monthly	Listen to electric motor for noise. Activate emergency stop switch and isolator switch to ensure proper functioning. Grease all bearings. Inspect belt joint for wear and pin position. Inspect belt joint rivets for looseness. Inspect scraper for alignment and tensioner for setting. Inspect wear rate of scraper blade. Check to ensure that scraper worn edges do not cause damage to the belt.	As above plus gearbox oil leakage or seepage. Noise on electric motor. Emergency switch functionality. Wear on belt joint.		
4.	3 x Monthly	Tighten mounting screws of return rollers. Inspect belt joint for wear and pin position. Inspect belt joint rivets for looseness. Ensure bolt on motor torque arm is fastened properly. Check rubber bushes on motor torque arm for wear.	As above plus stretching of belt		
5.	6 x Monthly	Measure the surface temperature of the electric motor. Tighten mounting screws of return rollers. Tighten all bolts and nuts. Inspect scraper wear blade for wear tempo and pattern. Adjust according to wear pattern and overall efficiency of scraper	As above plus surface temperature of electric motor. Amount of adjustment on belt		
6.	Annually	Tighten mounting screws of return rollers. Adjust belt tension. Tighten all bolts and nuts.	As above		
7	End of Contract	Replace all bearings including electric motor bearings. Replace all belt return rollers. Replace belt. Repair or replace all damaged structural items. Replace all seals on gearbox. Replace gearbox oil. Replace scraper blade.			

(Continued)

**2. Tailings Conveyor 1 and 2:**

Activity Number	Frequency of Inspections	Items to be Inspected	Records	Pass (P) / Fail (F)	Remarks (If not Passed)
1.	Daily	Inspect belt outer surface, inner surface and edges for damage. Inspect glued on flights for looseness. Inspect alignment of belt to ensure it does not "climb" up the sides of the conveyor frame. Inspect gearbox for oil leaks. Inspect belt inner for dirt. Inspect drive and tailings rollers for dirt that sticks on the rollers. Listen to the bearings, gearbox and electric motor for abnormal noise.	All replacements		
2.	Weekly	Listen to return rollers for bearing failure. Where applicable, check to ensure edges of belt do not climb off the outer return rollers. Check the tension of the belt.	As above plus noise on bearings and return rollers		
3.	Monthly	Listen to electric motor for noise. Activate emergency stop switch and isolator switch to ensure proper functioning. Grease all bearings. Inspect belt joint for wear and pin position. Inspect belt joint rivets for looseness.	As above plus gearbox oil leakage or seepage. Noise on electric motor. Emergency switch functionality. Wear on belt joint.		
4.	3 x Monthly	Tighten mounting screws of return rollers. Inspect belt joint for wear and pin position. Inspect belt joint rivets for looseness. Ensure bolt on motor torque arm is fastened properly. Check rubber bushes on motor torque arm for wear.	As above plus stretching of belt		
5.	6 x Monthly	Measure the surface temperature of the electric motor. Tighten mounting screws of return rollers. Tighten all bolts and nuts. Inspect scraper wear blade for wear tempo and pattern. Adjust according to wear pattern and overall efficiency of scraper.	As above plus surface temperature of electric motor. Amount of adjustment on belt		
6.	Annually	Tighten mounting screws of return rollers. Adjust belt tension. Tighten all bolts and nuts.	As above		
7	End of Contract	Replace all bearings including electric motor bearings. Replace all belt return rollers. Replace belt. Repair or replace all damaged structural items. Replace all seals on gearbox. Replace gearbox oil. Replace scraper blade.			

**3. Pre-Sort Feed and Sort Feed Conveyors, Baler Feed, Bunker, Fines and Glass Transfer Conveyors:**

Activity Number	Frequency of Inspections	Items to be Inspected	Records	Pass (P) / Fail (F)	Remarks (If not Passed)
1.	Daily	Inspect belt outer surface and edges for damage. Inspect both chains for cleanness and damage. Inspect gearbox for oil leaks. Inspect drive and tailings sprockets for dirt that sticks on the sprocket teeth. Listen to the bearings, gearbox and electric motor for abnormal noise.	All Replacements		
2.	Weekly	Inspect sprockets wear patterns for chain misalignment. Inspect key ways on the drive shaft for looseness of grub screws. Inspect flights and slats for damage.	As above plus noise on bearings and wear on scrapers		
3.	Monthly	Inspect gearbox for oil level if seepage is evident. Activate emergency stop switch and isolator switch to ensure proper functioning. Grease all bearings.	As above plus possible oil leakage or seepage. Noise on electric motor. Emergency switch functionality. Wear on belt joint.		
4.	3 x Monthly	Measure the surface temperature of the electric motor. Tighten mounting screws of return rollers. Inspect chain guides for wear or damage. Inspect slack of chain on return side of sprockets for stretch and possible adjustment.	As above plus possible wear on chain guides if slack on chain is evident. Current draw by electric motor.		
5.	6 x Monthly	Adjust chain tension. Tighten bolts and nuts on flights and slats. Inspect slats pins that locate in the chain rollers for damage.	As above plus surface temperature of electric motor. Amount of adjustment on chains		
6.	Annually	Test brake on braked motors for functionality. Tighten conveyor bolts and nuts and support structure bolts and nuts.	As above plus result of motor brake test.		
7	End of Contract	Replace all bearings including electric motor bearings. Replace all belt return rollers. Replace belt. Repair or replace all damaged structural items. Replace all seals on gearbox. Replace gearbox oil. Replace scraper blade.			

**4. Bag Splitter and Metering Machine (Matthiessen):**

Item	Maintenance Intervals (Visual Checks Included)				Date	Date	Date	Date	Date
	120 Working Hours	240 Working Hours	2000 Working Hours	Cleaning & Visual check after 24 hrs.	Initial	Initial	Initial	Initial	Initial
1. Check ripping tines for wear and play. See Instruction Manual 8.3.1 Position 1.	X		X						
2. Check screwable tines and tines guide. See Instruction Manual 8.3.1 Position 2.		X							
3. Grease wheels on the cams on both sides using the nipples (16 wheels on each cam, each with 16 greasing points). See Instruction Manual 8.3.1 Position 3.	X	X							
4. Grease bearing main shaft. See Instruction Manual 8.3.1 Position 3.		X							
5. Check oil level on oil sump of chain drive. See Instruction Manual 8.3.1 Position 4.	X		X						
6. Check drive chain tension-oil chain if necessary. See Instruction Manual 8.3.1 Position 5.	X			X					
7. Visual inspection of rotor. See Instruction Manual 8.3.1 Position 6.	X		X						
8. Check initiator speed control of rotor. See Instruction Manual 8.3.1 Position 7.	X	X							
9. Re-grease universal shaft. See Instruction Manual 8.3.1 Position 8.	X	X							
10. Check the oil level of the SEW coupling. See Instruction Manual 8.3.1 Position 9.	X	X							
11. Check gear motors for leakage. See Appendix-Instruction Manuals of external suppliers.	X	X							
12. Check turbo-clutch on rotor for leakage. See Appendix-Instruction Manuals of external suppliers.	X	X							
13. Check knives of the ripper comb for wear and tear. See Instruction Manual 8.3.2 Position 1.				X					

14. Check shock absorbers for wear and tear. See Instruction Manual 8.3.2 Position 2.				X					
15. Check guide rollers of comb bridge for wear and breakage. See Instruction Manual 8.3.2 Position 3.				X					
16. Check hydraulic system for leakages. Check oil level on sight glass of aggregate. See Instruction Manual – Hydraulic Diagram.	X	X		X					
17. Check position of ripper comb			X						
18. Check chain of chain-belt conveyor. See Instruction Manual 8.3.3 Position 1.	X	X							
19. Check bearing of chain-belt conveyor. See Instruction Manual 8.3.3 Position 2.	X	X							
20. Check gear motors for leakages. See Appendix- Instruction Manuals of external suppliers.	X	X							

**SCHEDULE A****ROUTINE MAINTENANCE & SERVICING****5. Multiple-Deck Screen (CP Manufacturing):**

ITEM	COMPONENT	PREVENTATIVE MAINTENANCE
1.	General	1.1 Keep all intakes and exhaust gratings clear of fibre and materials. 1.2 Always run materials out of the screen itself before system shutdown. The system will not process materials efficiently upon restart and may jam the screen motors if materials are left before the system shutdown. 1.3 After shutting down the equipment for maintenance and/or repair, do not restart the Screen until all guards and safety devices have been replaced and all maintenance equipment and personnel have been removed from the interior of the equipment.
2.	Motors	2.1 Blowout any debris from the motor fan and perform motor maintenance as per the Maintenance Manual
3.	Rotor	3.1 Check to see if there are excess materials wrapped around the screen motor shafts. Excessive wrapping will not allow the screen to process materials efficiently and will cause excessive friction causing premature disc wear and nuisance tripping of the drive motors.
4.	Rubber Discs	4.1 Check to see if there are excess materials wrapped around the rubber discs

**6. Plastic Bottle Perforator (Perf-o-Mat):**

ITEM	COMPONENT	PREVENTATIVE MAINTENANCE		Frequency
1.	Complete Machine	1.1	Check temperature, defects, damage, noise to gear motor and bearings.	Daily
		1.2	Cleaning of the complete PET-bottle perforators	Daily
2	Perforator Drum	2.1	Check Drum, gearing drive unit, wear, damage, noise	Daily
3.	Gearing	3.1	Exchange gear oil	Annually

**7. End of contract Maintenance by service provider (Table 7).**

Item	Items for replacement/repair	Equipment	Notes
1	Replace all bearings including electric motor bearings. Replace all belt return rollers. Replace belt. Repair or replace all damaged structural items. Replace all seals on gearbox. Replace gearbox oil. Replace scraper blade.	Sorting Conveyor 1, 2 and 3:	To be scheduled in the last 3 months of the tender. All items to be replaced.
2	Replace all bearings including electric motor bearings. Replace all belt return rollers. Replace belt. Repair or replace all damaged structural items. Replace all seals on gearbox. Replace gearbox oil.	<u>Tailings Conveyor 1 and 2:</u>	
3	Replace all bearings including electric motor bearings. Replace belt. Repair or replace all damaged structural items.	<u>Pre-Sort Feed and Sort Feed Conveyors, Baler Feed, Bunker, Fines and</u>	

Replace all seals on gearbox. Replace gearbox oil. Check wear on chain guide frames especially the bends on incline units.	<u>Glass Transfer</u> <u>Conveyors</u>	
--	---	--

**Baler Plant (Akura)**

See excerpts from manufacturer's operational and maintenance manual in pages below.

**3.9 Daily maintenance**

The following maintenance procedures should be carried out once a day **before start-up** -

**Cleaning the main frame –**

- ▶ Clean the area behind the platens and around the platen slides.
- ▶ Clean the area around the bale length measuring device.
- ▶ Clean the area around the wire pickup area of the machine.
- ▶ Clean the area around the wire guides on both sides of the machine.
- ▶ Clean the level sensors and level sensor windows in hopper.

**Cleaning the tying device -**

- ▶ Clean the needle centres and wire guide pulleys.
- ▶ Clean the wire twister hooks and shafts.
- ▶ Clean the wire cutter mechanism.
- ▶ Clean the wire guides.
- ▶ Clean the hydraulic valves on the tying device.
- ▶ Check chains and gears for embedded foreign material that may cause undue tension on such parts. Clear such material before start-up.

**General –**

- ▶ Ensure no damage has occurred to the machine since its last cycle and make sure that all nuts, bolts and other fasteners are in place and securely tightened, especially in high stress areas, such as the platen guides, the side platen frame and the tying device.
- ▶ Check the oil levels. The oil level in the hydraulic oil reservoir must at all times be visible on the level gauges. Ideally the oil must be above the centre of the top level gauge with all the hydraulic cylinders in a retracted position. The oil should never be above the top of the level gauge.
- ▶ The recommended oil for the Akupak H51 is Castrol AWS68 or equivalent.
- ▶ Make sure there are no foreign objects or materials in the vicinity of the machine that could pose a threat to the machine or personnel on start-up.
- ▶ Check all wear surfaces for undue wear and tear.
- ▶ Make sure all proximity switches are clean.
- ▶ Make sure all the safety switches are operating correctly

**The following areas are to be lubricated daily –**


- ▶ The wire cutters.
- ▶ The wire guide rollers.
- ▶ The twister shaft thrust washers.
- ▶ The wire guide pivot arms.



### 3.12 **Six Monthly maintenance**

- ▶ Isolate all power. Remove the lids of the guard safety switches and inspect all terminals for tightness. Clean out any accumulation of fine dirt etc. Check for any sign of wear or damage, e.g. actuator wear, cam assembly wear, contact oxidation etc. and replace if apparent. Replace covers and fully tighten security screws. Reinstate power and check for correct operation.
- ▶ If there is any malfunction or damage to guard safety switches, no attempt at repair should be made. The switch should be replaced before the machine operation is allowed.



 Please refer to the parts lists for the correct part number specific to this machine.

### 3.13 **Parts replacement**

If ordering spare parts, refer to the parts list and machine assembly drawings provided, which give specific part numbers and descriptions.

Always remember to quote your machine model and serial number, which can be found on the machine name plate and at the front of this manual.

### 3.14 **Maintenance records**

It is recommended that you log all maintenance work or repairs and note observations by operating and service personnel. Records should include scheduled maintenance details, problems, corrective action, replacement parts, machine down-time and dates, etc. These may help in preventing problems from recurring and save on down-time.

If it should be necessary to call for service assistance, save time by preparing for the visit. Clean the machine thoroughly and where possible, remove equipment guards and covers. Have a maintenance report ready and if necessary, have experienced personnel available to assist our service team.

### 3.15 **Spares**

Clients should remember that although Akura endeavours to maintain minimum stock levels of standard spare parts at its factory, an unexpected influx of orders may suddenly reduce stocks. It is therefore strongly recommended that you hold a suitable stock of spares yourselves, to avoid unnecessary delays should replacement parts be required. In the unlikely event of a shortage, Akura will do its utmost to keep delivery times to a minimum, although certain parts have a relatively lengthy manufacturing time.

Lubricants and other components required for routine maintenance should be stocked by the client as a matter of course.

It may be possible for arrangements to be made for Akura to stock spares for you, including non-standard parts unique to your machine.

**PROVISION OF RECORDS, DATA & INFORMATION**

The following Information is to be provided by the Materials Recovery Facility (MRF) and collections service provider to the Employer on a weekly basis:

- Complaints lodged
- Accidents
- Site Protocol violations
- Breakdowns and stoppages
- Daily staff compliment
- Site diary
- Production statistics
- Maintenance records

The following materials quantities and information is to be provided to the Employer or its representative:

1. Waste quantities of the “dry” waste collected from the designated collection catchment area.
2. Co-mingled and single-stream wastes received from all other sources (quantities to be recorded separately for each stream).
3. Recovered recyclable wastes leaving the facility.
4. Residual tailing wastes.
5. Proof of all transactions, sale of recyclables recovered [vehicle registration numbers, date of transaction, volumes and mass per recyclable waste type e.g. PET, glass, cardboard, paper (office, newspaper, mixed etc.) plastics, metals etc.] as shown in the table below must be provided on a monthly basis.

Data and statistics as per tender requirements must be provided monthly. Information is required in electronic format and must be in accordance with the following tables.

**b) Recycling Statistics**

CO-MINGLED AND SINGLE-STREAM WASTES RECEIVED FROM KWMF CATCHMENT AREA IN KG'S																		
CONTRACTOR - CONTRACT PERIOD FROM _____ AND TO _____																		
REPORTING PERIOD FOR THE MONTH OF _____ YEAR _____																		
Unit of Measurement	Comingled (mixed)	White Paper	Other Paper	Cardboard	Plastic (LDPE)	Plastic (HDPE)	Plastic (PP)	Plastic (PET)	Plastic (Other)	Tetra Pak	Polystyrene	Glass	Metal	Electronic	Other (Specify)	Airspace saving (M <sup>3</sup> )*	Tailings	Totals
KG's																		
Rand (excluding VAT)																		

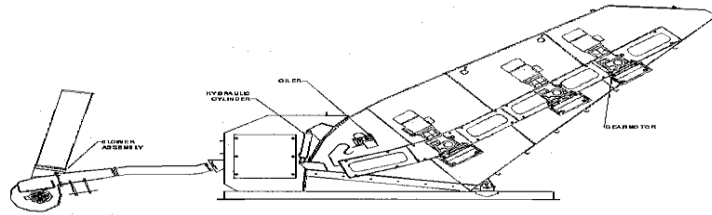
\* 1,0 tonnes = 5,0 m<sup>3</sup> of airspace

CO-MINGLED AND SINGLE-STREAM WASTES RECEIVED FROM OTHER SOURCES																		
CONTRACTOR - CONTRACT PERIOD FROM _____ AND TO _____																		
REPORTING PERIOD FOR THE MONTH OF _____ YEAR _____																		
Unit of Measurement	Comingled (mixed)	White Paper	Other Paper	Cardboard	Plastic (LDPE)	Plastic (HDPE)	Plastic (PP)	Plastic (PET)	Plastic (Other)	Tetra Pak	Polystyrene	Glass	Metal	Electronic	Other (Specify)	Airspace saving (M <sup>3</sup> )*	Tailings	Totals
KG's																		
Rand (excluding VAT)																		

1,0 tonnes = 5,0 m<sup>3</sup> of airspace



CP Manufacturing



**Elevation View CPScreen™**

There are numerous design configurations of the CPScreen™. Your screen may be a narrow or wide model, but the operational characteristics are the same. Screen models may contain a flexible coupling, belt drive or a shaft mount gearmotor drive.

The above elevation view shows the various locations of the major components of the screen. Gearmotors, motor disconnects, chain guards, chains/sprockets, oilers/oiling lines, and the like are typically located on one side of the screen or the other depending on the design layout of your plant equipment.

This makes service and maintenance of the equipment easier. Other than greasing the bearings on the opposite side of the screen, most of the major components are located on the “Drive Side” of the unit.

**NOTE:**  
ALL STRUCTURAL WORK TO PROVIDER'S DESIGN  
RESERVED AS NOTED BY CONTRACTORS

**GROUND FLOOR PLAN 1 : 100**

**NOTES:**

- 1.1. THE CONTRACTOR SHALL KEEP A FULL SET OF DRAWINGS ON SITE AT ALL TIMES AND SHALL BE RESPONSIBLE FOR THE CORRECT SETTING OUT OF ALL WORK TO BE DONE WITH PARTICULAR REFERENCE TO THE DIMENSIONS AND LOCATIONS OF ALL WORK TO BE DONE.
- 1.2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECT SETTING OUT OF ALL WORK TO BE DONE WITH PARTICULAR REFERENCE TO THE DIMENSIONS AND LOCATIONS OF ALL WORK TO BE DONE.
- 1.3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECT SETTING OUT OF ALL WORK TO BE DONE WITH PARTICULAR REFERENCE TO THE DIMENSIONS AND LOCATIONS OF ALL WORK TO BE DONE.
- 1.4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECT SETTING OUT OF ALL WORK TO BE DONE WITH PARTICULAR REFERENCE TO THE DIMENSIONS AND LOCATIONS OF ALL WORK TO BE DONE.
- 1.5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECT SETTING OUT OF ALL WORK TO BE DONE WITH PARTICULAR REFERENCE TO THE DIMENSIONS AND LOCATIONS OF ALL WORK TO BE DONE.
- 1.6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CORRECT SETTING OUT OF ALL WORK TO BE DONE WITH PARTICULAR REFERENCE TO THE DIMENSIONS AND LOCATIONS OF ALL WORK TO BE DONE.

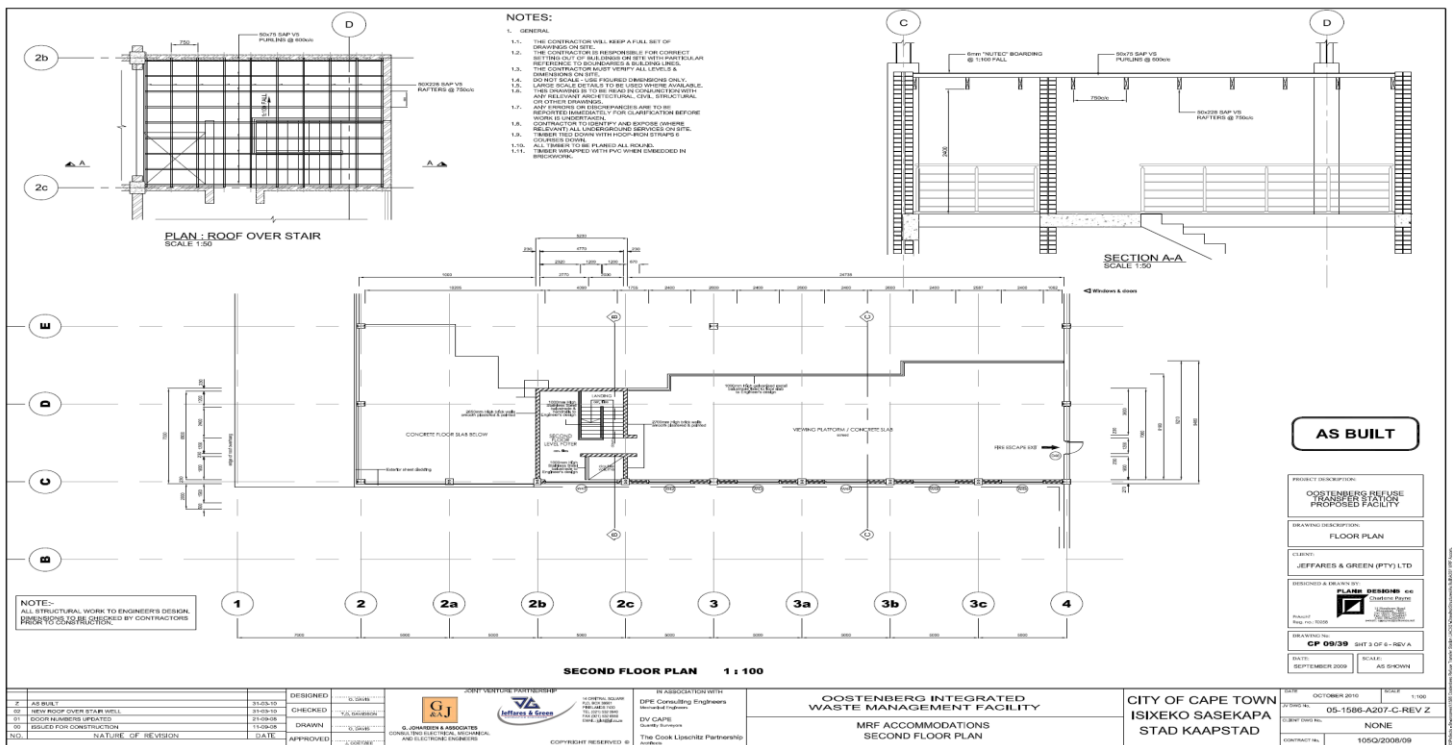
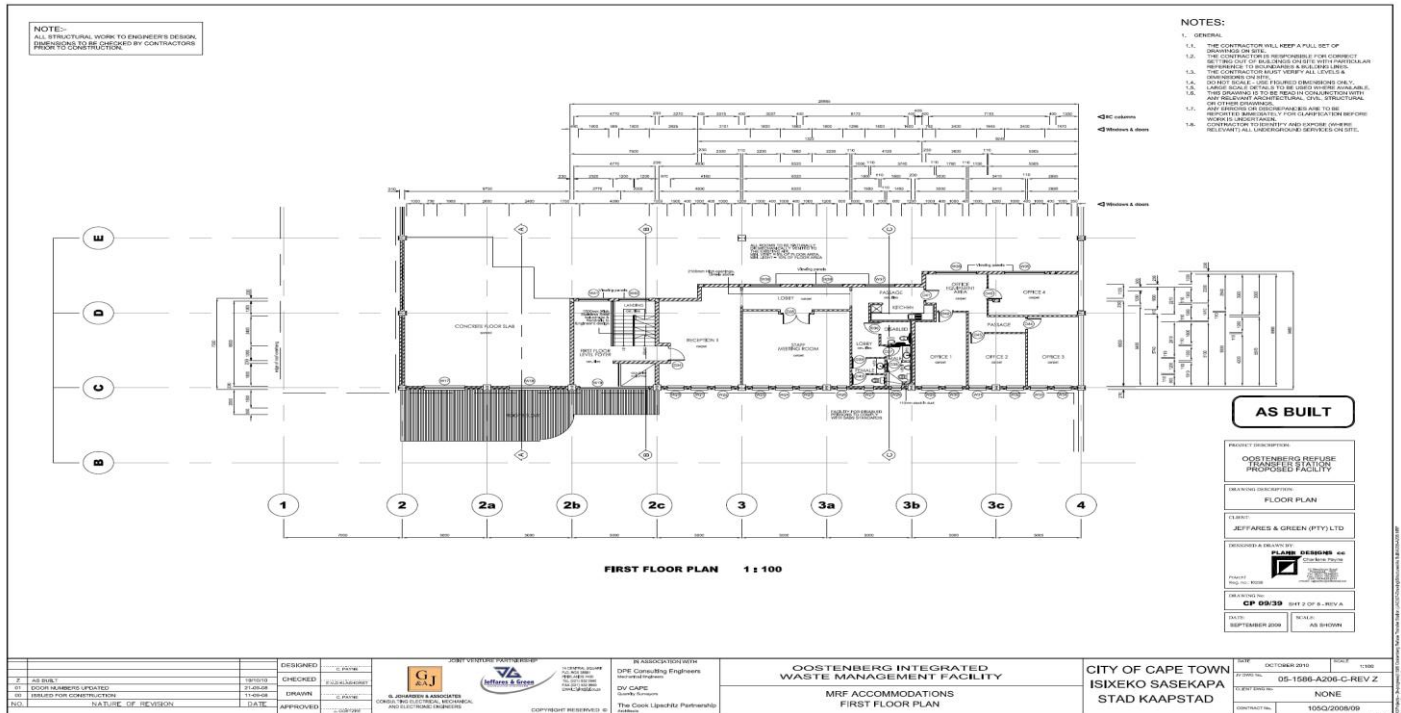
<b>AS BUILT</b>	<b>PROJECT INFORMATION</b>
	<b>CLIENT:</b> COSTENBERG REUSE TRANSFORMED FACILITY
	<b>DESIGNATION:</b> FLOOR PLAN
	<b>CLIENT:</b> REYNOLDS & GREEN (PTY) LTD
	<b>DESIGNED &amp; DRAWN BY:</b> PLAIN DESIGNER cc
	<b>PROJECT NO.:</b> CP 09/20 - SHEET 1 OF 8 - REV A
	<b>DATE:</b> SEPTEMBER 2020 <b>SCALE:</b> AS SHOWN

<b>DESIGNED:</b> [Signature]	<b>CHECKED:</b> [Signature]	<b>DATE:</b> [Date]	<b>APPROVED:</b> [Signature]
------------------------------	-----------------------------	---------------------	------------------------------

<b>CONTRACTOR:</b> [Logo]	<b>ENGINEER:</b> [Logo]	<b>CLIENT:</b> [Logo]
---------------------------	-------------------------	-----------------------

<b>COSTENBERG INTEGRATED WASTE MANAGEMENT FACILITY</b>	<b>CITY OF CAPE TOWN</b>
<b>MF ACCOMMODATIONS</b>	<b>ISIXEKO SASEKAPA</b>
<b>GROUND FLOOR PLAN</b>	<b>STAD KAAPSTAD</b>

<b>DATE:</b> OCTOBER 2020	<b>SCALE:</b> 1:100	<b>REVISION:</b> 05-1586-A205-C-REV Z
		<b>REVISION:</b> NONE
		<b>PROJECT NO.:</b> 10802/2000/00



<b>Schedule F.14: Appeal Application</b>
--

**OFFICIAL RECEIPT**  
(Valid only if printed  
by official cash  
receipting machine)

**IRISITI ESESIKWENI**  
(Isemthethweni kuphela  
xa ishicilelwe  
ngumatshini wokukhupa  
**irisiti osesikweni.**)

**AMPTELIKE KWITANSIE**  
(Geldig alleenlik indien deur  
amptelike kontantvangs  
masjien gedruk.)

**GL DATA CAPTURE RECEIPT**  
(CASHIER TO RETAIN A COPY)

RECEIPT NO:  
\_\_\_\_\_

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

**SAP GL:**

8	1	0	1	0	0
---	---	---	---	---	---

**PROFIT CENTRE:**

1	3	0	5	0	0	0	1
---	---	---	---	---	---	---	---

**NAME/COMPANY NAME:**

**AMOUNT:**

						R	3	0	0	-	0	0
--	--	--	--	--	--	---	---	---	---	---	---	---

**SERVICE DEPARTMENT DETAILS-**

**DEPARTMENT:** LEGAL SERVICES: APPEALS UNIT

**EMAIL;** [MSA.Appeals@capetown.gov.za](mailto:MSA.Appeals@capetown.gov.za)

**CIVIC CENTRE    IZIKO LOLUNTU    BURGERSENTRUM**

12 HERTZOG BOULEVARD CAPE TOWN 8001 P O BOX 298 CAPE TOWN 8000  
[www.capetown.gov.za](http://www.capetown.gov.za)

**Making progress possible. Together.**