

BID DOCUMENT:

REQUEST FOR PROPOSALS FOR COMMISSIONING OF 33/11KV 10MVA BAYS, COMPLETE WITH THE ASSOCIATED PROTECTION AND CONTROL EQUIPMENT, AS WELL AS THE UPGRADING OF THE ASSOCIATED EXISTING 33KV AND 11KV SWITCHING, CONTROL AND PROTECTION INFRASTRUCTURES AT THE EXISTING BOTSHABELO 33/11KV SUBSTATION T AND SUBSTATION W, INCLUDING THE UPDATING OF THE BOTSHABELO MIMIC IN THE ENERGY AND NETWORK CONTROL ROOM

BID NUMBER: RFP15/2026

CLOSING DATE AND TIME: REFER TO THE CALL FOR BIDS

EMPLOYER:
CENTLEC (SOC) LTD
30 Rhodes Avenue
Oranjesig
Bloemfontein
9301
Represented by:
Dr MS Sekoboto
Chief Executive Officer

FOR ENQUIRES:

TECHNICAL ENQUIRIES:
Engineering Department: Planning
Email: kenneth.mohlakane@centlec.co.za

ADMINISTRATIVE ENQUIRIES:
Supply Chain Management
Senior SCM Practitioner: Ms. Palesa Makhele
Email: Palesa.Makhele@centlec.co.za

Name of Bidder :

Bid Amount (Incl. Vat) :

Amount in Words (Incl. Vat) :

CSD Registration Number :

PR Gm
He-
BN

SUMMARY FOR BIDDERS' DETAILS

NAME OF BIDDER : _____

ADDRESS : _____

CELLPHONE NUMBER: _____

TELEPHONE NUMBER : _____

FAX NUMBER : _____

E-MAIL ADDRESS : _____

CLOSING DATE : _____

Signed by authorised representative of the BIDDER: _____

DATE: _____

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1. DEFINITIONS AND ABBREVIATIONS

- a. SCADA - Supervisory Control and Data Acquisition
- b. HMI – Human Machine Interface
- c. AC – Alternating Current
- d. DC – Direct Current
- e. CT – Current Transformer
- f. OLTC – On Load Tap Changer
- g. IEC – international electro technical commission standards
- h. SANS - South Africa National Standard
- i. NER – Neutral Earthing Resistor
- j. NECRT – Neutral Earthing Compensator Reactor
- k. NERM – Neutral Earth Resistance Monitor
- l. SOP course – Standard Operating Procedures
- m. ONAF – Oil Natural Air Forced

2. BIDDING PROCEDURES

2.1. BID NOTICE

CENTLEC (SOC) Ltd, hereafter referred to as CENTLEC, a Municipal Entity, distributing electricity in the area of Mangaung Metro Municipality, requests for proposals for commissioning of a 33/11kV 10MVA bays, complete with the associated protection and control equipment, as well as the upgrading of the associated existing 33kV AND 11kV switching, control and protection infrastructures at the existing Botshabelo 33/11kV Substation T and Substation W, including the updating of the Botshabelo mimic in the energy and network control room for a period of thirty-six (36) months.

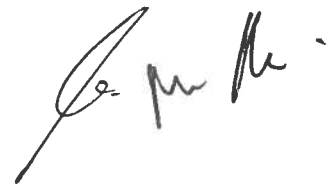


Table 1: Preferential Procurement Policy Framework

Bid No.	Description	Non-Refundable Bid Document Price	Compulsory Briefing Session	Price Preference Point System	Bid Closing Date and Time	Minimum Functionality Score
RFP15/2026	CENTLEC (SOC) Ltd, hereafter referred to as CENTLEC, a Municipal Entity, distributing electricity in the area of Mangaung Metro Municipality, requests for proposals for commissioning of a 33/11kV 10MVA bays, complete with the associated protection and control equipment, as well as the upgrading of the associated existing 33kV AND 11kV switching, control and protection infrastructures at the existing Botshabelo 33/11kV Substation T and Substation W, including the updating of the Botshabelo mimic in the energy and network control room for a period of thirty-six (36) months.	N/A	Compulsory Briefing Meeting Date and Time: Refer to the "call for bids" document for details of the site briefing session.	90/10	Refer to the call for bids document	80%

Preferential Procurement Policy Framework Act No.5 of 2000: Preferential Procurement Regulations 2022 and Supply Chain Management Policy of CENTLEC (SOC) Ltd will apply in the adjudication process. Method 4 of evaluation of the acceptable proposals will be applied and responsive bids are expected to score at least a minimum of 80 out of 100 points (80%) for functionality points to be considered for further evaluation. Bids will be adjudicated according to the 90/10 of the Price Preferential point system.



2.2. MANDATORY RETURNABLE DOCUMENTS

The following mandatory returnable documents forms part of the qualification criteria into the bid:

- i Certified Copy of Company Registration certificate.
- ii Certified ID Copy(ies) of Company director(s) Identification Documents.
- iii Full CSD (not a summary) registration report (to be verified during adjudication).
- iv Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- v Valid Letter of Good Standing (COIDA) from Department of Employment & Labour or other relevant authorities.
- vi Valid SARS TCS (Tax Compliant Status) Pin.
- vii Completion of all relevant and necessary document forms including all MBD forms.
- viii Valid proof professional of Indemnity (Insurance cover) equivalent to 20% of the total project value.
- ix Valid proof of Authority to sign the Bid.
- x Certified Copy of Company Registration certificate.
- xi Compulsory Enterprise Questionnaire.
- xii CIDB gradings- level 8EP and 6CE

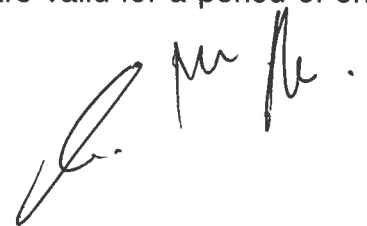
Bids will be subjected to the, CENTLEC Supply Chain Management Policy, and its Preferential Procurement Policy (PPR 2022). Original or certified valid copy of B-BBEE Certificate / or sworn B-BBEE affidavit must be submitted to claim preference points. Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for

preference points for specific goals but will not be disqualified from the bidding process.

This bid document should be in a sealed envelope duly endorsed “**BID NUMBER AND DESCRIPTION.**” must be placed in the bid box situated at 30 Rhode Avenue, Oranjesig, Bloemfontein, 9301 on or before **the closing date**. Bidders are mandated to write their names, name of the bidding entity, contact details including e-mail addresses on the bid submission register next to the Bid Box as proof for submission, failure which, submission will NOT be considered for evaluation.

Collection of bid documents: Bid documents can be obtained on the municipal website: www.CENTLEC.co.za, the e-tender portal (www.e-tender.gov.za) from the [Date of Advertisement]. Bids received after closing date and time, faxed, completed with pencil, tipexed, incomplete document or e-mailed will not be considered.

NOTE: Only those bidders who are registered on the Central Supplier Database (CSD) registered prospective bidders are eligible to submit bids. The entity reserves the right to appoint more than one service provider. The entity does not bind itself to accept or award the lowest priced bid. The Council may elect to accept only part of the successful bid. Entity reserves the right not to appoint or withdraw the bid and the right to award the bid wholly or partly at its sole discretion. The adjudication process and the award, if an award is made, will conform to the requirements of the Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2022. Only the version of this notice and invitation contained in the bid document shall form part of the bid. No correspondences will be entered into with regards to evaluation scores obtained. Bids may only be submitted on the original bid documentation that is issued by the employer. Bids are valid for a period of one hundred and twenty (120) days after closing date.



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MBD1

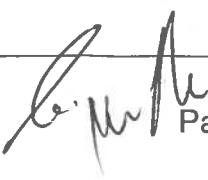
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF CENTLEC SOC LTD					
BID NUMBER:	RFP15/2026	CLOSING DATE:		CLOSING TIME:	11:00
DESCRIPTION	CENTLEC (SOC) Ltd, hereafter referred to as CENTLEC, a Municipal Entity, distributing electricity in the area of Mangaung Metro Municipality, requests for proposals for commissioning of a 33/11kV 10MVA bays, complete with the associated protection and control equipment, as well as the upgrading of the associated existing 33kV AND 11kV switching, control and protection infrastructures at the existing Botshabelo 33/11kV Substation T and Substation W, including the updating of the Botshabelo mimic in the energy and network control room for a period of thirty-six (36) months.				
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:

30 Rhodes Avenue,
Oranjesig
Bloemfontein
9301

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				


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Tax compliance status	TCS pin:	or	CSD no:
Specific goals status level verification certificate [tick applicable box]	☐ Yes ☐ No	Specific goals status level/ sworn affidavit	☐ Yes ☐ No

[A SPECIFIC GOALS STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSES) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR SPECIFIC GOALS]

Are you the accredited representative in South Africa for the goods / services / works offered?	☐ yes ☐ no [if yes, enclose proof]	Are you a foreign based supplier for the goods / services / works offered?	☐ yes ☐ no [if yes, answer part b:3]
Total number of items offered		Total bid price	R
Signature of bidder		Date	
Capacity under which this bid is signed			
Bidding procedure enquiries may be directed to:		Technical information may be directed to:	
Department	Supply chain management	Department	Engineering wires
Contact person	Ms. P Makhele	Contact person	Mr. K Mohlakane
Telephone number	051- 412 2753	Telephone number	051 - 409 2226
Facsimile number	N/a	Facsimile number	N/a
Email address		Email address	
Palesa.Makhele@centlec.co.za		Kenneth.Mohlakane@centlec.co.za	

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION

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- 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-successful bidders 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.
- 2.8. Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or lease agreement with a current bill and rates clearances, or hardware current bill of account not owing more than 90 days. In a case where the services are paid by the landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.8.1. In an event that the bidder utilizes prepaid services (e.g. water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.9. Submit proof of registration on the national treasury centralized supplier's database.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- | | |
|--|--|
| 3.1. Is the entity a resident of the republic of South Africa (RSA)? | Yes ☐ No ☐ |
| 3.2. Does the entity have a branch in the RSA? | Yes ☐ No ☐ |
| 3.3. Does the entity have a permanent establishment in the RSA? | Yes ☐ No ☐ |
| 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | Yes ☐ No ☐ |
| 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? | Yes ☐ No ☐ |

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

4. MANDATORY RETURNABLES, BID RULES AND INSTRUCTIONS (FAILURE TO COMPLY WITH THE PRE-SET REQUIREMENTS)

- 4.1. Duly completed and signed mbd 1 form by service provider and formal written price quotation by the bidder.
- 4.2. Completion and signing of all declaration forms (MBD)
- 4.3. Submission of a valid SARS TCS pin
- 4.4. Proof and declaration that the bidder is not in arrears of municipal rates more than 90 days
- 4.5. CIDB grading – Level 8EP and 6CE
- 4.6. Bidder must provide certified id copies of all directors, shareholders, and partners.
- 4.7. All certified copies must not be older than six (06) months from closing date.
- 4.8. Certified copy of company registration certificate to be attached with the bid document
- 4.9. Central supplier database (CSD) registration number, and
- 4.10. Declaration that bidder is not in arrears of any municipal rates, municipal rates of each company director, valid lease agreement and lease declaration by lessor or proof of residence from the municipal council (if operating business from an informal non-billed residential area)

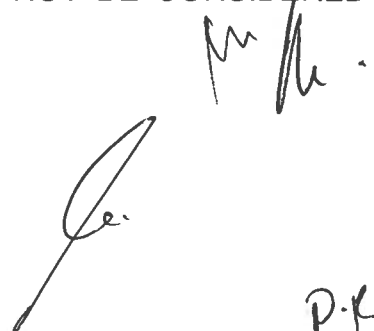
NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED :

DATE:

*NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.
ALL CERTIFIED COPIES MUST NOT BE OLDER THAN SIX MONTHS FROM BID
CLOSING DATE. COPIES OF CERTIFIED COPIES WILL NOT BE CONSIDERED AS
VALID COPIES.*



3. BID DATA

Clause	Wording (Data)
	The employer is CENTLEC (SOC) Ltd.
	The bid documents issued by the employer comprise: 1: BIDDING PROCEDURES 1.1: Bid Notice and Invitation to Bid 1.2: Bid Data 2: RETURNABLE DOCUMENTS 2.1: List of Returnable Documents 5: SCOPE OF WORKS
	The Employer's agent is: The Chief Executive Officer Dr. MS Sekoboto CENTLEC (SOC) Ltd 30 Rhodes Avenue Oranjesig BLOEMFONTEIN 9301
	Only those bidders who satisfy the following eligibility criteria are eligible to submit bids: a) CSD Registered service providers. b) Bidders not listed on National Treasury's Bid Defaulters Database and Restricted suppliers. c) Bidders registered at the relevant and designated authorities/professional bodies.
	The Employer's address for delivery of bid offers and identification details to be shown on each bid offer package are: Location of bid box: CENTLEC (SOC) Ltd Supply Chain Management Offices Physical address: 30 Rhodes Avenue, Oranjesig, Bloemfontein 9301
	Postal address: 30 Rhodes Avenue, Oranjesig, Bloemfontein 9301

	A two-envelope procedure will not be followed.
	Compulsory Briefing Meeting Date and Time: Refer to the “call for bids” document for details of the site briefing session.
	The closing time for submission of bid offers is:
	Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will NOT be accepted.
	The bid offer validity period is 120 days.
Clause	Wording (Data)
	The bid shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.
	The bidder is required to submit the following certificates with his bid: Particulars of any contracts awarded by an organ of state during the last five years including particulars of any material non-compliance or dispute concerning their execution over this period (if >R10 000 incl. VAT); and
	The time and location for opening of the bid offers are in accordance with regulation 23 of the MFMA
	Functionality Requirements: Prospective Bidders are required to score a minimum of 80 points or 80% for them considered for further evaluation
	the B-BBEE balanced scorecard - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their Specific Goals rating claims as stipulated in the Preferential Procurement Policy Framework Act, Act No.5 of 2000 and Preferential Procurement Regulation 2022.
	Bid offers will only be accepted on condition that: the bidder has in <u>his or her possession</u> an original Tax Clearance Certificate / valid and compliant SARS TCS Pin issued by the South African Revenue Services;

	a) the bidder is registered with the Central Supplier Database of National Treasury; b) the bidder or any of its directors is not listed in the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
	the bidder has not: a) abused the Employer's Supply Chain Management System; or i) failed to perform on any previous contract and has been given a written notice to this effect; and ii) has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially comprise the bid process.
	b) The number of paper copies of the signed contract to be provided by the Employer is ONE (1).
	The Entity reserves the right to appoint more than one service provider. The Entity reserves the right to cancel or withdraw the bid, or not to award.

4. RETURNABLE DOCUMENTS

(Bidder Must comply with the set out Schedules below, bid rules and Instructions, failure to comply will result in bid being nonresponsive). THE FOLLOWING FORMS and documents are mandatory returnable for bids to be considered responsive:

LISTS OF RETURNABLE DOCUMENTS

- i. Certificate of Attendance at clarification meeting (not applicable).
- ii. Record of addenda (where applicable).
- iii. Certificate of Authority of Signatory and Proof / Letter of Authority to Sign Bid Document.
- iv. Registration certificate / Agreement / Identity Documents.
- v. Tax Clearance Requirements – Valid SARS TCS PIN.
- vi. Declaration by Bidder MBD 4 (Declaration of Interest).
- vii. Declaration by Bidder MBD 5 (Procurement expected to exceed R10m).

- viii. Declaration by Bidder MBD 6.1 (Preference Claim Points).
- ix. Declaration by Bidder MBD 8 (Bidder's Past Supply Chain Management Practices).
- x. Declaration by Bidder MBD 9 (Certificate of Independent Bid Determination).
- xi. Comprehensive (Not Summary) Central Supplier Database (CSD) Report.
- xii. Supply municipal services (water, sanitation, rates, and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder. In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- xiii. Valid proof of professional Indemnity (Insurance cover) equivalent to 20% of the total project value.
- xiv. Valid Letter of Good Standing (COIDA) from Department of Employment & Labour or other relevant authorities.
- xv. Compulsory Enterprise Questionnaire.
- xvi. CIDB grading- level 8EP and 6CE.

LIST OF OTHER RETURNABLE DOCUMENTS FOR EVALUATION PURPOSES:

- i. Copy of certified B-BBEE SANAS certificate or valid Sworn affidavit certificate
- ii. Minimum requirement stipulated on the call for bids, must also be adhered to.

Note: In Addition: Bidders who fail to comply with the underneath pre-set Bid Instructions and Rules will not be accepted (will be rejected as non-responsive):

All certified documents must not be older than six months from bid closing date, all alterations and cancellations to bid document must be signed by the authorised signatory, employer reserves the right to disqualify bidders for infringing any of the Standard Bid Conditions, rules and issued instructions. ALL pages of the bid document must be initialled by authorised signatory. Copies of certified copies will not be accepted

PROOF / CERTIFICATE OF ATTENDANCE AT SITE MEETING

This is to certify that (*bidder*).....
of (*address*)
.....
.....
was represented by the person(s) named below at the compulsory meeting held for all
bidders at (*location*)
on (*date*)..... starting at (*time*).....

I / We acknowledge that the purpose of the meeting was to acquaint myself / ourselves with
the site of the works and / or matters incidental to doing the work specified in the bid
documents in order for me / us to take account of everything necessary when compiling our
rates and prices included in the bid.

Particulars of person(s) attending the meeting:

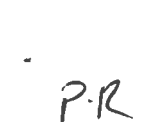
Name: Signature:
Capacity:

Name: Signature:
Capacity:

**Attendance of the above person(s) at the meeting is confirmed by the Employer's
representative, namely:**

Name: Signature:
Capacity:

Date and Time:

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RECORD OF ADDENDA TO BID DOCUMENTS

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

	Date	Title or Details
1.		
2.		
3.		
4.		

Attach additional pages if more space is required. Bidders are required (mandatory to sign the underneath declaration) irrespective of an Addendum issued or not.

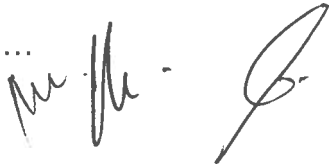
Signed:

Date:

Name:

Position:

Bidder:



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CERTIFICATE OF AUTHORITY FOR SIGNATORY

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder **MUST** complete the certificate set out below for the relevant category, **and attach their Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents. Bidders MUST attach valid Proof of Authority to sign the bid to this form under the Company's Letterhead.**

(I) Company	
(II) Close Corporation	
(III) Partnership	
(IV) Joint Venture	
(V) Sole Proprietor	

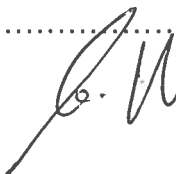
(I) CERTIFICATE FOR COMPANY

I, chairperson of the Board of Directors of hereby confirm that by a resolution of the Board (copy attached) taken on20..... Mr/Ms acting in the capacity of was authorized to sign all documents in connection with the bid for Contract No and any contract resulting from it, on behalf of the company.

Chairperson:

As Witnesses: 1.
2.

Date:

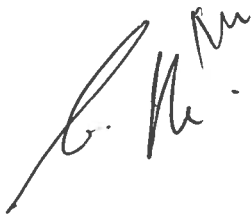
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(ii) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as
.....
hereby authorise Mr/Ms acting in the capacity
of to sign all documents in
connection with the bid for Contract Noand any contract resulting from
it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.



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(III). CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key members in the business trading as
.....
hereby authorise Mr/Ms acting in the capacity
of to sign all documents in
connection with the bid for Contract Noand any contract resulting from
it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note: This certificate is to be completed and signed by all of the key partners upon
whom rests the direction of the affairs of the Partnership as a whole.**

Mr
G. M.

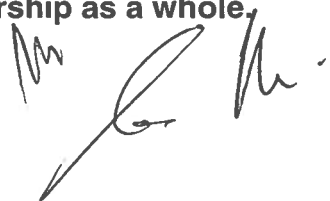
(IV) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, being the key members in the business trading as
.....
hereby authorise Mr/Ms acting in the capacity
of to sign all documents in
connection with the bid for Contract Noand any contract resulting from
it, on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORIZING SIGNATURE NAME AND CAPACITY
Lead Partner		

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.



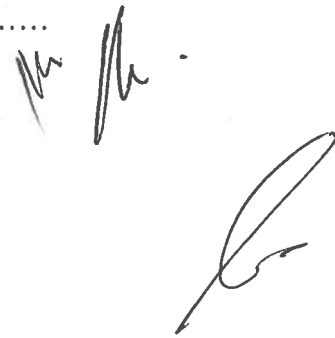
(V) CERTIFICATE FOR SOLE PROPRIETOR

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

Signature of Sole owner:

As Witnesses: 1.
2.

Date:

Handwritten signatures of the sole owner and two witnesses.

CERTIFIED COPIES OF REGISTRATION CERTIFICATE / AGREEMENT/ ID DOCUMENT

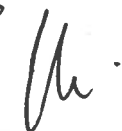
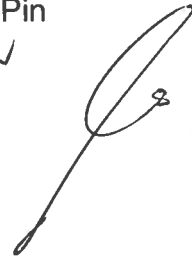
(Important note to Bidder: certified copies of Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and must be inserted here)



MBD 2

TAX CLEARANCE CERTIFICATE REQUIREMENTS

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his / her tax obligations.
2. Bidder must attach a valid SARS TCS Tax Compliance Status Pin Failure to submit the valid Tax Compliance Status (TCS) PIN from SARS will invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-successful bidders are involved each party must submit a separate SARS Tax Compliance Status Pin



MBD 3.1

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.....**120**...DAYS FROM THE CLOSING DATE OF BID.

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

Required by:

At:

Brand and Model N/A

Country of Origin

Does the offer comply with the specification(s)? *YES / NO

If not to specification, indicate deviation(s)

Period required for delivery

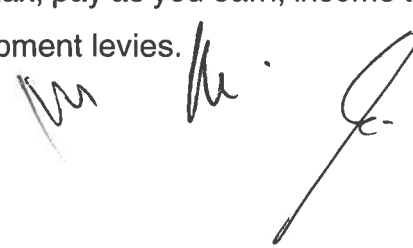
*Delivery: Firm / Not firm

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



MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state. *
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 authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

Full Name:

Identity Number:

Company Registration Number:

VAT Registration Number:

Are you presently in the service of the state? **Yes / No**

If so furnish particulars:
.....

Have you been in the service of the state in the last twelve months? **Yes / No**

If so furnish particulars
.....

[Handwritten signatures and initials]
Page 27 of 64
PR *AM*

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

- (a) a member of
 - (1) any municipal council;
 - (2) any provincial legislature; or
 - (3) 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
- (e) constitutional institution within the meaning of the Public Finance Management Act, 1999 (act no 1 of 1999);
- (f) a member of the accounting authority of any national or provincial 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**

If so furnish particulars:
.....

Are *you*, aware of any relationship (family, friendly, other) between a bidder and persons in the service of the state who may be involved with the evaluation and adjudication of this bid. **Yes / No**

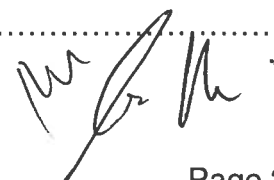
If so furnish particulars:
.....

Are any of the company's directors, managers, principal Shareholders or stakeholders in the service of the State? **Yes / No**

If so furnish particulars:
.....

Is any spouse, child, or parent of the company's directors, managers, principal shareholders or stakeholders in service of the State? **Yes / No**

If so furnish particulars:
.....



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**

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

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THE DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

SIGNATURE

.....

DATE

.....

POSITION



MBD 5

DECLARATION FOR PROCUREMENT ABOVE R10-MILLION (ALL APPLICABLE TAXES INCLUDED) for all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

		Tick applicable box	
1.	By law you are required to prepare annual financial statements for auditing?	Yes	No
1.1	If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.		
2.	Do you have any outstanding undisputed commitments for municipal services towards any municipality OR MU for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?	Yes	No
2.1	If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.		
2.2	If yes, provide particulars:		
3.	Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	Yes	No
3.1	If yes, provide particulars:		
4.	Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	Yes	No
4.1	If yes, provide particulars:		

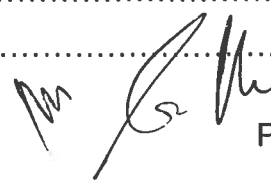
CERTIFICATION

I, the undersigned certify that the information furnished on this declaration form is correct. I accept that the State may act against me should this declaration prove to be false.

Name of representative:

Authorized Signature: Date:

Capacity:



MBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to bid:
- 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 value of this bid is estimated **to exceed R 50 000 000** and
 - b) therefore the **90/10** preference point system will be applied.
- 1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:
- c) Price; and
 - d) Specific Goals.
- 1.4 **To be completed by the organ of state:**
- The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, 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 bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“bid”** 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 bidding process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money bided 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) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or 90/10

$$P_s = 80 (1 + \frac{P_t - P_{max}}{P_{max}}) \text{ or } P_s = 90 (1 + \frac{P_t - P_{max}}{P_{max}})$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

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 bid. For the purposes of this bid the bidder 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 bid:

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 bid documents, stipulate in the case of—

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

(b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid 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 bid 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 bidders: The bidder MUST indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
50% or more Black Owned enterprise To be verified through CIPC Certificate, or share certificate CSD Report	10		5	
50% or more Women shareholding To be verified through CIPC Certificate, or share certificate CSD Report	5		2.5	
50% or more Youth shareholding To be verified through CIPC Certificate, or share certificate CSD Report	5		2.5	
Total Specific Goals Points	20		10	

4.3 DECLARATION WITH REGARD TO COMPANY/FIRM

- i) Name of company/firm
- ii) Company registration number:
- iii) 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]

- 4.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, 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 successful bidder 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 bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;



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

SIGNATURE OF BIDDER(S):

SURNAME AND NAME: **DATE:**

ADDRESS:

.....

.....





MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited. It serves as a declaration to be used by institutions 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.
2. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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

1.3	Was the Bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
1.3.1	If so, furnish particulars:		
1.4	Does the Bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
1.5.1	If so, furnish particulars:		

***Where the entity bidding is a joint venture, each party to the joint venture must sign a declaration in terms of the Municipal Finance Management Act and attach it to this schedule**

CERTIFICATION

I, the undersigned (full name).....
 Certify that the information furnished on this declaration form is 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

.....
NAME

.....
POSITION

[Handwritten Signature]
PIC
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[Handwritten Mark]

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
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

Mr. [Signature]

PR
Page 41 of 64

[Signature]

PROOF OF CSD REGISTRATION

Bidders MUST attach Proof of Comprehensive CSD registration report hereto and provide CSD Supplier Number:

MAAA

CERTIFICATION

I, the undersigned (full name)
certify that the information furnished on this declaration form is true and correct. I
further undertake full responsibility for any incorrect information provided and that the
employer (CENTLEC (SOC) Ltd.) may not be held accountable for incorrect information
provided.

.....
SIGNATURE

.....
DATE

.....
NAME

.....
POSITION

.....
NAME OF BIDDER

[Handwritten signature]
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[Handwritten signature]

MUNICIPAL UTILITY ACCOUNT / LEASE AGREEMENT / PROOF OF RESIDENCE

(Affix hereto RECENT / LATEST proof of municipal services account for tax & rates STATEMENT not owing more than three (3) months hereto) / Valid lease Agreement (Proof that leased premises rates are not in arrears for more than 90 days) / Proof of Residence for bidders that reside in non-billed municipal area or jurisdiction.

Bidders MUST complete the clearance certificate as set out below.

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 45(1)(d) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this schedule is to obtain proof that municipal services, rates and taxes of the service provider are not in arrears for more than three months, with the relevant municipality in the municipal area where the service provider conduct his / her business or if the bidder is a tenant, a Letter from the Landlord stipulating the office space leased and the payment status of the service charges. Should the above not be applicable NO AFFIDIVIT will be acceptable ONLY AN OFFICIAL COUNCIL LETTER OF RESIDENCE from bidders residing in non-billed areas will be acceptable (subject to verification)

Each bidder must complete the below checklist. Important: if you fail to complete this form, the bid will be non-responsive. (Please tick with X where appropriate):

QUESTIONS		YES	NO
1.	Do you own a property?		
2.	Do you receive a municipal rates account?		
3.	Is your municipal rates and taxes account up to date / current (not in arrears for more than three months)?		
4.	If yes, provide the following details:		

4.1	Municipality name		
4.2	Municipal account number		
5.	If yes, please attach proof in the form of the original or certified copy of the bidder's municipal rates and taxes account not older than 3 months		
6.	Does the bidder lease / rent the property where the business is situated?		
7	If yes, provide the following details:		
7.1	Landlord name		
7.2	Address property is situated		
7.3	Contact number of landlord		
8.	Please attach the copy of the lease agreement signed by the landlord / lessor and the tenant / lessee as proof		
I, <i>(Insert full name)</i>			
of <i>(insert physical address)</i>			
being a Director, Principal Shareholder, owner of company <i>(Insert company name)</i>			
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge			
SIGNATURE:		DATE:	

*** IMPORTANT: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON-RESPONSIVE**

Names of all directors, their ID numbers and municipal account number.

Director / Shareholder / partner	ID Number of Director / Shareholder / Partner	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)	Municipality where the account is held

- Certified copies of municipal accounts mentioned of each Director, Shareholder, and partner listed above (Not older than 3 months).

CERTIFICATION

I, the undersigned (full name)
certify that the information furnished on this declaration form is true and correct. I
further undertake full responsibility for any incorrect information provided and that the
employer (CENTLEC (SOC) Ltd.) may not be held accountable for incorrect information
provided.

.....

SIGNATURE

.....

DATE

.....

NAME

.....

POSITION

.....

NAME OF BIDDER

Mr. M. K.

G

P.K

CA

COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaire in respect of each partner must be completed and submitted.

Section 1: Name of Enterprise:

.....

Section 2: VAT registration number, if any:

.....

Section 3: CIDB registration number, if any:

.....

Section 4: Particulars of sole proprietor and partners in partnerships

Name*	Identity number*	Personal income tax number*

*complete only if sole proprietor or partnership and attach separate page if more than three partners

Section 5: particulars of companies and close corporations

Company registration number.....

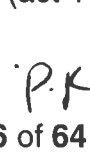
Close corporation number.....

Tax reference number.....

Section 6: record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- ☐ A member of any provincial legislature
- ☐ A member of the national assembly or the National Council of Province
- ☐ A member of the board of directors of any Municipal entity
- ☐ An official of any municipality or municipal entity
- ☐ A member of any municipal council
- ☐ An employee of any provincial department national or provincial public entity or constitutional institution within the meaning of public finance management Act, 1999 (act 1 of 1999)

   
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- ☐ A member of an accounting authority of any national or provincial public entity
- ☐ An employee of parliament or a provincial legislature

If any of the above boxes are marked, disclose the following: (insert separate page if necessary)

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Indicate by marking the relevant boxes with a cross, if any sole proprietor, partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- ☐ A member of any provincial legislature
- ☐ A member of the national assembly or the National Council of Province
- ☐ A member of the board of directors of any Municipal entity
- ☐ An official of any municipality or municipal entity
- ☐ A member of any municipal council
- ☐ An employee of any provincial department national or provincial public entity or constitutional institution within the meaning of public finance management Act, 1999 (act 1 of 1999)
- ☐ A member of an accounting authority of any national or provincial public entity
- ☐ An employee of parliament or a provincial legislature

Name of spouse, child or parent	Name of institution, public offices, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- (i) Authorise the employer to obtain a tax clearance certificate from the South African Revenue services that my/our tax matters are in order;
- (ii) Confirms that the neither the name of the enterprise or the name of any partner, manage, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the register on the bid defaulters established in terms of the prevention and combating of corrupt activities Act of 2004;
- (iii) Confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- (iv) Confirms that I / we are not associated, linked or involved with any other bidding entities submitting bid offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- (v) Confirms that the contents of this questionnaire are within my personal knowledge and are to be the best
- (vi) Of my belief both true and correct.

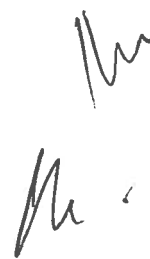
.....
SIGNATURE

.....
DATE

.....
NAME

.....
POSITION

.....
NAME OF BIDDER

COMPANY INFORMATION:

HEAD OFFICE	
Physical address Building: Street: Suburb: City/Town: Province District/Metropolitan Council: Local Municipality:	
Postal address	
Telephone no.	
Fax no.	
E-mail	
If subsidiary company- state name of holding company	

DETAILS OF BRANCH OFFICES:

BRANCH OFFICE	
Physical address Building: Street: Suburb: City/Town: Province District/Metropolitan Council: Local Municipality:	
Postal address	
Telephone no.	
Fax no.	
E-mail	

If subsidiary company- state name of holding company	
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5. EVALUATION CRITERIA

Proposals documents will be evaluated in three phases. The evaluation criteria for the assessment of the proposals will be on mandatory returnable documents, functionality and financial aspects.

In the first phase:

Bids will be evaluated on mandatory returnable documents as listed and required in the document.

In the second phase:

Proposals will be evaluated according to the functionality criteria indicated apart from those laid down in the preferential procurement regulations, 2022 pertaining to the preferential procurement policy framework Act 5 of 2000. Bidders are expected to score a minimum of **80%** to be ACCEPTED.



QUALITY / FUNCTIONALITY EVALUATION OF THE PROPOSALS:

EVALUATION CRITERIA

No	Criteria	Guidelines for criteria application	Min. Points	Max. Points	Verification method
5.1	Track Record and Experience	Bidder to submit proof of similar completed projects in the past ten years to a minimum value of R20 Million. A minimum of three (3) signed and stamped reference letters on company's letterhead signed by the duly authorized person confirming track record and experience related to the scope of work. a) Three (3) Reference Letters = 10 points b) Four (4) Reference Letters or more = 20 points	10	20	Signed and stamped reference letters on company's letterhead signed by the duly authorized person.
5.2	Employees relevant qualification & experience	Qualification and experience with professional registrations. a) Attach CV including a proof of qualification certificates of an Electrical Engineer registered with Engineering Council of South Africa (hereafter referred to as ECSA), i.e. Professional Engineer or Technologist or Certified Engineer who signs off the designs and record drawings (Certificate of	30	30	Certified Copy of Qualification, Professional registration and Curriculum Vitae to be attached.

No	Criteria	Guidelines for criteria application	Min. Points	Max. Points	Verification method
		Compliance) on similar project with an experience between 5 – 10 years or more = 10 points b) Attach a CV with proof of qualification certificates of a Project Manager with experience of 5 – 10 years or more for a similar project = 10 points c) Attach CV including a proof of qualification certificates of a Civil Structural Engineer registered with ECSA, Professional Engineer or Technologist or Certified Engineer who signs off the designs and record drawings (Certificate of Compliance) on similar project with an experience between 5 – 10 years or more = 10 points			
5.3	Methodology and Approach:	The bidder should demonstrate the approach and methodology to be used in delivering the project. The proposal(s) should include but not limited to the following: Demonstrate the viability of the option(s) chosen by the bidder on proposed project, that shall include the following:	30	30	Presentation to Bid Evaluation Committee.

No	Criteria	Guidelines for criteria application	Min. Points	Max. Points	Verification method
		a) Clear planning: Would all project objectives be met, would all safety aspects and environment requirements be taken into account, is operational, maintenance and security issues taken into account, is the least cost option evaluation principle applied = 10 points b) Approved equipment offered: Does the primary plant equipment offered (all type of transformers, circuit breakers, isolators, insulators and cables) comply with National Standards (NRS & SANS) or international IEC standards and have those primary plant equipment offered being type tested = 10 points c) Client preferences. Proof that the bidder has accommodated into their design proposal; the CENTLEC design standards and preferred type of equipment, and have they also taken the preferred long term primary network planning objectives of CENTLEC into consideration = 10 points			

No	Criteria	Guidelines for criteria application	Min. Points	Max. Points	Verification method
		(Presentation to the Bid Evaluation Committee is compulsory).			
4	Local (Mangaung) operational capability and economic investment	Does the bidder have a local office with operational capability? (a) Existing and established local office = 20 points (b) If not, but within RSA = 10 points	10	20	Municipal Bill and Lease agreement if the account is not in the name of the bidder.
	TOTAL		80	100	

A bidder who gets a minimum of 80 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

Item 1 – 10 Points

Item 2 – 30 Points

Item 3 – 30 Points

Item 4 – 10 Points




6. SCOPE OF WORK / SPECIFICATION

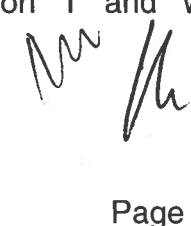
6.1. BACKGROUND

CENTLEC located in Mangaung Metro Municipality, is responsible for the provision of safe and reliable electricity supply within its area of supply.

6.2. OBJECTIVES

The successful bidder will be responsible for the turnkey project management of the following services:

- 6.2.1. The design, specification, construct, test and commission of three (3) 33/11kV 10MVA Bays with protection systems, Neutral Earthing Resistor (NER) with its isolation and check systems, all the associated civil works, and electrical protection and control equipment, with all the relevant transformer, 33kV & 11kV protection and control systems, to fit the existing 33/11kV control room and the existing 11kV switching room at Substation T and W DC.
- 6.2.2. The design, specification, procure, supply, install, construct, test and commission of circuit breakers, isolating switches, power cables, communication cables, support structures, and check systems, as well as all the associated civil works, and electrical protection and control equipment, with all the relevant transformer, 33kV & 11kV protection and control systems, to fit the existing 33/11kV control room and the existing 11kV switching room at Substation T and W DC.
- 6.2.3. Turnkey project management, which includes amongst other the design, specifications, drawings and tender specifications for all the civil works, electrical equipment, systems control and monitoring equipment, power quality equipment, alarm and security monitoring system, recommendation reports, sub-contractor management, quality and safety assurance and inspections, commissioning, signing off of all the record drawings, inventory report with a bill of quantities & pricing, and the handover of the fully functional and commissioned 33/11kV 10MVA firm Substation T and W 11kV Distribution Centres to CENTLEC.

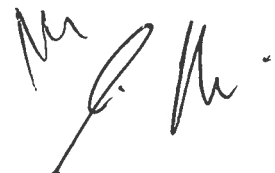


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6.3. TECHNICAL SPECIFICATION

Design, detail specifications and drawings, procurement of all equipment excluding transformers and NER's, project management, construction, quality assurance and commissioning, takeover, and handover to CENTLEC the complete 33/11kV 10MVA Distribution Centres with three (3) Bays and associated switchgear respectively which include amongst other the following:

- 6.3.1 Civil works for the distribution centre to accommodate all related equipment which includes amongst other; the demolition of and removal of existing structures, the stabilization of the soil, filling up and levelling of the land, storm and flood water management and drainage system, high-tensile (see-through) welded mesh barriers fence (poles to be anchored with concrete in at least 800mm deep holes), and sliding access gates, suitably graded and sized paved roads for access into and internal roads for a 30 ton low bed truck, plinths and foundations to support and sustain all equipment and buildings, gantries, busbars, earth grid and lightning protection, built out cable trenches with slabbed covers, and backfilling and levelling the switching yard with crushed rock and the treatment of the soil and crusher rock backfilled within the distribution yard with the treatment of long term Herbicide.
- 6.3.2 Complete installation/expansion and commissioning into the existing SCADA monitoring and control equipment with similar protocol to the existing equipment generally in use for the 33kV and 11kV infrastructure requirement for CENTLEC, complete with the relevant optic fibre communication equipment, junction box and cabling to connect to the existing circuit on the 33kV pylon as per CENTLEC's standards.
- 6.3.3 Quality monitoring equipment on the control panels of both the 11kV incomers, and digital load monitoring metering equipment on all the primary outgoing feeder bays.



6.4. SCOPE OF WORK

6.4.1 The Bidder will provide the following:

- 6.4.1.2 All relevant designs required for the scope of work indicated above.
- 6.4.1.3 All plant, material, transport and labour required for the construction and commissioning of the work.
- 6.4.1.4 Updated as-built drawings as per specification.
- 6.4.1.5 Operating Manuals and Training as specified.

6.4.2 The principal features of the works to be performed shall include but not be limited to the following:

- 6.4.2.1 Design, manufacture, supply and erect line gantries, station gantries, steel structures and framework for the 33/11kV Distribution Centre including all connection material.
- 6.4.2.2 Supply and install busbar conductors, earth wires and insulators complete with their associated accessories.
- 6.4.2.3 Design, manufacture, supply and erect circuit breakers, instrument transformers, disconnectors, post insulators and lightning arrestors complete with all accessories.
- 6.4.2.4 Supply and install MV indoor switchgear complete with all auxiliary and control equipment.
- 6.4.2.5 Supply and install MV power cables complete with their cable sealing ends, the steel structures for supporting the cables and the cable sealing ends including cable protection, lightning arrestors together with all necessary connection material.
- 6.4.2.6 Supply, install and connect LV power and control cables.
- 6.4.2.7 Supply and install all required protection, control, measuring and metering equipment, including all fibre terminations and SCADA interface.
- 6.4.2.8 Supply and install AC auxiliary supply systems together with distribution panels.
- 6.4.2.9 Supply and install DC stationary batteries complete with chargers and distribution panels.
- 6.4.2.10 Design, supply and install grounding/earthing systems.

- 6.4.2.11 Prepare and supply all required civil design drawings for buildings and switchyard foundations together with calculations for local tendering of civil works.
- 6.4.2.12 Prepare and supply all required construction drawings and operation manual.

The above principal features of the scope of works do not limit the responsibility of the contractor or consultant. The successful bidder shall perform all work and furnish all labour, equipment and material to ensure the satisfactory operation of the relevant substation. Material and devices that are normally part of the supplied equipment and are essential for the proper operation of all equipment or are necessary for the proper functioning of the whole installation shall be supplied, even if not explicitly called for in these specifications.

The scope of work for this tender is divided into 2 sections:

6.4.3 Part A: Civil Works

The Civil Scope of Work is for the supply, construction and handing over of the complete Civil works as follows:

- 6.4.3.1 Bulk earthworks for the establishment of a suitable platform for the substation equipment.
- 6.4.3.2 Drainage and storm water management to protect the platform against damage.
- 6.4.3.3 Refurbishing of the existing control building consisting of a 33kV control room, 11kV switch room, a battery room and a toilet, all with an intruder alarm system, including the repairs on the broken walls.
- 6.4.3.4 Supply and installation of all materials for the construction of all support foundations, plinths and bund walls including oil catchment pits.
- 6.4.3.5 Testing of the complete earth grid and equipment earth connections and repairing all deviations.
- 6.4.3.6 Repairs to fence and gates where required.
- 6.4.3.7 Installations of electrical fence.
- 6.4.3.8 Installations and repairs to paved roads inside yard.



6.4.4 Part B: Electrical Works

The electrical scope of work is for the supply, installation, testing, commissioning and handing over of the completed substation as follows:

- 6.4.4.1 Supply and install all galvanized steel support structures,
- 6.4.4.2 Refurbishment of outdoor transformer bays complete isolating switches and circuit breakers,
- 6.4.4.3 Supply and installation of suitably sized power cables from transformers to 11kV switchgear,
- 6.4.4.4 Supply and installation of the 33kV control and protection panels,
- 6.4.4.5 Supply and installation of remote control panel for 11kV switchboard,
- 6.4.4.6 Supply and installation of the protection and control cables,
- 6.4.4.7 Test, commission and hand-over to the Client of the complete installation

6.4.5 Drawings and Specifications:

- 6.4.5.1 The following As-built drawings must be submitted by the successful bidder:
 - a. 33kV Line Layout Drawings
 - b. Substation T & W Distribution Centre Equipment layout and sections
 - c. Substation T & W Distribution Centre Site Plan Layout
 - d. Substation T & W Distribution Centre Single Line Diagrams
 - e. Substation T & W Distribution Centre Building Layout Details
 - f. Substation T & W Distribution Centre Earthing Layout
 - g. Substation T & W Distribution Centre Protection, Metering and Control cabling layout
- 6.4.5.2 The following specifications must be submitted by the successful bidder:
 - a. Detailed Technical Specifications for all equipment to be installed
 - b. SHE Specification file must be handed in within 14 days after the receipt of the appointment letter.



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6.5. SITE INFORMATION

6.5.1 Existing Services

The site conditions vary and the contractor needs to establish the existing services prior to site establishment. The Contractor shall supply at their own expense, all water and electricity to the site for carrying out the installation

The Contractor shall erect and maintain at their own expense suitable and approved temporary fencing to enclose such areas of the works to be carried out and all areas of land occupied by the Contractor within the site as may be necessary to implement their contractual obligations.

6.5.2 Accommodation on Site

No housing is permitted inside the substation(s). If required, the Contractor shall provide all accommodation required.

6.5.3 Ablution Facilities

The Contractor shall provide for the duration of the contract ablution facilities on the site in the form of chemical closets for the use of personnel employed by the works. All ablution facilities provided by the contractor shall be efficient, sanitary and non-offensive and all sanitary fees payable to any local authority shall be paid by the contractor.

6.6. REFERENCES

All hardware, software and related equipment must be upgraded or replaced in accordance with the manufacturer's maintenance requirements.



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7. SPECIAL CONDITIONS

- 7.1 The successful bidder will enter into a Service Level Agreement (SLA) with CENTLEC.
- 7.2 The successful bidder will manage the project as "Turnkey".
- 7.3 All legal and procedural content of this RFP shall be addressed in the SLA (Service Level Agreement) entered into by CENTLEC and the successful bidder.
- 7.4 The successful bidder will be required to submit the Safety Health Environment Specification file as per Annexure A within fourteen (14) days of appointment.
- 7.5 In the event that the successful bidder appoints sub-contractors, the following will be expected:
 - 7.5.1 The successful bidder will have to ensure that the contractors to be appointed will be supplied with Safety Health Environment (SHE) specification.
 - 7.5.2 The successful bidder will have to ensure that the work will always be carried out under the supervision of a competent supervisor.
- 7.6 A list of all employees appointed for this contract, including supervisor(s) and site managers, must be submitted. Vetting results for all listed employees must be submitted to CENTLEC.
- 7.7 The competency, qualifications and experience of the key staff must be submitted with the resources file (i.e., Contract Manager, Site Agent, Foreman and Surveyor) identified in the projects. Organizational Chart recorded in their Curricula Vitae will be evaluated in the context of the requirements for the project.
- 7.8 It will be required by the successful bidder to arrange project meetings with all the relevant sections of CENTLEC who may be involved with the project. All necessary arrangements will be addressed in the project kick-off meeting(s).
- 7.9 Construction work on site may only commence after the safety file has been approved by the CENTLEC Health and Safety Section.
- 7.10 All staff on site shall attend the CENTLEC Standard Operating Procedures training and pass the required examination or tests provided by the Human Resource Development Directorate and be authorized to commence with work on site. The pass mark for the SOP is 70%.



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- 7.11 Submit training plan for skills transfer to CENTLEC employees within one week (7 days) after receiving an official purchase order.

The training plan shall include but is not limited to the following:

- a. System design and modelling
- b. Protection and SCADA system
- c. Testing and Commissioning
- d. System Maintenance and
- e. Power Quality and energy management.

- 7.12 Skills transfer and training plan should clearly be indicated in the proposal.



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8. PRICING

There will be a compulsory site meeting and only bids of members who has attend this compulsory site meetings will be evaluated and considered for adjudication/appointment.

All the proposals will be submitted to the Supply Chain offices of CENTLEC for evaluation and appointment.

Proposed Price schedule:

Item	Price in Rand exclusive of VAT.
Preliminary and General	
Sureties (All Required Insurances)	
Site establishment	
Engineering related Fees	
Specialized Discipline Fees	
Material and devices that are normally part of the supplied equipment and are essential for the proper operation of all equipment or are necessary for the proper functioning of the whole installation shall be supplied, even if not explicitly called for in these specifications. DETAILED PRICING SCHEDULE TO BE PROVIDED.	
Testing and Commissioning of all related control, protection, switching, communication, and security systems	
TOTAL COST OF PROPOSAL (Excl. VAT)	

NB: "THE PRICE FOR THE TURNKEY PROJECT SHOULD INCLUDE THE TOTAL COST AS WELL AS A DETAILED COST BREAKDOWN OF ALL THE REQUIRED AND RELEVANT ACTIVITIES AS PER THE EXAMPLE INDICATED ABOVE".