



**MERA FONG CITY LOCAL MUNICIPALITY
APPOINTMENT OF PANEL OF SERVICE PROVIDER/S FOR DEBT
COLLECTION OF OUTSTANDING DEBT IN EXCESS OF 90 DAYS FOR A
PERIOD OF THREE YEARS FOR THE MERA FONG CITY LOCAL
MUNICIPALITY.**

BID NUMBER: F (REV) 01/07/2526

Name of Company	
Name of Representative	
Physical Address	
Postal Address	
Contact Number:	Tel . _____ Fax . _____ Cell . _____
BBBEE Contributor Status Level	
CSD Registration Number	
SARS Tax Pin Number	
Tender Amount	R _____

Prepared for:
Merafong City Local Municipality
3 Halite Street
Carletonville
2499

Prepared By:
Merafong City Local Municipality
3 Halite Street
Carletonville
2499



MERAFONG CITY LOCAL MUNICIPALITY

03 HALITE, CARLETONVILLE, 2499 - TEL (018) 788 9500

For Bid Document Enquiry: B Tsotso

E-Mail: btsofso@merafong.gov.za

BID NOTICE

BID NO.	DESCRIPTION	FUNCTIONALITY	DOCUMENT AVAILABILITY	CLOSING DATE	ENQUIRIES
F(REV) 01/07/2526	Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality.	Minimum of 70/100 points required to proceed to the next evaluation stage	22 July 2025	26/08/2025 @ 10H00 @ SCM Unit	Mr. T Ramaru 018 788 9500

Bids are hereby invited based on the above-mentioned information

Bid documents will be available for the non-refundable fee of R 1 322.62 vat inclusive (proof of payment must be attached with the returnable document) on weekdays from 07:30 until 15:30, at Merafong Local Municipality at SCM offices situated on the corner of 3 Halite and Gold Street, Carletonville, 2499

NB: Bid documents will also be made available electronically on etenders portal and can also be emailed on request upon receiving the EFT proof of payment.

Merafong City LM Banking Details- Nedbank Current Account No: 1454087331

Bids are to be completed in accordance with the conditions contained in the bid documents and must be placed in a sealed envelope and externally endorsed:

F(REV) 01/07/2526: Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality.

Bids must be deposited in Bid Box 1, situated at the Revenue Section, Cnr Halite and Gold Street, Carletonville and is open between 07h30 and 16h00. Bids will be opened immediately thereafter, in public.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. Companies must be registered on the CSD database and suppliers must submit CSD report not older than 3 months, link: www.csd.gov.za
2. Attach municipal account for rates and taxes of both company and directors appearing in CK not owing for more than 90 days, if the municipal account is not on your names, please submit copy of Lease Agreement with proof of payment for 3 months from the Bank (No statements).
3. Certified copies of Identity Documents (ID's) for all shareholders/owner(s)/partners registered on the CK forms.
4. Copies of Company Registration documents (CK 1) must be submitted.
5. Bidders must attach a valid tax pin certificate.
6. **NB: EVALUATION OF THE BID:** The evaluation of proposal will be conducted in two stages, compliance requirements and second stage will be assessment on functionality
7. 80/20 Preference point scoring system will apply, where 80 points will be allocated for price only and 20 Specific goals points scored.
8. Attach receipt as proof of purchase of the bid document and ensure that the receipt is secured in the document.

TERMS AND CONDITIONS:

- Failure to comply with these conditions will result in immediate disqualification of your bid.
- The Merafong Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid or to withdraw.
- Bids which are late, incomplete, unsigned, completed in pencil, use of correction pen/tippex, submitted by facsimile or electronically, will not be accepted.
- Bids submitted are to hold good for a period of 90 working days.
- Bids must only be submitted on the documentation provided by the Merafong Local Municipality; (original bid documents)

D.D. Mabuza
Municipal Manager
Merafong City Local Municipality

DETAILED DESCRIPTION: SCOPE OF WORK

TERMS OF REFERENCE

Project Description: Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality

Introduction

- The main objectives is to collect the outstanding debt of municipality in excess of ninety (90) days and above for a period of three (3) years.

Conduct of Debt Collector

- Merafong City Local Municipality expects a high standard of delivery and that all reasonable steps, to recover debt as speedily, cost effectively and appropriately as possible, will be instituted timeously and without undue delay.
- The successful tenderer must assess and report to the municipality on the prospects and cost effectiveness of the recovery of debt and shall immediately advise municipality, in writing, of irrecoverable matters and close its file upon instruction in respect hereof.
- The successful tenderer will not accept work from the municipality if and when the debtor is their client, in order to avoid conflict of interest.
- The successful tenderer will treat debtors humanely and with the utmost empathy and uphold the dignity of debtors at all times.
- The successful tender will be required to take the necessary action against debtors placed under administration or debt review and act on behalf of the municipality in business rescue and liquidation matters and in executions where the municipality has a vested interest.
- The successful tenderer shall not settle or compromise any claim or initiate

litigation on behalf of the municipality, without the necessary consultation and approval of the municipality.

- The successful tenderer is not required to receive payments on behalf of the municipality on any matter that have been handed over for legal proceedings.

COLLECTION INSTRUCTIONS & PROCEDURES

- The successful tenderer shall accept all such instructions as may be handed over by the municipality.
- The municipality shall be entitled from time to time and in its discretion to instruct the successful tenderer to collect any debt by delivering to the successful tenderer, electronically or any other form reasonably acceptable to the successful tenderer and municipality.
- The following procedures shall be observed to ensure efficient and effective collection:
- Should the debtor fail to pay, or otherwise settle the matter in terms of a written demand, the successful tenderer shall institute action in competent court for payment of the outstanding debt.
- in the event of the debtor fails to pay or otherwise settle the matter on receipt of summons, the successful tenderer shall proceed with judgment and execution in terms of the rules of the court concerned, but with prior approval from the Municipality.
 - in the event of the debtor defending any action instituted against him, the successful tenderer shall report such to the municipality, and shall not proceed with the prosecution of such action, unless otherwise instructed by the municipality. In the event of judgment being granted in favor of the municipality, the successful tenderer shall proceed with execution and/or such further steps as may be available in terms of the Rules of the Court concerned for collection of the amount outstanding;
 - to the municipality's satisfaction maintain adequate and correct records and details of payments by debtors, amount charged, legal fees charged

on the debts and outstanding balances in respect of each debt;

- collect each debt strictly on an "individual matter" basis and maintain a separate account, file and record in respect of each debt;
- not allow any set-off between any of the debts for any reason whatsoever;
- be entitled in circumstances where he is of the opinion after reasonable enquiry that the debtor is unable to pay the whole amount of the debt immediately, to accept payment in monthly instalments over a period not exceeding 36 months, provided that the debtor agrees to pay all cost as between successful tenderer and client;
- inform the municipality when the successful tenderer becomes aware of any change to the personal information of the debtor's postal address and telephone details, or any other details;
- request instructions from the municipality as to any settlement of any matter which may be proposed by the debtor.
- any request for instructions or any settlement proposal shall be transmitted by the successful tenderer electronically to the municipality.
- in regard to instructions relating to the facts of the matter to enable the successful tenderer to plead or to prepare to trial, the request for such instructions shall be hand delivered to the municipality.
- The successful tenderer shall have access to the municipality's computer system
- to check the balance outstanding on any account in respect of which he has been instructed to collect and for viewing and enquiries.
- to ascertain payments made by the debtor to the municipality.
- to inform municipality to update information regarding the debtor's postal

address and telephone details;

- to record settlement arrangements made by the debtor with the successful tenderer;
- to ascertain whether the debtor has made any settlement arrangement with the municipality;
- to inform municipality of any information relating to the debtor which has come to the attention of the successful tenderer;
- to obtain such information as he may require regarding the debtor, and for no other purpose, whatsoever.
- The successful tenderer shall within two days of the information becoming available to him, report to the municipality, electronically provide the municipality with the information regarding:
- Payments received from the debtor;
- Approved charges, in accordance with legislation, levied by the successful tenderers;
- Arrangements for payment of installments should be concluded with successful tenderer and not municipality.
- Other settlements arrangements made with the prior consent of the municipality;
- Any other information, which the successful tenderer is entitled to record on the municipality's computer system.
- In the event of any payment made by the debtor having been made to the successful tenderer by cheque and such cheque being dishonored, the successful tenderer shall within two (2) days of such cheque having been dishonored and returned to the successful tenderer, debit the debtor's account with the amount concerned. And reflect such debit as arising, from a dishonored cheque to the attention of the municipality to enable the municipality to take such action as it may deem necessary in regard to the cut-off of services to the debtor concerned. Only cash or bank

guaranteed cheques will be accepted from handed over customers.

- The successful tenderer shall ensure that debtors make payment direct to the municipality and not to the appointed collection agents. All amounts collected shall be paid directly into the municipal primary bank account. Successful tenderers are not allowed to receive or accept money on behalf of the municipality.
- The successful tenderer shall ensure that they put adequate internal control measures in place to ensure that the following information are regularly verified on the municipality's computer system:
 - any payment made direct to the municipality by any debtor in respect of whom the successful tenderer has been instructed collect any amount owing:
 - any information relating to any such debtor which may come to the knowledge of the municipality;

WITHDRAWAL OF INSTRUCTION'S

The municipality may at any time:

- instruct the successful tenderer to cease proceedings against any particular debtor.
- withdraw any instruction in respect of the collection of the amount owing by any debtor
- after a period of six months, the successful tenderer shall report to the municipality, if the debt is not paid in full or if no satisfactory arrangement with the debtor to pay the debt has been concluded;
- The municipality shall be entitled to call for reasons from the successful tenderer as to why no, or poor collection of debt was achieved.
- The successful tenderer shall be obliged to furnish such reasons to the municipality within 14 days of request for such information.
- In event of the municipality withdrawing the instruction of the successful tenderer in relation to any debtor, the successful tenderer shall

nevertheless be entitled to commission upon the amounts subsequently paid directly to the municipality for a period not exceeding 30 (thirty) days from the date on which the municipality issued the withdrawal notice.

- The municipality may set quarterly collection target.

FEES

- The fees payable to the successful tenderer in respect of any monies collected by them from any debtor in respect of whom the successful tenderer has received instructions shall be based on commission of amounts collected. Debt collector should indicate their preferred percentage underneath.

COMMISSION RATE _____ **% (Percent)**

- Payment will be based on commission of the amount collected. Successful tenderer should provide their own preferred amount of commission.
- Service shall not be entitled to a commission where the amount paid by a debtor into the current account, unless paid in error.
- All amounts collected on the handed over accounts/ shall be entitled to a commission.
- All commissions payable to the service shall be inclusive of value added tax.

REIMBURSEMENT FOR LITIGATION

- Municipality may reimburse the successful tenderer on litigation matters against the debtor.
- The successful tenderer shall obtain approval from prior to instituting any legal action in the competent court of law against the debtor.
- As part of price evaluation, the schedule of fees below must be complete to guide municipality on how to reimburse the successful bidder on litigation matters against the debtor:

A CONSULTATIONS, APPEARANCES, CONFERENCES AND INSPECTIONS CONTRACT FEE		
	Magistrate court tariffs	High court tariffs
Consultation with a client and witnesses to institute or to defend an action, for advice on evidence or advice on commission, for obtaining an opinion or in preparing pleadings, including exceptions, and to draft a petition or affidavit:		
Attorney hourly rate		
Candidate Attorney hourly rate		
Consultation to note, or defend:		
Attorney hourly rate		
Candidate Attorney hourly rate		
Attendance in court at proceedings in terms of rule 37 of these Rules,		
Attorney hourly rate		
Candidate Attorney hourly rate		
Conference with or without witnesses, on pleadings, including exceptions and particulars to pleadings, applications, petitions, affidavits and testimony, and on any other matter which the taxing officer may consider necessary:		
<ul style="list-style-type: none"> - Attorney hourly rate - Candidate Attorney hourly rate 		

- Any inspection <i>in situ</i> , or otherwise,		
- Attorney hourly rate		
- Candidate Attorney hourly rate		
B - DRAFTING AND DRAWING CONTRACT FEE		
The drawing up of a formal statement in any matter, verifying affidavits, affidavits of service or other formal affidavits, index to brief, short brief, statements of witnesses, powers of attorney to sue or defend, as well as other formal documents and summonses, including all documents such as the prescribed forms in the First Schedule to these Rules, but not the particulars of claim in an annexure to the summons: an inclusive tariff – drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only per page		
The drawing up of other necessary documents, including –		

<ul style="list-style-type: none"> - Instructions for an opinion, for an advocate's guidance in preparing pleadings, including further particulars and requests for same, including exceptions; - Instructions to advocate in respect of all classes of pleadings; - A petition, exception or affidavit, any notice (except a formal notice), particulars of claim or an annexure to the summons, opinion by an attorney or any other important document not otherwise provided for: an inclusive tariff – drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only. (Per page) 		
<ul style="list-style-type: none"> - Letters and facsimiles: an inclusive tariff – drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only. (per page) 		
<p><u>Note 1:</u></p> <p><i>Particulars of letters and facsimiles need not be specified in the contract fee. The number of letters written must be specified, as well as the total amount charged.</i></p>		
<p><u>Note 2:</u></p> <p><i>Whenever an attorney performs any of the work listed in this section, the contract fees set out herein in respect of such work shall apply and not any</i></p>		

fees which would be applicable in terms of the tariff under Rule 69 if an advocate had performed the work in question.		
C – ATTENDANCE AND PERUSAL CONTRACT FEE		
<ul style="list-style-type: none"> - Attending the receipt, entry, perusing, considering and filing of – - Any summons, petition, affidavit, pleading, advocate's advice and drafts, report, important letter, notice or document; - Any formal letter, record stock sheets in voluntary surrenders, judgments or any other material document not elsewhere specified; - Any plan or exhibit or other material document which was necessary for the conduct of the action (Per page) 		
Sorting, arranging and paginating papers for pleadings, advice on evidence or brief on trial or appeal:		
- Attorney hourly rate		
- Candidate attorney hourly rate		
<u>Note:</u> <i>Particulars of received papers need not be specified in a bill of cost. The number of papers and pages received, as well as the total amount charged therefor, must be specified.</i>		

D – MISCELLANEOUS CONTRACT FEE		
- For making necessary copies, including photocopies, of any document or papers not already provided for in this tariff, per A4 size page (per page)		
- Attending to arrange translation and thereafter to procure same:		
- Attorney hourly rate - Candidate attorney rate		
- Necessary telephone calls: The actual cost thereof, plus, for every five minutes or part thereof		
- Sending facsimile letters: The actual cost of sending the facsimile letter, in addition to the fee allowed for the drawing thereof under item B3 above.		
E – BILL OF COSTS - CONTRACT FEE		
In connection with a bill of costs / contract fee for services rendered by an attorney / service provider, the attorney / service provider shall be entitled to charge:		
- For drawing / preparing the bill of costs / contract fee, making the necessary copies and submission to client, 10.6% of the attorney's fees, as charged in the bill / contract fee invoice.		
F – EXECUTION CONTRACT FEE		
- Drafting, issue and execution of a warrant of execution and attendances in connection therewith, excluding sheriff's fees (if not taxed).		

- Reissue		
ADDITIONAL		
Correspondent attorneys instructed by the service provider shall charge in accordance with the above Annexure "B".		
DISBURSEMENTS		
Messenger, courier and cellular charges shall be charged at the actual cost thereof.		

PRIOR WRITTEN APPROVAL MUST BE OBTAINED FROM CFO IN RESPECT OF THE FOLLOWING LEGAL PROCEEDINGS:

- Blacklisting
- Attachment of movable assets
- Sale in execution of immovable assets
- Defended matters
- Handling of all legal matters arising from hand-over account.

DEFENDED MATTERS

In the event of the debtor indicating that matter will be defended, the collection panelist shall report such fact to the Chief Financial Officer or its delegate for approval to proceed with the prosecution of such action. All defended matters must be attended to by the attorney, including the drafting of papers.

DEFENDED MATTERS. URGENT MATTERS ARBITRATION

The collection panelist shall not settle any litigation by or against the municipality without the necessary consultation with the municipality- which authorization shall be given in writing only, and no verbal instructions are to be accepted Collection Panelist. The Collection Panelist will acknowledge each specific service request. The Collection Panelist to acknowledge in writing within 5 working days which must include a clear indication of ability to promptly carry out instructions. Should the information accompanying the instruction be insufficient or should further information and or consultation be requested in writing within 5 working days. All instructions required from the municipality in the course of the matter, will be requested in writing and also be issued in writing, the Collection Panelist is not to undertake any actions based upon verbal instructions. All matters shall be brought to their final conclusion, including the recovery of all capital interest owing, where applicable, as well as the recovery of all costs orders made by the court, including execution steps as well as any other relevant steps.

MAGISTRATE COURT

All Magistrate Court matters must be attended to by the attorney, including the drafting of papers. An Advocate may not be briefed without the prior written consent of the municipality. The appointment of an Advocate will only be allowed in exceptional cases, based on a properly motivated written request from the attorney. The Collection Panelist shall at all times comply with the provisions of the Magistrate's Court Act, 1944 and the rules of court issued in terms thereof, as well as the legislation applicable in each specific matter. All legal costs and commission charges collected must be paid over to **Municipality** immediately after such amounts have been collected. All instructions to the Collection Panelist shall be in writing.

HIGH COURT

A Comprehensive instruction must be issued by the Municipality to the service provider in writing. Senior Advocate can only be briefed with prior written consent from the municipality. No such consent will be granted unless a duly motivated, or written request has been received from the Collection Panelist by the municipality. The municipality reserves the right to request that specific junior or senior counsel be appointed in certain matters. The Collection Panelist shall at all times comply with the provisions of the Court Rules.

PERFORMANCE

- Performance will be measured according to the following scale:
- Performance assessment and evaluation will be conducted quarterly.
- Outstanding or excellent performance may be rewarded by municipality.
- Performance review will be conducted annually and the services of poor performing debt collectors may be terminated.
- Performance will be measured according to the following scale:

Excellent	Good	Fair	Poor
6 and above	4-5	2-3	0-1

- Additional work will be allocated to outstanding performance.
- An incentive of 2 percent will be paid to outstanding or excellent debt collector/s who managed to collect 6 percent and above of the 25 percent of the total debt handed over.

PAYMENT FILE

- Within ten (10) days of the end of each month, the successful tenderer shall prepare an account which shall be transmitted to the municipality in electronic form or hand delivered in which the following entries for the month immediately past shall appear:
- the amounts collected from each debtor by the successful tenderer:
- the amounts collected from each debtor in respect of which the successful tenderer had received instructions and had commenced the collection procedure;
- the gross amount owing to the municipality in respect of that debtor;
- the collection commission owing to the successful tenderer in respect of the gross collections made by the successful tenderer.
- the successful tenderer and client charges incurred in respect of defended actions during the course of the month concerned in respect of each debtor.
- All matters that warrant litigation will be negotiated with the project manager.

INSURANCE, AUDIT CERTIFICATES AND WARRANTIES

- The successful tenderer shall maintain at its own cost insurance for a minimum amount covering the collection payments equivalent to two months current payments made directly to the successful tenderer and any loss, liability or damage which the municipality may suffer arising out of non-compliance with any law and regulation pertaining to the collection of debt on behalf of the municipality.
- The municipality's shall be entitled to inspect the records of the successful tenderer relating to the collection of debts on behalf of municipality.
- The appointed attorney acting on behalf of the municipality warrants that it shall at all times be registered Gauteng, Provincial member of the Law Society of the Northern Provinces incorporating, the Law Society of the Transvaal.
- The debt collector warrants that it shall at all times be a member of ADRA and

registered as a debt collector under the provisions of the Debt Collectors Act and shall comply with all the provisions, code of conduct and regulations under the Act.

Debt collection activities:

The pre-legal debt collection services for the collection of revenue on overdue accounts of 60 days and above, on a commission basis, include the following:

- Debtor identification through an arrears extract or preferably through an interface with the municipality's system;
- Filtering arrears information for import into the Successful tenderer's system;
- Also be available to be on-site twice a week to ensure thorough communication and skills transfer on debtor related matters,
- Soft and hard tracing
- Letter of demand,
- Telephonic and SMS interaction with debtor,
- Negotiating acceptable payment agreements in accordance with the Credit Control and Debt Collection Policy, such agreements will apply to all debt arrangements,
- Follow up on negotiated agreements,
- Identification of defaults on negotiated agreements.

The legal debt collection services for the collection of revenue on overdue accounts interpreted and handed off for legal collection, on a per service billing, include the following:

- Soft and hard tracing
- Preparation of summonses
- Obtaining judgements

Automated online debt management system

- The successful tenderer must provide, at own cost all hardware and software required to provide the necessary services to the Municipality.
- It must be an on-line system and be able to interface with the financial system in such a way that it can serve as an extension of the existing systems. Data will be transferred between the Contractor and the Municipality's systems in a format to be agreed on.
- It must have a built-in workflow process – the system must start at pre-determined

- action and follow the credit control and debt collection processes automatically.
- The system should automatically diarise all actions for the prescribed periods and instruct operators accordingly.
 - The system must have an automatic monitoring process of actions and staff performance to identify bottlenecks and the effectiveness of every action in process.
 - It must contain document templates for all the necessary letters, forms, instructions and legal processes to effectively control debtors and recover arrears.
 - It must be flexible and allow for the customisation of standard documents according to needs and for the creation of additional documents where necessary.
 - The system must accommodate different processes for different types of accounts.
 - The system must be able to perform consumers profiling to identify paying, slow paying consumers, non-paying consumers and indigent consumers that will assist in developing proper collection strategies
 - The system must be able to generate management reports per geographical, consumer types and consumer profiling.
 - The complete history of the account must be on enquiry screens – copies of all documents generated and received should be available and easily accessible.
 - The history should be kept in the system for future reference until such time that the municipality decides to delete it.
 - The system should be user friendly and uncomplicated and should have built-in security levels and prioritisation levels.
 - The system should cater for all debt collection functions e.g.:
 - Telephone and SMS warnings;
 - Final demands
 - Arrangements
 - Summonses
 - Acknowledgements of Debt
 - Emolument attachment orders

- Judgements
 - Letter of Execution
 - Instruction to remove and sell
 - Prescription of debt
 - Sequestration, estates and liquidations
 - Social Assessments
 - Recommendations to write off
 - Management Reports
 - Daily back-ups
- The online debt management system must also facilitate a debt recovery diary and workflow and interface with both the municipal call centre and indigent campaign management.

SPECIAL CONDITIONS OF THE BID

The Successful tenderer shall:

- provide confirmation of valid registration with Council for Debt Collectors as is required in terms of Section 8(1) and 8(3) of the Debt Collectors Act No. 114 of 1998 or registration as member of a Law Practitioners Council in terms of the Attorneys Act, 1979 or registration as member of the Association of Debt Recovery Agents “ADRA”.
- ensure that all collection methods shall comply in all respects with the provisions of the *Magistrate’s Court Act No. 32 of 1944* as amended, and the Debt Collectors Act No. 114 of 1998 as amended, credit control and debt collection policy of the Merafong City Local Municipality and other applicable legislations.

FUNCTIONALITY CRITERIA

The below mentioned criteria regarding functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to “scope of work”.

The minimum score required is 70 Points in order to proceed to the next stage.

NB: Bidders who fail to obtain 70 points on functionality will be automatically eliminated. The table below indicates the functionality criteria that will be utilised during the assessment

CRITERIA	POINTS ALLOCATION
Company Experience	20
Experience & qualification of key staff to execute the project	40
Debt collection management information technology system	40
Total Points	100 (points)

FUNCTIONALITY CRITERIA

- The below mentioned criteria regarding functionality is required for responsiveness and therefore eligibility for the next stage of evaluation. This is done to determine the ability of each bidder to successfully execute the contract according to “scope of work”.
- Failure to score the minimum of 70 points out of 100 points will lead to disqualification and bidders will not continue for price scoring.

No.	Technical Criteria	Total Points	Comment
-	Company Experience Demonstration of previous experience in public sector and local government debt collection: 1 - 4 appointment letters of 36 months and above with reference letters = 10 points 5 and above appointment letters of 36 months and above with reference letters = 20 points	20	Attach appointment letters including reference letters of 36 months and above

-	<p>Experience & qualification of key staff to execute the project</p> <p>Years' of experience of Project Manager with NQF 7 & or above qualification in legal or debt collection:</p> <p>3- 5 years = 5 points or 5 – 10 years = 10 points</p> <p>And</p> <p>Number of Debt Collectors registered with Debt collection body with five or above years' experience dedicated to Merafong municipality:</p> <p>Min 4- 5 staff = 5 points Or Between 6 and above staff members = 10</p> <p>And</p>	40	<p>CV's to support the experience and the proof of certified qualifications and registration with professional bodies must be attached in order to claim points</p>
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No.	Technical Criteria	Total Points	Comment
-	Years' of experience of admitted attorney with a right to appear in High Court 1- 2 years = 10 points Or 3 – 5 years = 15 points Or Above 5 years = 20 points		
-	Debt collection management information technology system Indicate an appropriate electronic interface to maintain the debt collection process and enable online reporting and access to different features listed in the scope of work has been provided: <ul style="list-style-type: none"> • Proof of software license and manual with System Report confirmation from clients = 40 points • Proof of software license and manual=10 points 	40	Proof of software license and manual with System Report confirmation from clients
TOTAL		100	

- All information and particulars necessary to properly evaluate the tender must be furnished on submission. Incomplete particulars and documents required substantiating or insufficient documentary proof thereof will be construed to mean that the service provider is forfeiting the evaluation points in that regard.

FORM OF OFFER & ACCEPTANCE
MERAFONG CITY LOCAL MUNICIPALITY

FORM OF OFFER

(Form of Offer & Acceptance)

THIS FORM MUST BE FILLED BY BOTH THE POTENTIAL TENDERER (PART 1) AND THE EMPLOYER/CLIENT (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL TENDERER AND THE EMPLOYER /CLIENT WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (to be filled in by the tenderer at time of tender)

BID NO	F(REV) 01/07/2526
BID DESCRIPTION	Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality.

Having examined the General and the Special Conditions of Contract, Specifications and Schedule of Quantities for the works of Tender:

.....
.....

I/We offer to provide the services in conformity with the General and the Special Conditions of Contract, Specifications and Schedule of Quantities, save as amended by Alterations by Tenderer (if any) attached hereto, for the sum of:

Description	Tender Amount (Incl. VAT)
Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality.	

In words

.....

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF COMPANY	
DATE	

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My/our offer/s remains binding upon me and open for acceptance by the purchaser/client during the validity period (90 working days) indicated and calculated from the closing time of tender.

1. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bid documents, viz
 - Invitation to Quote
 - Returnable Schedules
 - B-BBEE Certificate
 - Declaration of interest
 - Special Conditions of Contract
 - Pricing schedules
 - Scope of Works
 - Central Supplier Database (CSD)
 - (ii) Other
2. Variances from and amendments to the documents listed in the Bill of Quantity and any addendum thereto as listed in the BID as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during the process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in the Service Level Agreement, which must be duly signed by the authorised representative(s) of both parties.
3. I/We confirm that we have satisfied ourselves as the correctness and validity of my tender, that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I/We accept that any mistakes regarding price(s) and rate(s) and calculations will be at my/our own risk.
4. I/We confirm that Escalation will be applicable on this contract and will be calculated as per Contract Data & General Conditions of Contract 2017(GCC 2017)
5. I/We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract. I/We undertake to complete and deliver the whole of the Works comprised in the Contract within the time stated in the Appendix adjusted in terms of the Contract.
6. The Tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's Agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

7. Unless and until a formal agreement is prepared and executed, this Tender, together with the written acceptance thereof by yourselves or the Representative acting on your behalf, shall constitute a binding Contract between us.
8. I/We understand that you are not bound to accept the lowest or any tender you may receive.
9. I/We further confirms that Merafong City Local Municipality has the right to cancel the tender if the funds necessary to cover the total envisaged expenditure of the tender are not available for the current financial year.
10. I/We declare that I/We have no participation in any collusive practices with any tenderer or any other person regarding this or any other tender.
11. I/We confirm that I/We am duly authorised to sign this contract:

NAME (PRINT)	
CAPACITY	
SIGNATURE	
NAME OF COMPANY	
DATE	

WITNESS	
1.
2.
DATE:

**MBD 1
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (MERA FONG CITY LOCAL MUNICIPALITY)					
BID NUMBER:	F(REV) 01/07/2526	CLOSING DATE:	26/08/2025	CLOSING TIME:	10H00
DESCRIPTION	Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
3 HALITE STREET					
CARLETONVILLE					
2499					
SUPPLIER INFORMATION					
NAME OF BIDDER					
CSD NUMBER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SUPPLY CHAIN MANAGEMENT		CONTACT PERSON	Mr. T Ramaru	
CONTACT PERSON	Ms. B Tsotso		TELEPHONE NUMBER	018 788 9500	
TELEPHONE NUMBER	(018) 788 9500		Email	tramaru@merafong.gov.za	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. BIDDER MUST NOT BE IN ARREARS WITH THW MUNICIPAL RATES & TAXES FOR MORE THAN 90 DAYS.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.</p> <p>2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <div style="margin-left: 20px;"><input type="checkbox"/> NO</div></p> <p>3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

MBD 4
DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.

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

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

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

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.
.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

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

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

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

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

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

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

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

3.9.1 If yes, furnish particulars.....
.....

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

3.10.1 If yes, furnish particulars.
.....
.....

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

3.11.1 If yes, furnish particulars
.....
.....

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

3.12.1 If yes, furnish particulars.
.....
.....

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

3.13.1 If yes, furnish particulars.
.....
.....

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

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

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

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

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

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

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

.....
.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

*YES / NO

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

If yes, provide particulars.

.....
.....
.....
.....

* Delete if not applicable

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

*YES / NO

If yes, furnish particulars

.....

.....

Will any portion of goods or services be sourced from outside

*YES / NO

the Republic, and, if so, what portion and whether any portion
of payment from the municipality / municipal entity is expected to be
transferred out of the Republic?

If yes, furnish particulars

.....

.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS ECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 6.1

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - The 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included)
- 1.2 a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the Preference point system shall be applicable; or
b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender)
- 1.3. Points for this bid shall be awarded for:
(a) Price; and
(b) RDP Goals (PPPR 2000) as depicted in the Merafong LM SCM Policy
- 1.4. The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
RDP Goals (PPPR 2000) as depicted in the Merafong LM SCM Policy	20
Total points for Price and RDP Goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for RDP Goals are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- #### 2. DEFINITIONS
- a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;

Black people as defined		10	
Black people living in rural or underdeveloped areas or townships		10	

5. BID DECLARATION

5.1 Bidders who claim points in respect of Specific Goals must complete the following:

6. SPECIFIC GOALS CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 4.1

6.1 SPECIFIC GOALS : =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted %
- ii) The name of the sub-contractor
- iii) The B-BBEE status level of the sub-contractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of firm :

8.2 VAT registration number :

8.3 Company registration number
.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated

Registered Account Number

Stand Number

8.8 TOTAL NUMBER OF YEARS THE COMPANY/FIRM HAS BEEN IN BUSINESS?

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the municipality that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) Recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury, 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

WITNESSES:

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDER(S)
DATE:
ADDRESS:
.....
.....

MBD 7.2
CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to **Merafong City Local Municipality** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Numberat the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

(i) Bidding documents, viz

- Invitation to bid;
- Tax clearance certificate;
- Pricing schedule(s);
- Filled in task directive/proposal;
- Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
- Declaration of interest;
- Declaration of Bidder's past SCM practices;
- Certificate of Independent Bid Determination;
- Special Conditions of Contract;

(ii) General Conditions of Contract; and

(iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

MBD 7.2**CONTRACT FORM - RENDERING OF SERVICES****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I **D.D. Mabuza** in my capacity as Municipal Manager accept your bid under reference number dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating service delivery instructions is forthcoming.

3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
Appointment of panel of service provider/s for debt collection of outstanding debt in excess of 90 days for a period of three years for the Merafong City Local Municipality.				

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

--

WITNESSES

1

2

DATE:

MBD 8
**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN
MANAGEMENT PRACTICES**

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

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

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1 If so, furnish particulars:			

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

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

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

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

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

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

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

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

MBD 9
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

F(REV) 01/07/2526– APPOINTMENT OF PANEL OF SERVICE PROVIDER/S FOR DEBT
COLLECTION OF OUTSTANDING DEBT IN EXCESS OF 90 DAYS FOR A PERIOD OF THREE
YEARS FOR THE MERA FONG CITY LOCAL MUNICIPALITY.

(Bid Number and Description)

in response to the invitation for the bid made by:

MERA FONG CITY LOCAL MUNICIPALITY

(Name of Municipality)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;

- (e) the submission of a bid which does not meet the specifications and conditions of the bid;
or
(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT (NT GCC)

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 analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
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. Transfer of contracts
34. Amendments of contracts
35. Prohibition of restricted practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the tender documents for the receipt of Tenders.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender 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 tender 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 goods covered by the Tender will be manufactured.

1.17 "Local content" means that portion of the tender 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 tender documents.

1.21 "Purchaser" means the organization purchasing the goods.

- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all Tenders, contracts and orders including Tenders for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the tender documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, 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 tender documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a Tender. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to Tender are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the tender documents and specifications.

5. Use of contract documents and information inspection

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

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

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the tender documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-tender testing will be for the account of the bidder.

8.2 If it is a Tender condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the tender documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods 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 goods 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 goods 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 goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the

contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

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

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

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.

12. Transportation

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

13. Incidental Services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants

that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

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

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

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

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

16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

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

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

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 these contracts if not already specified in the Tender. Such notification, in the original Tender 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 performance of the contract, the supplier or its subcontractor(s)

should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 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 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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 judgement 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.

24. Antidumping and countervailing duties and rights

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

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

28. Limitation of Liability

28.1 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

28.2 Notwithstanding any reference to mediation and/or court proceedings herein,
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28.3 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.

31. Notices

31.1 Every written acceptance of a Tender 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 Tender or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a Tender SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restricted practices

35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding.

35.2 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 section 59 of the Competition Act No. 89 of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned