



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

TENDER NUMBER:

WSBU 05-2025/26

TENDER DESCRIPTION:	TENDER FOR THE MAINTENANCE, SERVICE AND CALIBRATION OF VARIOUS LABORATORY INSTRUMENTS FOR A PERIOD OF THREE YEARS
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NAME OF BIDDER:

CSD NUMBER:

VENDOR NUMBER (WHERE APPLICABLE)

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

BID CLOSING DATE	15 OCTOBER 2025
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Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.

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



CITY OF TSHWANE METROPOLITAN MUNICIPALITY

DEPARTMENT: Water and Sanitation Business Unit

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Department	Contact person	Compulsory briefing session	Closing date
WS 05-2025/26	TENDER FOR THE MAINTENANCE, SERVICE AND CALIBRATION OF VARIOUS LABORATORY INSTRUMENTS FOR A PERIOD OF THREE YEARS	Water and Sanitation	Technical enquiries: Phillip Modikoe (phillipmod@tshwane.gov.za or 012 358 0708)	Not applicable	15 October 2025 at 10:00

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

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

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

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

Documents must be deposited in the bid box not later than 10:00 on 15 October 2025

Bidders must contact the following officials for any enquiries:

- Technical enquiries: Phillip Modikoe (012 358 0708 or phillipmod@tshwane.gov.za)
- Supply chain enquiries: Lukkiet Thobejane-Selowe (012 358 6282 or lukkiet3@tshwane.gov.za)

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

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

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15.	Company registration certificate		
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18.	CSD summary report		

VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

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

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

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

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

Bidder

CERTIFICATE OF AUTHORITY FOR SIGNATORY

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

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

A. COMPANY

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

An example is shown below:

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

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.

B. PARTNERSHIP

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

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

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

.....
Signature	Signature	Signature

.....
Date	Date	Date

C. ONE-PERSON BUSINESS

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

.....
Signature	Date

D. CLOSE CORPORATION

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

An example is shown below:

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

SIGNED ON BEHALF OF THE CLOSE CORPORATION:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

 2.

E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

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

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

WATER AND SANITATION BUSINESS UNIT

BID NAME

TENDER FOR MAINTENANCE, SERVICES AND CALIBRATION OF VARIOUS LABORATORY INSTRUMENTS FOR A PERIOD OF THREE YEARS

BID NUMBER: WSBU 05- 2025/26

1. INTRODUCTION AND PURPOSE

Scientific Services Section which falls under Bulk and Waste Water Services has two Laboratories which are located as follows: Daspoort Wastewater Scientific Services Laboratory at Daspoort WWTW, Bosman Street, Extension, Pretoria, S 25.7345° S, 28.1781° E and Rietvlei Water Scientific Services Laboratory at Rietvlei Water Treatment Works, Irene, Pretoria, S 25°52'38", E 28°15'51". Daspoort Laboratory is analysing Wastewater Effluents, Industrial Effluents, River Samples and Swimming Pool water from across the City while Rietvlei Laboratory Analyses Drinking Water from all supply sources, Final Water from the Water Treatment Plants, Raw Water to Water Treatment Plants, Borehole Water, Jojo Tank Water and Water Quality Complaints from across the City. The Laboratories are using various Instruments that perform different analysis as required by SANS241 in Drinking Water and various Standards and By-Laws as required for Wastewater Effluent discharge. The instruments used in both Laboratories require periodic maintenance and calibration in order to ensure their best performance and the credibility of the test work performed by the two laboratories. Periodically instruments may no longer be able to perform well and will require to be replaced with a new one of similar functionality.

The Instruments are specialised and required specially trained and/or factory approved technicians to work on them and do the required calibrations.

The Purpose of this Tender is to source and appoint the relevant suppliers who are authorised by the Instrument manufacturers to perform the required maintenance and calibrations as required by the various instruments to ensure their top performance.

2. BACKGROUND

Scientific Services Section is operating two Laboratories one at Daspoort Wastewater treatment and the other one at Rietvlei Water Purification Plant. The Laboratories of Scientific Services have a duty towards the City to ensure that the work performed is accurate and credible according to the set standards such as SANS241:2015 or the latest and regulatory bodies namely the Bylaws and Department of Water & Sanitation. Without instrumentation being in proper working condition and calibrated it is not possible to provide credible results. In some cases, the instrument may need to be replaced with a new one.

The aim of the bid is to ensure that the equipment used by both laboratories is in good working order and capable of producing accurate results.

The equipment requiring the maintenance and calibrations will be located at Daspoort Wastewater Scientific Services Laboratory at Daspoort WWTW, Bosman Street, Extension, Pretoria, S 25.7345° S, 28.1781° E and Rietvlei Water Scientific Services Laboratory at Rietvlei Water Treatment Works, Irene, Pretoria, S 25°52'38", E 28°15'51" respectively.

This bid will benefit Waste Water Section, Bulk Water Section and Industrial Effluent directly as they will have early warning system that will help them to know of potential pollution that will affect the performance of their plants. Again, they will know in time if their plants are producing required Water Quality. The residents of the City will benefit indirectly as the Quality of the water supplied through Tap, Water Tanker or Boreholes will be checked and assured on regular basis.

3. PROJECT SCOPE

The Scope of the project is to provide annual maintenance, calibration of various equipment and to replace the components that are worn out or failing to render the equipment to function properly.

3.1 DETAIL SPECIFICATION FOR LABORATORY EQUIPMENT SERVICE, REPAIR AND CALIBRATION

The following points describe what is required. It does not describe how to carry out the work. Those undertaking the work need to do so in a safe manner according to the City of Tshwane standards, policies and guidelines and according to Regulatory requirements:

3.1.1 Those undertaking the work need to carry out isolation of equipment in accordance with suppliers and CoT procedure.

3.1.2 When the equipment is decommissioned, it should be in line with OHS Act and CoT procedures. A certified technician from service provider should ensure that the necessary signs are attached to the panel/s.

3.1.3 A certified technician from service provider should strip and clean relevant parts and assess the condition of laboratory equipment

3.1.4 A certified technician from service provider should prepare a report/quotation to be submitted to the Deputy Director: Daspoort Wastewater Scientific Services Laboratory or Rietvlei Water Scientific Services Laboratory

3.1.5 The assessment report/quotation shall detail the cause of failure, and the work required to bring the specific equipment in proper and safe operating condition.

3.1.6 After a purchase order has been received all the parts as quoted for must be replaced.

3.1.7 Check that the equipment is back in normal operating condition.

Detailed description of all specification of the services required for the project are in the pricing schedules.

4. DELIVERABLES

The successful bidder must submit a comprehensive project schedule that clearly indicates the deliverable milestones, costs, time frames, delivery dates and progress reports

5. STAGES OF EVALUATION

This bid will be evaluated in the following 4 stages

Stage 1: Administrative Compliance

Stage 2: Mandatory Requirements

Stage 3: Preference Point System

5.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

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

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none">• Tax compliance status PIN.or• Central Supplier Database (CSD)		Tax status must be compliant before the award.

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

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.</p> <p>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></p>		<p>spaces)? All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required? Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or non-submission of the MBD forms, will be considered)?</p>
<p>f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old.</p> <p>NB: The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.</p> <p>If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.</p>		<p>Applicable for tenders above R10m in conjunction with MBD 5)</p> <p>Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.</p>
<p>g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or</p>		<p>If applicable. JV agreement provided? JV</p>

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
<p>relevant documents as per (a) to (f) above must be provided for all JV parties. In addition to the above the bidder must submit a Joint Venture (JV) agreement signed by the relevant parties.</p> <p>NB: It is a condition of this bid that the successful bidder will continue with the same Joint Venture (JV) for the duration of the contract unless prior approval is obtained from the City.</p>		<p>agreement complete and relevant?</p> <p>Agreement signed by all parties? All required documents as per (i.e. a to f) must be provided for all partners of the JV.</p>
<p>h) Bidder attended a compulsory briefing session where applicable</p>		<p>A compulsory briefing register must be signed by the bidder.</p> <p>Bidders will be disqualified should they fail to attend compulsory briefing session</p>
<p>i) Pricing schedule (All items must be quoted for in pricing schedule and if not, all items are quoted the bidder will be disqualified). Unless the tender is awarded per item or per section where the bidder only quoted the items or sections, they are interested in.</p>		<p>Incomplete pricing schedule results in totals being incomparable. Bidder must be disqualified.</p> <p>Bidder will be disqualified should they make corrections on the price schedule without attaching a signature or initialising thereto.</p> <p>Bidder will be disqualified should they use tippex/ correction ink, on the price schedule.</p>

5.2 STAGE 2: MANDATORY REQUIREMENTS

The following items are mandatory for further evaluation. Failure to submit the documents below will lead to disqualification

No	Mandatory Items	Documentation submitted	
		Yes	No
FOR ALL GROUPS IN EACH SECTION			
1	Curriculum Vitae and Certified copies of Competency Certificates for Instrument Technicians with minimum of 4 (four) years working experience		
2	Minimum of 3 (three) reference letters with contactable references from other companies (on the company letterhead) indicating that the service provider has successfully serviced/ maintained/ calibrated similar quoted Laboratory Equipments in South Africa		
3	For Calibration of Instruments in all sections, the service provider should provide Certified Copy of ISO 17025 Certificate indicating that service provider has been authorized to calibrate the Laboratory Equipments		
No	Mandatory Items continued	Documentation submitted	
		Yes	No
Bidding for Section A Groups 1 and 2 as well as Section B Group 1			
1	The service provider should be SANAS Accredited. They should include Certified Copy of SANAS ISO 17025 Certificate		
No	Mandatory Items continued	Documentation submitted	
		Yes	No

Bidding for Section C Groups 1, 2, 4A, 5, 6			
1	The service provider's employees should provide Certified Copy of competency Certificate that they have been trained and approved by the manufacturer of the equipment.		
No	Mandatory Items continued	Documentation submitted	
		Yes	No
Bidding for Section C Group 3			
1	<p>The service provider should:</p> <p>Provide Certified Copy of letter from Thermo Fischer Scientific that they have been approved or authorized by them to work on their instrument/s.</p> <p>Or</p> <p>Provide an Agreement between the company tendering for the requested service/goods and the original supplier/manufacturer of goods or its authorized agent in South Africa</p>		
No	Mandatory Items continued	Documentation submitted	
		Yes	No
<ul style="list-style-type: none"> Bidding for Section D Groups 1 and 2: 			
1	The service provider should provide Certified Copy of Competency Certificate that they have been trained and approved by the manufacturer of the equipments		

Note: If all these documents (per group) are not submitted the bid will not be evaluated further and will not pass to stage 3 of the Bid Evaluation Criteria.

5.3 STAGE 3: PREFERENCE POINT SYSTEM

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

- 80 points for price
- 20 points for Specific Goals

SPECIFIC GOALS

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

The specific goal for this bid is outlined below.

Specific Goal	80/20 preference point system	Proof of specific goals to be submitted
BB-BEE score of companies		Valid Certified copy of BBBEE certificate. For EME's and QSE's copy of a valid Sworn affidavit.
Level 1	8 Points	
Level 2	7 Points	
Level 3	6 Points	
Level 4	5 Points	
Level 5	4 Points	
Level 6	3 Points	
Level 7	2 Points	
Level 8	1 Point	
Non-compliant	0 Points	
EME and/ or QSE	2	Valid Sworn affidavit
At least 51% Women owned companies	2	Certified copy of Identity Document/s

At least 51% owned companies by People with disability	2	Medical Certificate with doctor's details (Practice Number, Physical Address and contact numbers)
At least 51% owned companies by Youth	2	Certified copy of Identity Document/s
Local Economic Participation		Municipal Account statement/Lease agreement.
City of Tshwane Participants	4	
Gauteng Participants	2	
National participants	1	

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

6. TYPE OF AGREEMENT REQUIRED

Service Level Agreement will be completed after the appointment.

7. PRICING SCHEDULE

Detailed pricing schedule is indicated below

NB: It is very important that the “Unit price” column is filled in and that this price be multiplied with the “Estimated number” to get a “Total amount”.

Unit size refers to each item stated under Description

SECTION A: LABORATORY INSTRUMENT SERVICE, REPAIR AND CALIBRATION FOR WHICH THE SERVICE PROVIDER MUST BE SANAS ACCREDITED SITUATED AT CITY OF TSHWANE RIETVLEI AND DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED)

GROUP 1: SERVICE, REPAIR AND CALIBRATION OF EQUIPMENT

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT MEASURE	OF ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	Ovens (various models) @ one temperature point - Labour for service & calibration with certificate	R / service and calibration	Each	30 units	R
2	Heating blocks @ one temperature point - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C :Project Scope)	R / service and calibration	each	100 units	R
3	Incubators (various models) @ one temperature point Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	15 units	R
4	Autoclave (various models) 15lbs pressure @ 121°C Two loads - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	20 units	R
5	Muffle furnace - Labour for service &	R / service and calibration	Each	3 units	R

	calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)				
6	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	2000 kilometres	R
7	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	2000 kilometres	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 2: SERVICE, REPAIR AND CALIBRATION OF EQUIPMENT

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	Mercury Thermometer @ one temperature point - Labour for calibration with certificate.	R / calibration	each	30 units	R
2	Digital Thermometer @ one temperature point - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / calibration	each	200 units	R
3	Mercury Thermometer @ Three temperature points: 3, 35 and 45.5 Degrees	R / calibration	each	30 units	R

	Celsius - Labour for calibration with certificate				
4	Auto pipettes at one point of use - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / calibration	each	100 units	R
5	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	2000 kilometres	R
6	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	2000 kilometres	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

SECTION B: LABORATORY INSTRUMENT SERVICE, REPAIR AND CALIBRATION FOR WHICH THE SERVICE PROVIDER MUST BE SANAS ACCREDITED SITUATED AT CITY OF TSHWANE RIETVLEI AND DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED)

GROUP 1: IN HOUSE AND ONSITE SERVICE, REPAIR AND CALIBRATION OF EQUIPMENT

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER OVER 3- YEAR CONTRACT PERIOD	TOTAL AMOUNT FOR 3-YEAR CONTRACT PERIOD (EXCLUSIVE OF VAT)
1	Analytical balance - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	200 units	R

2	Top pan balance - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	200 units	R
3	Mass Piece set - Labour for calibration with certificate Set of: 2 x 1grams, 2 x 10grams, 2 x 50grams, 2 x 100grams, 2 x 200grams	R / service and calibration	Each set	100 units	R
4	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	2000 kilometres	R
5	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	2000 kilometres	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

SECTION C: LABORATORY EQUIPMENT SERVICE, REPAIR AND CALIBRATION FOR WHICH THE TECHNICIAN MUST SUBMIT COMPETENCY CERTIFICATE THAT THEY HAVE BEEN TRAINED AND APPROVED BY THE MANUFACTURER OF THE EQUIPMENT.

GROUP 1: SERVICING, VALIDATION, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE RIETVLEI AND DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED)

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	Fume hoods (Solar Biotic EFC 1800) Labour and Service Kit (including battery) used for service, Validation & calibration with certificate (Repair and parts as per section 3.1)	R / service and calibration	each	90 units	R
2	Umoya Fume cabinet / Extraction Labour Labour and Service Kit (including	R / service and calibration	each	3 units	R

	battery) used for service & calibration with (Repair and parts as per clause 3.1 of Part C: Project Scope)				
3	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	2000 kilometre	R
4	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	2000 kilometres	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 2: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE DASPOORT WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED)

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	Digester VELP UDK Series - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	30 units	R
2	VELP UDK Scrubber and JP Reticulating Water Aspirator - Labour for service & calibration with (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	30 units	R
3	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory	R /km	kilometre	1000 kilometre	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 3: SERVICING, REPAIR AND CALIBRATION OF EXISTING THERMO SCIENTIFIC EQUIPMENT SITUATED AT CITY OF TSHWANE RIETVLEI AND DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED)

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	Aquakem 250 Analyser annual service and Validation	R / service and calibration	each	3 units	R

	(Thermo Scientific) - Labour and Service Kit used for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)				
3	Thermo Scientific™ Gallery Instrument (AQUA MASTER) Labour and Service Kit used for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	3 units	R
4	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	2000 kilometre	R
5	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	2000 kilometres	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 4A: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE RIETVLEI WATER TREATMENT LABORATORY (AS AND WHEN REQUIRED)

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	Teledyne Tekmar UV PERSULPHATE TOC ANALYSER service Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	7 units	R
2	Reaction vessel-parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser. Supply only	R /unit	each	3 units	R
3	Copper, 20 Mesh, 45gram- parts for replacement on existing Teledyne tekmar UV persulphate TOC	R /unit	each	5units	R

	analyser. Supply only				
4	Tin, 20 Mesh, 45gram- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser. Supply only	R /unit	each	5 units	R
5	UV reactor- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser Supply only	R /unit	each	3 units	R
6	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	Kilometre	1000km	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 5: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED) WHERE MAKE IS SPECIFIED REQUIRE QUALIFIED TRAINED SUPPLIER APPROVED TECHNICIANS.

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
1	SYNERGY Ultra Pure type1 WATER PURIFICATION EQUIPMENT Labour and Service Kit used for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	7 units	R
2	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	400km	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 6: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES (AS AND WHEN REQUIRED) WHERE SERVICE PROVIDER SHOULD PROVIDE COMPETENCY CERTIFICATE THAT THEY HAVE BEEN TRAINED AND APPROVED BY THE MANUFACTURER OF THE EQUIPMENT

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER	TOTAL AMOUNT (EXCLUSIVE OF VAT)
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1	WATER PURIFICATION EQUIPMENT (Model : <i>MorS1.300. - Complete water system</i>) Labour and Service Kit used for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	7 units	R
2	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	400km	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

SECTION D: LABORATORY EQUIPMENT SERVICE, REPAIR AND CALIBRATION FOR WHICH THE TECHNICIAN MUST SUBMIT PROOF THAT THEY HAVE BEEN TRAINED AND APPROVED BY THE MANUFACTURER OF THE EQUIPMENT.

GROUP 1: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE RIETVLEI AND DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES TYPE 1 (AS AND WHEN REQUIRED)

(EACH LINE ITEM REQUIRED A CERTIFICATE OF CALIBRATION)

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER OVER 3-YEAR CONTRACT PERIOD	TOTAL AMOUNT FOR 3-YEAR CONTRACT PERIOD (EXCLUSIVE OF VAT)
1	HACH CL17 Chlorine analyser - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	6 units	R
2	HACH pH Online - Labour for service & calibration with certificate (Repair and parts as per clause 6 of Part C3: Scope of work and travel cost as below)	R / service and calibration	each	6 units	R
3	HACH DO meters - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	30 units	R
4	HACH DRB 200 Digesters- Labour for service & calibration with certificate (Repair and parts as per	R / service and calibration	each	30 units	R

	clause 3.1 of Part C: Project Scope)				
5	HACH DR 2700 Spectrophotometer- Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	30 units	R
6	HACH DR 2800 Spectrophotometer- Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	10 units	R
7	HACH DR890 Spectrophotometer- Labour for service & calibration with certificate (Repair and parts as per clause 6 of Part C3: Scope of work and travel cost as below)	R / service and calibration	each	3 units	R
8	HACH DR2000 Spectrophotometer- Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	3 units	R
9	HACH DR/900 Multi-parameter Colorimeter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	3 units	R
10	HACH 2100P turbidity meters - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	20 units	R
11	HACH 2100Q turbidity meters - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	40 units	R
12	Senslon pH meters - Labour for service & calibration with certificate (Repair and parts as per clause 6 of Part C3: Scope of work and travel cost as below)	R / service and calibration	each	6 units	R
12	Senslon conductivity meters - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	6 units	R
13	HACH PC11 pocket colorimeter chlorine meters - Labour for service & calibration with certificate	R / service and calibration	each	40 units	R

	(Repair and parts as per clause 3.1 of Part C: Project Scope)				
14	HACH CL17 Chlorine analyser - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	6 units	R
15	HACH pH Online - Labour for service & calibration with certificate ((Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	6 units	R
16	HACH handheld pH meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	10 units	R
17	HACH handheld EC meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	6 units	R
18	HACH handheld ORP meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	6 units	R
19	Lovibond SQ 70 handheld pH meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	4 units	R
20	Lovibond handheld EC meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	10 units	R
21	Lovibond handheld ORP meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	20 units	R
22	HQ Series Multi Fluoride Meter- Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	5 units	R
23	Hanna pH+ISE+EC meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	3 units	R

24	Jenway 3540 pH& Conductivity Meter - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	3 units	R
25	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	1000 km	R
26	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	1000 km	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 2: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES TYPE 5 (AS AND WHEN REQUIRED).

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER OVER 3-YEAR CONTRACT PERIOD	TOTAL AMOUNT FOR 3-YEAR CONTRACT PERIOD (EXCLUSIVE OF VAT)
1	Atomic Absorption Spectroscopy (AAS) Instrument and all accessories. AA – 6300 (SHIMADZU) - Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	10 units	R
2	ICPE 9000 Plasma Atomic Emission Spectrometer (SHIMADZU) and all accessories. Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	10 units	R
3	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	1000 km	R
4	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	1000 km	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

GROUP 3: SERVICING, REPAIR AND CALIBRATION OF EXISTING EQUIPMENT SITUATED AT CITY OF TSHWANE RIETVLEI AND DASPOORT WATER AND WASTE WATER TREATMENT LABORATORIES TYPE 8 (AS AND WHEN REQUIRED)

No	DESCRIPTION	UNIT PRICE EACH (EXCLUSIVE OF VAT)	UNIT OF MEASURE	ESTIMATED NUMBER OVER 3- YEAR CONTRACT PERIOD	TOTAL AMOUNT FOR 3-YEAR CONTRACT PERIOD (EXCLUSIVE OF VAT)
1	Centrifuge (MSE) Labour for service & calibration with certificate (Repair and parts as per clause 3.1 of Part C: Project Scope)	R / service and calibration	each	9 units	R
2	Travelling Costs per to/from Tshwane House and Rietvlei Laboratory	R /km	kilometre	1000km	R
3	Travelling Costs per kilometre to/from Tshwane House and Daspoort Laboratory.	R /km	kilometre	1000km	R
Total Price (Vat Exclusive).					
Vat @15%					
Total Price (Vat Inclusive)					

8. MAINTENACE SCHEDULE

No	NAME OF EQUIPMENT/INSTRUMENT	TYPE OF MAINTENANCE	MAINTENANCE FREQUENCY
1	Ovens (various models) one temperature point	Service/Calibration	ANNUALY
2	Heating blocks @ one temperature point	Service/Calibration	ANNUALY
3	Incubators (various models) @ one temperature point	Service/Calibration	ANNUALY
4	Autoclaves (various models) 15lbs pressure @ 121°C Two loads	Service/Calibration	ANNUALY
5	Muffle furnace	Service/Calibration	ANNUALY
6	Mercury Thermometers @ one temperature point	Calibration	ANNUALY
7	Digital Thermometers @ one temperature point	Calibration	ANNUALY
8	Mercury Thermometers @ Three temperature points: 3, 35 and 45.5 Degrees Celsius	Calibration	ANNUALY
9	Auto pipettes at one point of use	Service/Calibration	ANNUALY
10	Analytical balances	Service/Calibration	ANNUALY

11	Top pan balances	Service/Calibration	ANNUALY
12	Mass Piece SET consisting of: 2 x 1grams, 2 x 10grams, 2 x 50grams, 2 x 100grams, 2 x 200gram)	Calibration	ANNUALY
12	Fume hoods (Solar Biotic EFC 1800)	Service/Calibration/Validation	ANNUALY
13	Umoya Fume cabinet / Extraction	Service/Calibration/Validation	ANNUALY
14	Digesters VELP UDK Series	Service/Calibration	ANNUALY
15	VELP UDK Scrubber and JP Reticulating Water Aspirator	Service/Calibration	ANNUALY
16	Aquakem 250 Analyser (Thermo Scientific)	Service/Calibration	ANNUALY
17	Service of Thermo Scientific TM Gallery Instrument (AQUA MASTER)	Service/Calibration	ANNUALY
18	Teledyne Tekmar UV PERSULPHATE TOC ANALYSER service	Service/Calibration	ANNUALY
19	Reaction vessel- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser. Supply only	Service/Calibration	ANNUALY
20	Service of Thermo Scientific TM Gallery Instrument (AQUA MASTER)	Service/Calibration	ANNUALY
21	Teledyne Tekmar UV PERSULPHATE TOC ANALYSER service	Service/Calibration	ANNUALY
22	Reaction vessel- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser. Supply only	Service/Calibration	ANNUALY
23	Copper, 20 Mesh, 45gram- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser. Supply only	Service/Calibration	ANNUALY
24	Tin, 20 Mesh, 45gram- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser. Supply only	Service/Calibration	ANNUALY
25	UV reactor- parts for replacement on existing Teledyne tekmar UV persulphate TOC analyser Supply only	Service/Calibration	ANNUALY
26	SYNERGY Ultra-Pure type1 WATER PURIFICATION EQUIPMENT	Service/Calibration	ANNUALY
27	WATER PURIFICATION EQUIPMENT (Model : MorS1.300. - Complete water system)	Service/Calibration	ANNUALY
28	HACH CL17 Chlorine analyser	Service/Calibration	ANNUALY
29	HACH pH Online	Service/Calibration	ANNUALY
30	HACH DO meters	Service/Calibration	ANNUALY
31	HACH DRB 200 Digesters	Service/Calibration	ANNUALY
32	HACH DR 2700 Spectrophotometer	Service/Calibration	ANNUALY

33	HACH DR 2800 Spectrophotometer	Service/Calibration	ANNUALY
34	HACH DR890 Spectrophotometer	Service/Calibration	ANNUALY
35	HACH DR2000 Spectrophotometer	Service/Calibration	ANNUALY
36	HACH DR/900 Multi-parameter Colorimeter	Service/Calibration	ANNUALY
37	HACH 2100P turbidity meters	Service/Calibration	ANNUALY
38	HACH 2100Q turbidity meters	Service/Calibration	ANNUALY
39	Senslon pH meters	Service/Calibration	ANNUALY
40	Senslon conductivity meters	Service/Calibration	ANNUALY
41	HACH PC11 pocket colorimeter chlorine meters	Service/Calibration	ANNUALY
42	HACH CL17 Chlorine analyser	Service/Calibration	ANNUALY
43	HACH pH Online	Service/Calibration	ANNUALY
44	HACH handheld pH meter	Service/Calibration	ANNUALY
45	HACH handheld EC meter	Service/Calibration	ANNUALY
46	HACH handheld ORP meter	Service/Calibration	ANNUALY
47	Lovibond SQ 70 handheld pH meter	Service/Calibration	ANNUALY
48	Lovibond handheld EC meters	Service/Calibration	ANNUALY
49	Lovibond handheld ORP meters	Service/Calibration	ANNUALY
50	HQ Series Multi Fluoride Meters	Service/Calibration	ANNUALY
51	Hanna pH+ISE+EC meters	Service/Calibration	ANNUALY
52	Jenway 3540 pH& Conductivity Meters	Service/Calibration	ANNUALY
53	Atomic Absorption Spectrometer (AAS) I. AA – 6300 (SHIMADZU)	Service/Calibration	ANNUALY
54	ICPE 9000 Plasma Atomic Emission Spectrometer (SHIMADZU)	Service/Calibration	ANNUALY
55	Centrifuge (MSE)	Service/Calibration	ANNUALY

9. AWARD

The tender will be awarded based on the following methodology:

The awarding will be done for individual group per bidder and all items in a group should be priced. If any of the line item in the group is not priced, the bidder will be disqualified for further evaluation in that group.

The CoT reserves the right to award more than one group to one contractor whichever will be to the benefit of the CoT.

The estimated total number over the three-year contract period as indicated in the Price Schedule tables in each individual group below is used for tender evaluation purposes only and the number of items might vary over the contract period.

10. VALIDITY PERIOD

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

11. MARKET ANALYSIS

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

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

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY					
BID NUMBER:	WS 05-2025/26	CLOSING DATE:	15 October 2025	CLOSING TIME:	10:00
DESCRIPTION	Tender for the maintenance, service and calibration of various laboratory instruments for a period of three years				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

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

Tshwane House					
Supply Chain Management					
320 Madiba Street					
Pretoria CBD					
0002					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<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	Phillip Modikoe
CONTACT PERSON	Lukkie Thobejane-Selowe	TELEPHONE NUMBER	012 358 0708
TELEPHONE NUMBER	012 358 6282	FACSIMILE NUMBER	n/a
FACSIMILE NUMBER	n/a	EMAIL ADDRESS	phillipmod@tshwane.gov.za
EMAIL ADDRESS	lukkiet3@tshwane.gov.za		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION	
1.1	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE
1.3	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.	
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
3.1	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<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:

PRICING SCHEDULE: FIRM PRICES (PURCHASES)

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

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

Name of Bidder.....	Bid Number
Closing Time	Closing Date

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

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

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

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

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

* Delete if not applicable

PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)

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

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

Name of Bidder	Bid number
Closing Time	Closing Date

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

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

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

PRICE ADJUSTMENTS

A. NON-FIRM PRICES SUBJECT TO ESCALATION

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

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

Where:

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

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

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

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

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

B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

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

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

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

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

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

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

DECLARATION OF INTEREST

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

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

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars.

.....

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

3.10.1 If yes, furnish particulars.

.....

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

3.11.1 If yes, furnish particulars.

.....

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

3.12.1 If yes, furnish particulars.

.....

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

3.13.1 If yes, furnish particulars.

.....

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

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to

preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \end{array}$$

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

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

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
BB-BEE score of companies <ul style="list-style-type: none"> Level 1 Level 2 Level 3 Level 4 	<ul style="list-style-type: none"> 8 Points 7 Points 6 Points 5 Points 	

Specific goals	80/20 preference point system	Number of points claimed (80/20 system) (To be completed by the tenderer)
<ul style="list-style-type: none"> • Level 5 • Level 6 • Level 7 • Level 8 • Non-compliant 	<ul style="list-style-type: none"> • 4 Points • 3 Points • 2 Points • 1 Point • 0 Points 	
EME and/ or QSE	2 Points	
At least 51% of Women-owned companies	2 Points	
At least 51% owned companies by People with disability	2 Points	
At least 51% owned companies by Youth	2 Point	
Local Economic Participation <ul style="list-style-type: none"> • City of Tshwane • Gauteng • National 	4 Points 2 Points 1 Point	

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:
.....

4.5. TYPE OF COMPANY/ FIRM

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

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

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

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

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 (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **WS 05 2025/26** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing 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 specific goals in terms of the Preferential Procurement Regulations 2022;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the 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:

CONTRACT FORM: RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as 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

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1
2

DATE:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **WS 05 2025/26**

TENDER FOR THE MAINTENANCE, SERVICE AND CALIBRATION OF VARIOUS LABORATORY INSTRUMENTS FOR A PERIOD OF THREE YEARS

in response to the invitation for the bid made by:

CITY OF TSHWANE MUNICIPALITY

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

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature

Date _____

Position

Name of Bidder

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT

GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

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

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

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

TABLE OF CLAUSES

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

General Conditions of Contract

1. Definitions

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

- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

1. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid.
Where applicable a non-refundable fee for documents may be charged.

	3.2	With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. Standards	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of contract documents and information inspection.	5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
	5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
	5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
	5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. Patent rights	6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security	7.1	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
	7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
	7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: <ul style="list-style-type: none"> (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or (b) a cashier's or certified cheque
	7.4	The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
8. Inspections, tests and analyses	8.1	All pre-bidding testing will be for the account of the bidder.

- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance	11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
12. Transportation	12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. Incidental services, services	13.1	<p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (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	<p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
15. Warranty	15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
	15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the

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

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
 - 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
 - 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
 - 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
 - 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 in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract**
- 18.1 No variation in or modification of the terms of the contract shall be made **amendments** except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

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

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

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

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

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

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

25. Force Majeure

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

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

		reasonable alternative means for performance not prevented by the force majeure event.
26. Termination for insolvency	26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
27. Settlement of Disputes	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, <ul style="list-style-type: none"> (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28. Limitation of liability	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; <p>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</p> <p>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.</p>
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation
- 34. Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

SERVICE LEVEL AGREEMENT

Between:

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(hereinafter referred to as 'The Client' and further referred to as 'the City')

Duly represented by: Mr Johann Mettler (City Manager)

And

.....

(hereinafter referred to as 'The Service Provider' and further referred to as

.....

Duly represented by:(Managing Director)

The City of Tshwane Metropolitan Municipality a municipality as described in section 2 of the Local Government: Municipal Systems Act 32 of 2000 as amended and as contemplated in section 155 of the Constitution of the Republic of South Africa Act 108 of 1996 as amended, a category A municipality, or the Assignee, if applicable, herein represented by Mr J. Mettler, in the capacity of City Manager, duly authorised thereto under and by virtue of a resolution passed by Council of the City of Tshwane Metropolitan Municipality, and who by his signature hereto warrants that he is properly authorised to sign this Service Level Agreement.

..... a company with limited liability and registered in accordance with company laws of the Republic of South Africa with registration number: and duly represented by....., in his capacity as, Managing Director, duly authorised thereto under and by virtue of a resolution of the Board passed on, copy of which is annexed as 'Annexure A', and who by his signature hereto warrants that he is properly authorised to sign this Agreement.

PREAMBLE

WHEREAS the Parties agree as follows:

The Municipality has appointed to supply City of Tshwane Laboratories with consumables and maintenance for existing sole supplier equipment, as and when required.

AND WHEREAS has accepted such appointment and shall render the services to the Municipality on the terms and conditions as set out in this agreement and the contract document;

AND WHEREAS the Service Provider wishes to provide such services and warrants that the services will be performed in a professional and competent manner, consistent with industry standards reasonably applicable to such services;

AND WHEREAS the Service Provider, in submitting a bid in response to the City's request for tender, warrants that it has the necessary expertise, skills and capabilities to provide the service.

NOW THEREFORE the Parties have agreed to enter into this Agreement, in terms of which the Service Provider, shall provide these Services, to the City in accordance with the terms and subject to the conditions of this Agreement and the contract document.

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DEFINITIONS

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

'The Agreement' shall mean this Service Level Agreement (SLA), together with the tender documentation, the General Conditions of Contract (GCC), and any other annexures hereto, and “this agreement” shall have a corresponding meaning.

'Business Day' means any day from Monday to Friday excluding Public Holidays as defined in the Public Holidays Act 36 of 1994 as amended (hereafter referred to as 'the Act');

'Business Week' means five consecutive Business Days, excluding Public Holidays as defined in the Act;

'City' means the City of Tshwane Metropolitan Municipality, a metropolitan municipality established in terms of section 12 of the Local Government: Municipal Structures Act 32 of 2000 as amended;

'Contact Persons' shall mean the persons identified by the Parties as persons who are responsible for the execution of this Agreement

and whose names are set out in the Annexures A1 and A2 and who can be substituted in writing from time to time;

'Contract Price' shall mean the amount reflected as the contract price in the appointment letter;

'Contract Period' means the contract period as reflected on appointment letter and and/or deviation directive by the accounting officer;

'Consumer and/or Customer' shall mean any person, government department, firm or company identified in this Agreement for whom the Project is to be carried out and shall include the Consumer's and/or Customer's legal representatives, successors and assigns.

'Day' means a period of 24 consecutive hours reckoned from the time such employee commences work and daily has a corresponding meaning excluding weekends;

'Effective Date' shall mean the XXXXXXXXXXXX, notwithstanding the Signature Date;

'force majeure' shall mean an event and/or events of *force majeure* or by reason of *any event and/or events* where a party and/or both parties has been prevented from performing any of its contractual obligations under this Agreement by an event and/or events beyond its control;

'force majeure event and/or events' shall mean an event and/or events of *force majeure* or by reason of act of God, fire, riot, public disorder, unrest or protests, unprotected strikes or industrial actions, war (whether declared or not) embargos, its national restrictions, shortage of transport and/or electricity facilities not caused by such party, acts of terrorism and/or terrorist activities as defined in the Protection of constitutional democracy against terrorist and related activities act 33 of 2004 as amended, any court order, any requirements of any governmental authority or other competent authority, any theft and/or destruction of property of such party, international and/or domestic cyberattack, interruption of electrical power supply and/or destruction of equipment due to any cause beyond the reasonable control of such party, a delay or hamper a regular delivery schedule include a glitch at the site of a supply source, problems with transportation or inclement weather, where supplies are not forthcoming as needed, any emergency situation and/or occupational hazard, which may pose a threat directly or indirectly to the health or safety to any person and any reason related or any other circumstances whatsoever or howsoever, which are not within the reasonable control of such party (collectively acts of *force majeure*), such party will be deemed to have been

released from such obligations, but only to the extent and for so long as it is so prevented from performing such obligations;

'Goods' shall mean the Services to be rendered by the service provider,

'Law' include South African common law;

'Month' shall mean a calendar month;

'Public holiday' means New Year's Day, Human Rights Day, Good Friday, Family Day, Freedom Day, Workers' Day, Youth Day, National Women's Day, Heritage Day, Day of Reconciliation, Christmas Day and Day of Goodwill, as specified in Schedule 1 of the Public Holidays Act, 36 of 1994 as amended, provided that whenever any public holiday falls on a Sunday, the following Monday shall be a public holiday;

'Parties' means the City and Service Provider and "Party" means either of them as the context requires;

'Services' means services to be provided by the Service Provider to the City as detailed in clause 0 below;

'Service Provider' means XXXXXXXXXXXXXXXX a company duly incorporated in accordance with the company laws of the Republic of South Africa, with company registration number: xxxxxxxxxxxxxxxxxxxx;

'Signature Date' means the date of signature of this Agreement by the Party signing last;

'Subcontract' means any contract or agreement or proposed contract between the Service Provider and any third party whereby that third party agrees to provide to the Service Provider the Services or any part thereof;

'Subcontractor' means the third party with whom the Service Provider enters into a Subcontract;

'Tax Invoice' means the document as required by section 20 of the Value Added Tax Act 89 of 1991, as amended from time to time; and

'VAT' means Value Added Tax as defined in terms of the Value Added Tax Act of 1991.

The terms and conditions contained in the General Conditions of Contract (contract document), incorporated herein, and annexed hereto as "A", form part of the agreement between the Parties.

In the event of any inconsistency between the provisions of this Agreement (SLA) and the terms and conditions contained in the

contract document, the provisions of the SLA shall prevail over the terms and conditions contained in the contract document.

INTERPRETATION

Headings and sub-headings are inserted for information purposes only and shall not be used in the interpretation of this Agreement.

Unless the context clearly indicates a contrary intention, any word connoting:

any singular shall be deemed to include a reference to the plural and vice versa;

any one gender shall be deemed to include a reference to the other two genders; and

a natural person shall be deemed to include a reference to a legal or juristic person.

The rule of interpretation that a written agreement shall be interpreted against the party responsible for the drafting or preparation of that Agreement shall not apply.

Where figures are referred to in numerals and in words and there is any conflict between the two, the words shall prevail.

Any reference to any legislation is a reference to such legislation as at the Signature Date and as amended or re-enacted, from time to time.

If any provision in a definition is a substantive provision conferring any rights or imposing any obligations on any party, then notwithstanding that, it is only in this interpretation clause, effect shall be given to it as if it were a substantive provision in this Agreement.

APPOINTMENT

The City has, in terms of an already provided appointment letter, appointed the Service Provider, who accepts such appointment, to

provide the Services in accordance with the terms and subject to the conditions of this Agreement.

PURPOSE OF THE AGREEMENT

The Purpose of this Agreement is to:

formalise and regulate the working relationship between the Parties;

set out the roles and responsibilities of the Parties; and

define process and procedures to be followed by the Parties.

RELATIONSHIP

The Service Provider acknowledges and agrees that its status under this Agreement is that of an independent service provider and its status shall in no way be deemed to be that of an agent or employee of the City, for any purpose whatsoever, and the Service Provider shall have no authority or power to bind the City or to contract in the name of the City, or create a liability against the City in any way or for any purpose.

DURATION

This Agreement shall commence on the xxxxxxxxxxxx, notwithstanding the date of signature and shall subsist until end of contract as per appointment letter, unless terminated earlier.

Should the need arise, this Agreement shall further be subject to review by the City and, at the City's sole discretion, extended for a further period ('Renewal Period'), on condition that the Service Provider has not breached any of the provisions of this Agreement during the initial Contract Period, and the City has not issued a written notice to the Service Provider of its intention to terminate this Agreement.

The Parties shall negotiate the terms and conditions of the Agreement for the Renewal Period.

CONTACT PERSON

The work to be performed by the Service Provider hereunder will be supervised by City's Contact Person.

The Parties shall notify each other, in writing from time to time, of the details of their nominated Contact Person should changes to said Contact Person occur.

The Contact Persons shall liaise and update each other on the progress of the Services rendered and shall endeavour to resolve and

remedy any problems or disputes that may arise in relation to the Services.

Either Party may substitute a Contact Person at its discretion provided that each Party shall give the other Party reasonable notice of such substitution and will provide replacement employees of equivalent ability.

Without derogating from the foregoing, should either Party replace a Contact Person for any reason whatsoever, it shall ensure, to the greatest extent possible in the circumstances, that the suitable period of hand-over and overlap takes place, at its cost, between the new and the encumbered Contact Person.

SCOPE OF WORKS

The Service Provider shall provide a Laboratory Analysis Service according to SANS241 Drinking Water Standard for a period of 3 years, as and when required.

BATHO PELE PRINCIPLES

The City adheres to the *Batho Pele* principles, and it is required that any service provider, its agents, or representatives shall adhere to the following *Batho Pele* principles in the execution of this agreement:

To treat City's communities, Consumers and/or Customers, with Courtesy,

To treat City's communities, Consumers and/or Customers, with respect,

To treat City's communities, Consumers and/or Customers with, openness and transparency,

To provide the City's communities, Consumers and/or Customers, with information reacting to the disconnection process,

TURN AROUND TIME

The service provider will be bound to render service within 10 working days after receiving water samples.

Where the results are questionable, the service provider will have to respond within 5 hours during normal working hours which is from

7:30am to 4pm after receiving such notice and will take not more than 7 working days to resolve the matter.

Any changes to the original approved programme indicated in 10.1 and 10.2 will need to be communicated in writing to the City or the Agent of the City in accordance with the GCC 2010.

Extension of time should be communicated in writing in accordance with the GCC 2010 and in line with the contract document.

NON-CONFORMANCES

That the Service Provider shall:

not solicit and/or take bribery from the City's communities, Consumers and/or Customers;

not perform activities regarded as illegal;

not perform any unauthorised work;

not intentionally causes any damage to the City's infrastructure, but perform as stipulated in the Scope of Works.

pay its employees' remuneration and any other statutory payments, as contained in this Agreement.

COMMUNICATION BETWEEN THE CITY AND THE SERVICE PROVIDER

The parties to this agreement agree that the following communication method; email, shall be agreed as a medium to communicate instruction to the Service Provider and that Service Provider, shall

email to the City, acknowledging the instruction and proving reports to the City.

The City, shall communicate with the service provider and vice versa via the Agent of the City. All communication will only be accepted in writing.

NON PERFORMANCE AND PENALTIES

The parties agree that in an event the Service Provider fail to comply with its obligations in terms of this Agreement, the following penalties shall apply,

That failure to comply with item 10 and item 11,

shall for the first incident constitute a reprimand for non-performance,

shall for the second incident constitute a written warning for non-performance,

shall for the third incident, enable the City to terminate this Agreement for non-performance, or impose financial and or non-financial penalty at the sole discretion of the City.

Before the City implements any remedy contained in 13.1.1.3 to this Agreement, the City shall provide the Service Provider with a written notice, requiring the Service Provider to remedy the default within 7(seven) days, from the date of delivery of the notice.

Should the Service Provider, fail to remedy the default within 7 (seven) days after receiving the notice, then the City shall be entitled, without prejudice or limitations to any alternative or right of action or remedy available to the City, and without further notice, impose a financial penalty per day for each day following the above-mentioned 7(seven) days as prescribed in the contract document.

If, as a result of Service Provider's negligence, the Municipality suffer loss or property damage, the Service Provider will reimburse the Municipality for the portion of any damages for which Service Provider is found to be liable.

PRICE AND PAYMENT

The City shall pay to the Service Provider the services rendered to the City in accordance to the Agreement.

All payments under this Agreement, shall be made by electronic fund transfer (EFT) or other forms of payment as the Parties may agree from time to time, upon receipt of valid and undisputed Tax Invoices and month-end statements together with the supporting documentation from the Service Provider, once the undisputed Tax

Invoices or such portion of the Tax Invoices which are undisputed become due and payable.

All amounts and other sums payable in terms of this Agreement and Schedules hereto will be stipulated exclusive of VAT, unless expressly stated otherwise.

Unless otherwise provided in the Schedules, valid Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by The City within 30 (thirty) days after the date of receipt by The City of the Service Provider's statement together with the relevant valid and undisputed Tax Invoice(s) and supporting documentation,

There shall be no interest levied on a Tax Invoice that is in dispute between the Parties.

The City shall pay the amount reflected on a Tax Invoice once the City's Contact Person and Finance have verified that the Services set out in a schedule have been rendered and the Tax Invoice amount has been approved by the City.

All Tax Invoices shall be addressed to the City's Contact Person.

All payments shall be transferred, by the City to the Service Provider electronically into the Service Provider's bank account, the details of which are set out below:

Name: XXXXXXXXXXXXXXXXXXXXXXXX

Bank: XXXXXXXXXXXXX

Account type: xxxxxxxxxxxx

Account No: xxxxxxxxxxxx

Branch No: xxxxxxxxxxxx

14.9. Failure to comply with the clauses above may result in late payment of the total amount of an invoice by the Service Provider to the City. The City shall not be liable for any costs or damages suffered by the Service Provider as a 14.10 Service Provider will be responsible for the payment of it's sub-contractors or any other party contracted by the Service Provider to perform Work under this contract.

SERVICE LEVELS

The Service Provider acknowledges that the City has entered into this Agreement, relying specifically on the Service Provider's

representations and warranties regarding service levels including, *inter alia*:

capacity allocations in accordance with the Service to be provided;

all work to be performed and Services rendered under this Agreement shall comply with industry norms and best practice acceptable within the Services industry and shall be executed by the Service Provider to the total satisfaction of the City.

The Service Provider shall provide suitably qualified and trained employees to provide the Services to the City in terms of this Agreement, and shall allocate, in its discretion employee resources in accordance with the technical skill and knowledge required, provided that any exercise of such discretion by the Service Provider shall not negatively impact on the provision of the Services by the Service Provider to the City, and shall allocate employees with the technical skill and knowledge onsite at the City at all times during normal working hours, if the City so requires.

The Service Provider's must provide the City with a detailed proposal within one month of the following as per the appointment letter:

Number of jobs to be created through the project.

Spin offs to the Local Economy

Strategy for appointment of Locals

INDEPENDENT CONTRACTOR

The Service Provider is appointed as an independent contractor, and not as an employee, and at all relevant times during the currency of this Agreement no employer/employee relationship shall exist between the parties. The City shall not be liable for any injury, loss or damage directly or indirectly incurred by the Service Provider, as an independent contractor, arising out of or in connection with the Services rendered by the Service Provider in accordance with this Agreement.

WITHHOLDING OF SERVICES

The Service Provider may not under any circumstances, including, without limitation, non-payment by the City, withhold any Services from

the City, during the period of this Agreement, unless it validly terminates this Agreement in terms of clause 0 below.

ACCESS

The City shall allow the Service Provider reasonable access to its premises, provided that:

access is related to the Services to be provided by the Service Provider;
and

the Service Provider adheres to all rules, regulations and instructions applicable.

The City shall grant the Service Provider and/or its employees, access to its premises to perform its obligations in terms of this Agreement.

The Service Provider and its employees shall at all time when entering the premises and/or Service Areas and/or Delivery Areas of the City comply with all rules, laws, regulations and policies of the City.

INSPECTION

The City may at any time, inspect the Services levels of the Service Provider under this Agreement.

The Service Provider shall immediately upon receipt of written demand by the City, remedy such failure or default, within 48 (forty eight) hours.

Should the Service Provider fail to remedy the failure or default referred to above then, the City shall have the right to impose penalties as

provided for in clause 13 or invoke the provisions of clauses and/or clause 0 below.

To enable the City to determine whether the Services rendered in terms of this Agreement are being complied with the Service Provider shall:

provide the City with such information as it may reasonably require;

allow the City to inspect and take copies of any records of the Service Provider relating to the Services, including all hardware, software, data, information, visuals, procedures, event logs, transaction logs, audit trails, books, records, contracts and correspondence;

allow the City or its authorised representatives to conduct interviews with any of the Service Provider's employees, subject to reasonable notice being given to the Service Provider.

Service Provider to Provide Reasonable Assistance

Where any information is required for inspection in terms of this clause and the information is kept in a computer, the Service Provider shall give the City reasonable assistance required to facilitate inspection and obtain copies of the information in a visible and legible form or to inspect and check the operation of any computer and any associated apparatus or material that is or has been in use in connection with the keeping of the information.

Any information required to be provided to the City pursuant to this clause 18 shall be provided by the Service Provider, as the case may be in such form (including a form otherwise than in writing) as the City may reasonably specify.

The cost of any inspection contemplated in terms of clause 19.1 shall be for the account of the City unless any material irregularity or failure on the part of the Service Provider is determined in the course of such inspection.

The inspection contemplated under this Agreement shall be conducted:

during normal business hours;

save where the circumstances justify it, on reasonable notice to the Service Provider; with the minimum interference in the provision of the Goods and/or Services and the Service Provider's other operations.

SERVICE PROVIDER'S WARRANTIES AND INDEMNITIES

Service Warranties

The Service Provider warrants that in relation to the Service provided under this Agreement:

it has full capacity and authority to enter into and perform under this Agreement, and that this Agreement is executed by duly authorised representatives of the Service Provider;

it possesses or has access to the requisite knowledge, skill and experience to provide the Services in an expert manner;

it will discharge its obligations under this Agreement and any annexure, appendix or Schedule hereto with all due skill, care and diligence;

all work performed and Services rendered under this Agreement, shall comply with prevailing professional ethics, practice, standards and specifications within the industry;

it will be solely responsible for the payment of remuneration and associated benefits, if any, of its employees and for withholding and remitting income tax for its employees, in conformance with any applicable laws and regulations;

the use or possession by the City of any materials shall not subject the City to any claim for infringement of any Intellectual Property Rights of any third party;

with promptness and diligence and in a skilful manner and in accordance with the practices and professional standards of operations while performing Services and/or delivering Goods and/or similar to the Services and/or Goods;

which Services and/or Goods shall in all aspects comply with industry norms and best practice to the satisfaction of the City with regard to materials and workmanship; ;

using and adopting any standards, processes and procedures required under this Agreement;

warranting that it shall employ suitably qualified and trained employees to provide the Services and/or Goods to the City and it shall allocate employees in accordance with the technical skill and knowledge required;

free from any defects in material and workmanship;

maintaining and causing to be maintained the highest standard of workmanship and care in undertaking the Services and/or processing the Goods;

maintaining and caused to be maintained the highest standard of care and diligence in providing the Services, maintenance and support;

ensuring that all applicable laws are observed;

without derogating from the generality of the foregoing, strictly adhering to any or all laws, regulations and accepted procedures with regard to health, hygiene and the maintaining of the environment in the manufacture, packaging, labelling, identification, storage and transportation of the Goods.

Guaranteeing that the Goods shall be in good working condition for the warranty and / or maintenance period of the Goods and that the Service Provider shall be responsible for the costs of repair of the Goods should the Goods require to be repaired to their normal use.

Indemnity

The Service Provider hereby indemnifies the City against any claim which may be brought against the City by the Service Provider's employees or a third party, arising from the execution of this Agreement alternatively which arises against the City as a result of the Service Provider's breach of any of the provisions of this Agreement, provided that the City shall notify the Service Provider in writing within a reasonable time, and in any event not less than 14 (fourteen) Working days of the City becoming aware of any such claim to enable the Service Provider to take steps to contest it and shall provide the Service Provider with such reasonable assistance as may be necessary to enable the Service Provider to defend the claim to the extent only that it is in a position to render such assistance.

The Service Provider may, within 5 (five) Working Days of receipt of written notice from the City aforesaid, elect in writing to contest such a claim in the name of the City and shall be entitled to control the proceedings in regard thereto, provided that the Service Provider indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

NEW ORDER INDUSTRIES' EMPLOYEES

Liability for Criminal Acts of Employees

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

Character of Employees

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

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

The City may, after obtaining the written consent from the Service Provider, conduct all reasonable background checks into the Service Provider's employees from time to time, if and when the City has reasonable suspicion that it necessary to do so.

STATUTORY & EMPLOYMENT ISSUES

The Service Provider shall comply with all employment legislation, regulations and Code of Good Practices. The Service Provider warrants that it has full knowledge of all relevant statutory, collective and other stipulations applicable to the relationship with its personnel and its relationship with the City.

This includes, but is not limited to, the Constitution of the Republic of South Africa, Act 108 of 1996 as amended, the Employment Equity Act 55 of 1998 as amended, the Promotion of Equality and Prevention of Unfair Discrimination Act 2000 as amended, the Basic Conditions of Employment Act 75 of 1997 as amended, the Labour Relations Act 65 Of 1995 as amended, and the Occupational Health and Safety Act 85 of 1993 as amended;

Code of Good Practices

The relevant Codes that underpin employment equity include the following:

Code of Good Practice on Integrating Employment Equity into Human Resources Practices and Policies of 2005, Code of Good

Practice: Key Aspects on the Employment of People with Disabilities of 2002, Code of Good Practice on Key Aspects of HIV/AIDS and Employment, Amended Code of Good Practice on the Handling of Sexual Harassment Cases in the Workplace of 2005; and Code of Good Practice: Dismissal Schedule 8 of the Labour Relations Act 65 of 1995.

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

Occupational Health and Safety Act, 1993

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

SUB-CONTRACTING

The Service Provider may not Sub-contract the whole of or any portion of the Services under this Agreement to any third party, without the prior consent of the City, and such Sub-Contracting shall be limited to 25% of the allocated work.

In the event the Service Provider wishes to Sub-contract any such portion of the Services under this Agreement, it shall apply to the City in writing for consent to do so and the City undertakes not to unreasonably deny such permission.

In its application, the Service Provider shall give the name of the Sub-contractor, the Sub-contractor's obligations, the proposed date of commencement of the Subcontract which shall include the fees payable to the Subcontractor, and a report of the background

security check on the Subcontractor's suitability, financial and otherwise.

The City may, in its sole discretion deny such permission to Sub-contract. In the event the City approves the Sub-contracting of any portion of the Services under this Agreement, then:

the Service Provider shall ensure that the Subcontractor's B-BBEE level is equal or better than that of the Service Provider, their price is competitive and they have the capacity to provide the Service;

such Sub-contracting shall not absolve the Service Provider from responsibility for achieving the Service Levels or complying with its obligations in terms of this Agreement and the Service Provider hereby indemnifies and holds the City harmless against any loss, harm or damage which the City may suffer as a result of such Subcontracting;

the Service Provider shall at all times remain the sole point of contact for the City in respect of the acquisition of Services by the City; and

no such Sub-contracting shall have any effect on the Contract Price and charges payable by the City to the Service Provider in terms of this Agreement.

CONFIDENTIALITY

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

The information provided by the City in the context of this Agreement is Confidential Information and the Service Provider shall take all

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

The Service Provider undertakes not to disclose any such Confidential Information. However, there will be no obligation of confidentiality or restriction on use where:

the information is publicly available, or becomes publicly available otherwise than by action of the receiving Party; or

the information was already known to the receiving Party (as evidenced by its written records) prior to its receipt under this or any previous agreement between the Parties or their affiliates; or

The information was received from a third Party not in breach of an obligation of confidentiality.

INTELLECTUAL PROPERTY RIGHTS

All Intellectual Property Rights of the Service Provider and/or third party vest in the Service Provider and/or third party, as appropriate.

All rights in the City name and logo, remains the absolute property of the City.

The Service Provider warrants that no aspect of the Services provided in terms thereof will infringe any Patent, Design, Copyright, Trade Mark or trade secret or other proprietary right of any third party.

The Service Provider shall promptly notify the City, in writing, of any infringement or apparent or threatened infringement or any circumstances which may potentially give rise to an infringement, or any actions, claims or demands in relation to any Intellectual Property Rights.

In the event the City becomes aware of any such infringement, the Service Provider shall, at its cost, defend the City against any claim that the Services infringe any such third party Intellectual Property Rights, provided that the City gives notice to the Service Provider of such claim and the Service Provider controls the defence thereof.

The Service Provider further indemnifies the City against, and undertakes that it will pay all costs, damages and attorney fees, if any, finally awarded against the City in any action which is attributable to such claim and will reimburse the City with all costs reasonably incurred by the City in connection with any such action.

Should any claim be made against the City by any third party in terms of clause 19.1, the City shall give the Service Provider written notice

thereof within 3 (three) days of becoming aware of such claim to enable the Service Provider to take steps to contest it.

Should any third party succeed in its claim for the infringement of any third party proprietary rights, the Service Provider shall, at its discretion and within 30 (thirty) days of the Services having been found to infringe, at its own cost:

obtain for the City the right to continue using the subject of infringement or the parts thereof which constitute the infringement; or

replace the subject of infringement or the parts thereof which constitute the infringement with another product or service which does not infringe and which is materially similar to the subject of infringement; or

alter the subject of infringement in such a way as to render it non-infringing while still in all respects operating in substantially the same manner as the subject of infringement; or

withdraw the subject of infringement.

FORCE MAJEURE

For the purposes hereof, *force majeure* shall mean civil strife, riots, insurrection, sabotage, national emergency, acts of war of public enemy, rationing of supplies, flood, storm, fire or any other like forces of nature beyond the reasonable control of the party claiming *force majeure* and comprehended in the terms thereof.

As soon as a party becomes aware that an act of *force majeure* is likely to occur, it shall give notice in writing to the other parties estimating the approximate duration of such act of *force majeure*. The estimate shall not be binding and the party claiming *force majeure* shall forthwith give written notice to the other parties as soon as the act of *force majeure* ceases to operate.

Notwithstanding anything to the contrary contained herein, the party relying on an act of *force majeure* shall use its best endeavours to mitigate and remedy.

If *force majeure* causes delays in or failure or partial failure of performance by a Party of all or any of its obligations hereunder, this Agreement shall be suspended for the period agreed in writing between the Parties.

In the event of circumstances arising which the other Party believes that it constitutes a *force majeure* ("the Affected Party") then such Affected Party shall send, within 5 (five) days from the interrupting circumstances, a written notice of the interrupting circumstances

specifying the nature and date of commencement of the interrupting event to the other Party.

The Parties shall agree, in writing, to suspend the implementation of this Agreement for a specific period ("Agreed Period").

In the event that both Parties reasonably believe that the Affected Party shall be unable to continue to perform its obligations after the Agreed Period, then either Party shall be entitled to terminate this Agreement without further notice to the other Party.

The Party whose performance is interrupted by the interrupting circumstances shall be entitled, provided that such party shall have given notice to that effect with a written notice of the interrupting circumstances as provided above, to extend the period of this Agreement by a period equal to the time that its performance is so prevented.

CESSION

The Service Provider shall not be entitled to cede or assign or transfer in any other way and/or alienate its rights and obligations in terms of this Agreement without the prior written consent of the City.

CHANGE OF CONTROL / CIRCUMSTANCE

The Service Provider shall notify the City, in writing, of any change in the Service Provider's shareholding or membership or any change in the Service Provider's subsidiary companies or holding or its affiliates (such change shall be considered a material change in the constitution and identity of the Service Provider.

The City may terminate this Agreement upon becoming aware of such material change.

The Parties agree that should there be a change as envisaged in clause 0 above, the Service Provider will no longer exist and a new third party/entity shall have been constituted. In this regard, such third party shall not be entitled to inherit any of the Service Provider's rights and obligations in terms of this Agreement, which will only be transferred to the new entity in writing by the City following the City's satisfaction and approval in writing of such new entity.

The Service Provider shall further notify the City of any material changes or circumstance which might have led the City to appoint the Service Provider to Provide the Goods and/or Services. In the event that any material change or circumstance occurs and the Service Provider fails to inform the City of such a change or circumstance, the Service Provider shall be deemed to have breached a material

term of this Agreement and the City shall be entitled to cancel the Agreement on 1 (one) month's prior notice.

BREACH

In an event the other part commit a breach of any term of this Agreement ("the Defaulting Party") then the affected party ("Aggrieved Party") shall be entitled to inform the Defaulting Party in writing to remedy such failure or default within 2 hours as contemplated in clause 11 of this agreement, and should the Defaulting Party fail to remedy the breach within 48 hours after receipt of the notice the Aggrieved Party shall be entitled, without prejudice to any of its rights under this Agreement or law to:

request specific performance and claim damages (which shall include legal costs on an attorney/client scale); or

impose penalties as provided for in clause 0 above.

DISPUTE RESOLUTION

Save for clause 0 above or any other clause in this Agreement which provides for its own remedy, should any dispute arise between the Parties in respect of or pursuant to this Agreement, including, without limiting the generality of the foregoing, any dispute relating to:

the interpretation of the Agreement;

the performance of any of the terms of the Agreement;

any of the parties' rights and obligations;

any procedure to be followed;

the termination or cancellation or breach of this Agreement; or

the rectification or repudiation of this Agreement; then any Party may give the other Party written notice of such dispute, in which event the provisions below shall apply, and such Arbitration process shall not affect service delivery and the City shall reserve the right to use an alternative service provider, either through this tender process or any other process it deems fit.

Within 7 (seven) days of the declaration of such dispute, the Parties representatives or their nominated persons shall meet in the spirit of goodwill and endeavour to resolve the dispute, failing which (and without prejudice to any other alternative dispute resolution to

which the Parties may agree, either prior to or concurrently with arbitration) the provisions of this clause 0 above shall apply.

If the Parties are unable to resolve the dispute within 14 (fourteen) days of the notice of the dispute (or such longer period as they may have agreed to in writing), then either Party may, on written notice to the other Party, require that the dispute be submitted to and decided by arbitration, in terms of the Arbitration Act, 42 of 1965 of South Africa (“the Arbitration Act”).

The arbitration shall be held under the provisions of the Arbitration Act provided that the arbitration shall be:

at any place which the Parties agree, in writing, to be mutually convenient.

in accordance with such formalities and/or procedures as may be settled by the arbitrator and may be held in an informal and summary manner, on the basis that it shall not be necessary to observe or carry out the usual formalities of procedure, pleadings and/or discovery or respect rules of evidence.

If the arbitration is:

a legal matter, then the arbitrator shall be a practicing advocate or a practicing attorney of not less than 10 (ten) years' standing;

an accounting matter, then the arbitrator shall be a practicing chartered accountant of not less than 10 (ten) years' standing;

any other matter, then the arbitrator shall be any independent person agreed upon between the parties.

Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the arbitration has been demanded, then the arbitrator shall be nominated at the request of either of the Parties, by the president for the time being of the Law Society of the Northern Provinces.

Should the Parties fail to agree whether the dispute is of a legal, accounting or other nature within seven (7) days after the

arbitration has been demanded, then it shall be deemed to be a dispute of a legal nature.

The arbitrator may:

investigate or cause to be investigated any matter, fact or thing which he considers necessary or desirable in connection with the dispute and for that purpose, shall have the widest powers of investigating all documents and records of any party having a bearing on the dispute;

interview and question under oath the parties or any of their representatives;

decide the dispute according to what he considers just and equitable in the circumstances; and

make such award, including an award for specific performance, damages or otherwise, as he in his discretion may deem fit and appropriate. The arbitration shall be held as quickly as possible after it is requested, with a view to it being completed within thirty (30) days after it has been so requested.

The arbitrator's decision and award shall be in writing with reasons and shall be final and binding upon the Parties.

The arbitrator's award may, on application by either Party to a court of competent jurisdiction and after due notice is given to the other Party, be made an order of court.

Notwithstanding the provisions of clauses 0, 0, 0, 0, 0, 0, 0 and 29.8 above, in the event of either Party having a claim against the other Party for a liquidated amount or an amount which arises from a liquid document, or for an interdict or other urgent relief, then the other Party having such a claim shall be entitled to institute action therefore in a court of law rather than in terms of the above clauses, notwithstanding the fact that the other Party may dispute the claim.

The provisions of this clause 0 are severable from the rest of this Agreement and shall remain in effect even where this Agreement is terminated or cancelled for any reason.

LAWS AND JURISDICTION

This Agreement shall be governed by and interpreted according to the Law of the Republic of South Africa.

Each Party submits to the exclusive jurisdiction of the South African courts in respect of any matter arising from or in connection with this Agreement including its termination. Each Party further

consents to the jurisdiction of the High Court of South Africa (North Gauteng High Court (Pretoria).

NOTICES AND SERVICES

The Parties choose as their respective *domicilium citandi et executandi* (hereinafter referred to as the “*domicilium*”) and for the delivery of any notices arising out of the Lease Agreement or its termination or cancellation, whether in respect of court process, notices or other documents or communications of whatsoever nature (including the exercise of any option), the address set out below:

THE CITY:

P. O. Box 423
Pretoria
0001
Attention: xxxxxxxxxxxxxxxx
Telephone: xxxxxxxxxx
Fax: xxxxxxxxxx
Email: xxxxxxxxxx@tshwane.gov.za

THE SERVICE PROVIDER:

ADDRESS

Attention: xxxxxxxxxxxxxxxx
Cell: xxxxxxxxxx
Telephone: xxxxxxxxxx
Fax:

Email: xxxxxxxxxxxxxxxxxxxxxxxxxx

Each Party shall be entitled from time to time, by written notice to the other Party, to vary its *domicilium* to any other address which is not a Post Office Box or a Poste Restante.

Any notice given and any payment made by any Party to another Party (hereinafter referred to as “the addressee”) which:

is delivered by hand during normal business hours of the addressee at the addressee’s *domicilium*, shall be deemed, until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;

is posted by prepaid registered post to the addressee at the addressee’s *domicilium* shall be deemed, until the contrary is proved by the addressee, to have been received on the 7th (seventh) day after the date of posting.

is sent by email or facsimile machine shall be deemed, until the contrary is proven by the addressee, to have been received within 1 (one) hour of transmission where it is transmitted during business hours of the receiving instrument and at noon on the following business day (excluding Saturdays) where it is transmitted outside such business hours.

Any notice or communication required or permitted in terms of this Agreement shall be valid and effective only if in Writing but it shall be competent to give notice by facsimile.

Notwithstanding anything to the contrary in this Agreement, a notice or communication actually received by one Party shall be an adequate notice or communication notwithstanding that it was not sent to or delivered at the chosen *domicilium citandi et executandi*.

COMPLIANCE WITH LAWS

In the performance of its contractual obligations, each party agrees that it will comply with all laws, ordinances, rules, and regulations, code of ethics of national, provincial and local government or administrative agency or local government, that affect performance of its obligations.

SERVICE PROVIDER AN INDEPENDENT CONTRACTOR

It is acknowledged and agreed by the parties that the Service Provider is an independent contractor, and neither the Service Provider nor the Service Provider's employees, agents and/or representatives are, or shall be deemed, the City's employees. In its capacity as an independent contractor, the Service Provider agrees and represent, the City agrees, as follows:

The Service Provider has the right to perform services for clients during the term of this Agreement, subject to non-competition provisions set out in this Agreement, if any;

The Service Provider has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed;

The Service Provider has the right to perform the services required by this Agreement at any place or location and at such times as the Service Provider may determine;

The services required by this Agreement, shall be performed by the Service Provider, or the Service Provider's employees;

The Service Provider is responsible for paying all statutory and/or ordinary and necessary expenses of its employees;

The City shall not withhold from the Service Provider's compensation, any amount that would normally be withheld from an employee's pay.

PRIVATE MEDIATION AND ARBITRATION

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in the Pretoria. Any costs and fees, other than attorney fees associated with the mediation shall be shared equally by the parties

If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to binding arbitration under the rules of the Arbitration Foundation of Southern Africa ("AFSA").

The dispute shall be referred to a single arbitrator to be agreed upon between the Parties or, failing such agreement within 28 days after the dispute has arisen, nominated on the application of either Party by the AFSA, and any such reference shall be deemed to be a submission to the arbitration of a single arbitrator in terms of the Arbitration Act, 42 of 1965, as amended, or any legislation passed in substitution therefor.

The award of the arbitrator shall be final and binding upon the Parties.

Notwithstanding this paragraph, either Party shall be entitled to approach a court of competent jurisdiction for urgent injunctive relief pending the outcome of any arbitration.

Should AFSA for any reason not be in existence at the time that any dispute arises, and in the absence of written agreement between the Parties to the contrary, either Party may request the chairman

of the Law society, North Gauteng, to appoint an arbitrator and the arbitration will be conducted in terms of such rules as the parties agree in writing or the arbitrator determines.

The arbitration proceedings shall be conducted in Pretoria, South Africa. Whilst any matter or matters are in dispute, the Service Provider shall proceed with the execution and completion of the Services and both the Service Provider and the City shall comply with all the provisions of the Agreement.

SIGNATURES

Each party represents and warrants that on this date they are duly authorized to bind their respective principals, by their signatures below.

TERMINATION

Without prejudice to the party's rights under this Agreement, the party's shall have the right to terminate this Agreement by agreement, by giving notice in writing to such party.

Notwithstanding any provisions to the contrary in this Agreement, in the event that City terminates this Agreement if the Service Provider:

37.2.1 Fails to proceed with the Services with due diligence; or

37.2.2 The Service Provider is guilty of a material breach under this Agreement or at law;

37.3.3 Fails to execute the Services or to perform its other material obligations in accordance with this Agreement; or

37.3.4 Becomes Insolvent or enters a deed or arrangement with its creditors or being accompany goes into liquidation (other than a voluntary liquidation for the purposes of reconstruction) or has a receiver appointed of all or part of its undertaking, then in such event and without prejudice to any other rights or remedies the City may have under this Agreement or at law, the City may by sixty (60) days written notice to the Service Provider forthwith terminate this Agreement.

The Service Provider shall be entitled to recover from the City all monies due, prior to such termination plus all reasonable costs actually incurred or committed by the Service Provider as the result of early termination.

The total payment due to the Service Provider under this Agreement, shall in no circumstance exceed an amount equal to the unpaid balance

of the Service Provider's agreed total contract value under this Agreement.

The Service Provider shall also have the right to terminate this Agreement on giving sixty (60) days, written notice to the City.

Termination of this Agreement howsoever caused, shall not prejudice the rights or obligations of either of the Parties that have accrued prior to termination.

The City may *in lieu* of giving notice of termination under this agreement, take part of the Services out of the hands of the Service Provider and may by itself or by others execute, complete and maintain such part, and in such event the City may recover all reasonable costs of so doing, from the Service Provider or deduct the costs from monies otherwise due to the Service Provider.

The Service Provider's liability to the City shall not exceed the relevant limit of liability specified in Exhibits to this Agreement.

GENERAL AND MISCELLANEOUS

SOLE RECORD OF AGREEMENT

This Lease Agreement constitutes the sole record of the agreement between the parties with regard to the subject matter hereof. No party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.

NO AMENDMENT EXCEPT IN WRITING

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

WAIVERS

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

SURVIVAL OF OBLIGATIONS

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

APPROVALS AND CONSENTS

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

EXECUTION

This Agreement may be executed in several counterparts, which shall each be deemed an original, but all of which shall constitute one and the same instrument. A facsimile shall constitute a valid counterpart for all purposes hereunder.

The signatories to this Agreement by their signature warrant their authority to enter into this Agreement and the capacity of their principal, if signing in a representative capacity, to enter into this Agreement.

Signed at _____ on this _____ day of _____ 20

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

Signed at _____ on this _____ day of _____
20

For and on behalf of **XXXXXXXXXXXX**

ANNEXURE “A”

RESOLUTION OF THE BOARD

Resolution by the Board of Directors of XXXXXXXXXXXXX made at a meeting held at _____ on _____ 20xx.

NOTED:

THAT XXXXXXXXXXXXX intends to enter into an Agreement with the City of Tshwane Metropolitan Municipality in terms of which XXXXXXXXXXXXX shall assist with credit control function, subject to the terms and conditions of the Agreement to which this resolution is attached as Annexure “A”.

RESOLVED:

THAT Name of Contractor Ltd approves and enters into the Agreement on the terms and subject to the conditions of the Agreement to which this resolution is attached.

THAT _____ in his capacity as a director of Name of Contractor Ltd, be and is hereby authorised to negotiate, settle and sign the Agreement attached hereto, and to sign all documentation and do all things necessary to give effect to the aforesaid resolutions on behalf of Name of Contractor Ltd.

Read and Confirmed

Chairman/Company Secretary