



KOUGA LOCAL MUNICIPALITY

RENOVATIONS OF THE OCEANVIEW BUSINESS SUPPORT CENTRE

CONTRACT NO: 15/2022

FEBRUARY 2022

SERVICE PROVIDER		
TELEPHONE / FACSIMILE		
ISSUED BY: Kouga Local Municipality Physical Address: 33 Da Gama Road Jeffreys Bay Postal Address: P O Box 21 Jeffrey Bay 6330 Telephone: 042 200 2200 Facsimile: 086 529 7827	PREPARED BY: Directorate: Planning, Development & Tourism Kouga Local Municipality Physical Address: 33 Da Gama Road Jeffreys Bay	

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PERSONAL DETAILS OF THE TENDERER

PLEASE PROVIDE THE FOLLOWING DETAILS:

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KOUGA LOCAL MUNICIPALITY					
BID NUMBER:	15 of 2022	CLOSING DATE:	31 March 2022	CLOSING TIME:	12:00
DISCRIBTION	RENOVATIONS OF THE OCEANVIEW BUSINESS SUPPORT CENTRE				
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:

Kouga Local Municipality:					
21 St Croix Street (back entrance) or 16 Woltemade Street (front entrance)					
Jeffreys Bay					
6330					
Room 122					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Office	CONTACT PERSON	X. WAGOSA
CONTACT PERSON		TELEPHONE NUMBER	0422002200
TELEPHONE NUMBER	042 200 2200	FACSIMILE NUMBER	
FACSIMILE NUMBER			xwagosa@kouga.gov.za
E-MAIL ADDRESS	tenders@kouga.gov.za		

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, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
☐ YES ☐ NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

CERTIFICATION:

I declare that the information in this annexure is true and correct in all respects.

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:

TENDER

PART 1 (OF 2): TENDERING PROCEDURES

T1.1	Tender Notice and Invitation to Tender	7
T1.2	Tender Data	8

T1.1: TENDER NOTICE AND INVITATION TO TENDER

KOUGA LOCAL MUNICIPALITY (EC108)

DIRECTORATE: PLANNING, DEVELOPMENT AND TOURISM

NOTICE NO: 15/2022

RENOVATION OF OCEANVIEW BUSINESS SUPPORT CENTRE

Suitably qualified, capable and experienced Contractors are hereby invited to submit tenders for the Renovation of the Oceanview Business Support Centre at Kouga Local Municipality.

Tenders

An electronic copy of the tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from Monday 28 February 2022.

A compulsory clarification meeting will be held on **Tuesday, 11 March 2022 at 10:00 Ocean View Business Centre, Jeffrey's Bay, opposite the Tokyo Sexwale Taxi Rank**. Please take note that no attendee arriving **15 minutes** late or more will be allowed to attend the clarification meeting.

Please note:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- This contract will be evaluated on the 80/20point scoring system.
- The Guidelines for locally produced goods or locally manufactured goods will be applied where applicable.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.**
- **A CIDB Contractor grading of 2GB or higher is required, and is extended to Potentially Emerging (PE) contractors one grade lower i.e. 1GB PE in the tender value range in terms of Regulation 25.(8).**
- **A minimum functional assessment score of 70% will apply to this contract.**
- A valid SARS Tax compliance Status pin to be submitted.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- In order to claim Preference points a valid originally or certified B-BBEE Status level Verification certificate or a Sworn Affidavit completed on the DTI format must be submitted to validate the claim.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 120 days from the closing date.
- Tenders that are deposited in the incorrect box or delivered to any other venue will not be considered.

Enquiries relating to this tender must be submitted in writing via e-mail to tenders@kouga.gov.za and copied to xwagosa@kouga.gov.za

Completed documents in a sealed envelope endorsed "**NOTICE NO: 15/2022: "RENOVATION OF OCEANVIEW BUSINESS SUPPORT CENTRE"**", must be placed in the Tender Box 21 St Croix Street (back entrance) or 16 Woltemade Street (front entrance), Jeffrey's Bay, Room 122 on or before **THURSDAY, 31 MARCH 2022 at 12:00.**

C. DU PLESSIS
MUNICIPAL MANAGER

P.O. Box 21
JEFFREYS BAY
6330

For Placement: Herald – 28 February 2022

Municipal Website/ Municipal Notice Boards in all offices/areas – 28 February 2022

T1.2: TENDER DATA

The Standard Conditions of Tender make several references to the Tender Data for details that apply Specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or Inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause	Wording / Data
3.1	The Employer is the Kouga Local Municipality.
3.2	The Tender Documents issued by the Employer comprise the following documents: THE TENDER Part T1: Tendering procedures T1.1 – Tender notice and invitation to tender T1.2 – Tender Data Part T2: Returnable Documents T2.1 – List of Returnable Documents T2.2 – Returnable Schedules THE CONTRACT Part C1: Agreements and Contract Data C1.1: Form of Offer and Acceptance C1.2: Contract Data C1.3: Disclosure Statement Part C2: Pricing Data C2.1: Pricing Instructions C2.2: Pricing Schedule and Quantities Part C3: Scope of Works C3.1: Background C3.2: Scope of works C3.3: General
3.4	Kouga Local Municipality's contact details are as follows: Name: Xolile Wagosa Address: 33 Da Gama Road, Jeffreys Bay Tel: 042 200 2200 E-mail: xwagosa@kouga.gov.za
3.5.1	The Employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The employer shall not accept or incur any liability to

Clause	Wording / Data			
	a tenderer for such cancellation and rejection but will give written reasons for such action upon written request to do so.			
3.6.1	FUNCTIONAL ASSESSMENT- MINIMUM SCORE OF 70%			
	<i>EVALUATION – FUNCTIONALITY</i>			<i>Points</i>
	<i>Bidders experience in completion of similar projects</i> <i>Attach reference letters/ appointment letters from previous clients</i>	<i>Bidders must list projects completed with a value of R200 000 and more including contactable references/ appointment letters/ official purchase orders:</i> •More than 10 projects (30) •Between 5 and 10 projects (20) •Less than 5 projects (15)	30	30
	<i>Locality</i>	<i>Locality of office where business operates from: (Please provide proof either a latest municipal account/ municipal billing clearance certificate or lease agreement)</i> •Kouga area – (10) •Sarah Baartman District & Nelson Mandela Bay Metro area – (8) •Eastern Cape – (5) •Other Provinces – (3)		10
	TOTAL POINTS			40
4.7	For particulars regarding a compulsory Clarification meeting, see Bid Advert and Invitation to Bid (T1.1). Completion of the Attendance Register at the Compulsory Briefing Meeting will be deemed as proof of attendance.			
4.12	No alternative offers will be considered.			
4.13.1	The amount reflected on the Form of Offer takes precedence over any other Total Amount indicated elsewhere in the bidder's tender submission. If the Form of Offer does not state a value or figure, the bidder will be regarded as having made no offer. The Tender Document is not to be disassembled. <u>Any additional Returnables, CV's etc. are to be submitted in a separate ring-bound document properly indexed for ease of cross-referencing to the original tender document.</u> The original tender offer shall be submitted without any copies.			
4.13.3	Parts of each tender offer communicated on paper shall be submitted as an original.			
4.13.5	The Employer's address for delivery of tender offers and identification details is as per the Bid Advert and Invitation to Bid (T1.1).			
4.13	A two-envelope procedure <u>will not</u> be followed.			
4.15	The closing time for submission of tender offers is as per Notice and Invitation to Tender T1.1. Bid closing: it is the responsibility of the bidders to ensure that bid documents/proposals are submitted on or before closing time and at the correct location. Bidders who use courier services are responsible to ensure delivery is at the correct			

Clause	Wording / Data
	place/location and time as the department will not be held responsible for wrong delivery.
4.15	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted
4.16	The tender offer validity period is as per Bid Advert and Invitation to Bid (T1.1).
4.19	Access shall be provided for the following inspections, tests and analysis: Borrow pit testing and any verification of geotechnical data.
5.4	The location for opening of the tender offers, immediately after the closing time thereof shall be as per Bid Advert and Invitation to Bid (T1.1).
F.3.9.1	"In the event of there being any rate or rates which are declared to be an unacceptable commercial risk by the Employer, the Tenderer will be requested – (a) to justify any specific rate or rates, i.e. to give a financial breakdown of how such rate or rates were obtained, and subsequently to consider amending and adjusting such rate or rates while retaining the Tender Total derived under sub-clause F.3.9.2 (c) unchanged and fixed. It must be understood that in the event of the tenderer refusing to adjust any rate or rates to the satisfaction of the Employer, such refusal may prejudice his Tender."
F.3.13.1	Tender offers will only be acceptable if: a) the tenderer has completed and signed Form 1B (Certificate of Authority for Signatory) if applicable. b) the Form of Offer is duly completed and signed (Note: Any correction must be signed by the authorised signatory); c) all relevant certified information is submitted with the Tender; d) all other Tender Conditions are complied with. e) the successful Tenderer will be required to submit a valid Letter of Good Standing from the Compensation Commissioner
F.3.17	The number of copies of the signed contract to be provided by the employer is one.

TENDER

PART 2 (OF 2): RETURNABLE DOCUMENTS

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T2.1: LIST OF RETURNABLE DOCUMENTS

The original completed tender document excluding Drawings, shall be returned with all the required information supplied, duly completed in non-erasable ink in all aspects.

The following documents and schedules are to be completed and returned, as they constitute the tender. Whilst many of the returnables are required for the purpose of evaluating the tenders, some will form part of the subsequent contract, as they form the basis of the tender offer. For this reason, it is very important that tenderers submit, return, complete and sign **all the information, documents and schedules, as requested**.

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES (Included hereafter for completion)

- 1A Status of Concern Submitting Tender
- 1B Authority for Signatory
- 1C Declaration of Interest in Tender of Persons in Service of the State
- 1D Compulsory Enterprise Questionnaire
- 1E Declaration of Tenderer's Past Supply Chain Management Practises
- 1F Form MBD6.1: Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017
- 1G Schedule of Work Satisfactorily carried out by the Tenderer for Private Clients or Organs of State
- 1H Schedule of Contracts Awarded to Tenderer by Organs of State
- 1I Company Information Required for Tenders greater than R 5 million
- 1J Certificate of Independent Bid Determination
- 1K Proposed Amendments
- 1L Proof of Registration with the Supplier Database
- 1M Quality Assurance Certification
- 1N Proof of Professional Indemnity Insurance
- 1O Proof of Registration with Professional Bodies

2. RETURNABLE DOCUMENTS REQUIRED FOR TENDER EVALUATION PURPOSES (To be attached with submission)

- 2A Original Valid Tax Clearance Certificate /SARS Pin
- 2B Municipal Billing Clearance Certificate
- 2C B-BBEE Status Level Certificates / Consolidated Scorecard
- 2D Form MBD 6.2 Declaration certificate for local production and content for designated sectors

3. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT (included hereafter for completion)

- 3A Record of Addenda to Tender Documents
- 3B List of Key Personnel
- 3C Declaration Concerning Fulfilment of the Construction Regulations
- 3D Schedule of Proposed Subcontractors
- 3E Proposed Work Programme

4. OTHER SCHEDULES AND DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT (included hereafter for completion)

- C1.1 Form of Offer and Acceptance
- C1.2 Contract Data
- C2.2 Bill of Quantities

T2.2: RETURNABLE DOCUMENTS

1A: STATUS OF CONCERN SUBMITTING TENDER
--

1. General

State whether the tenderer is a company, a closed corporation, a partnership, a sole practitioner or a joint venture:

(Mark the appropriate option below)

Public Company	
Private Company	
Closed Corporation	
Partnership	
Sole Proprietary	
Joint Venture	
Co-operative	

2. Information to be provided (Attached to the tender)

If the Tendering Entity is a:		Documentation to be submitted with the tender
1	Closed Corporation, incorporated under the Close Corporation Act, 1984, Act 69 of 1984	CIPRO CK1 or CK2 (Copies of the founding statement) and list of members
2	Private Company incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 (Including Companies incorporated under Art 53 (b))	Copies of: a) CIPRO CM 1 – Certificate of Incorporation b) CIPRO CM 29 – Contents of Register of Directors, Auditors and Officers c) CIPRO CM 39 – Notice of Change of Directors for private companies d) Shareholders Certificates of all Members of the Company.
3	Private Company incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 in which any, or all, shares are held by another Closed Corporation or company with, or without, share capital	Copies of documents referred to in 1 and/or 2 above in respect of all such Closed Corporations and/or Companies.
4	Public Company incorporated with share capital, under the companies Act, 1973, Act 61 of 1973 (Including Companies incorporated under Art 21)	A signed statement by the Company's Secretary confirming that the Company is a Public Company. Copy of CM 29
5	Sole Proprietary or a Partnership	Certified Copy of the Identity Document of: a) Such Sole Proprietary, or b) Each of the Partners in the Partnership

If the Tendering Entity is a:		Documentation to be submitted with the tender
		Copy of the Partnership agreement
6	Co-operative	CIPRO CR 2 – Copies of Company registration document. (The percentage of work to be done by each partner must clearly be indicated on Form RDB 1 (or RDB 2 as applicable) of the tender document: MBD 6.1 Preference Points Claim Form in terms of the Preferential Procurement Regulations 2001).
7	Joint Venture	All the documents (as described above) as applicable to each partner in the JV as well as a copy of the Joint Venture agreement. (The percentage of work to be done by each partner of the joint venture must clearly be indicated in the Joint Venture Agreement).

Note:

- (i) If the shares are held in trust provide a copy of the Deed of Trust (only the front page and pages listing the trustees and beneficiaries are required) as well as the Letter of Authority as issued by the Master of the Supreme Court, wherein trustees have been duly appointed and authorised, must be provided.
- (ii) Include a copy of the Certificate of Change of Name (CM 9) if applicable. No. CM 9: name change certificate will be accepted as proof alone, for registration.

3. Bidders Must Register for VAT or be Registered for VAT Purposes in Terms of the Value-Added Tax Act, (Act No. 89 of 1991)

(Make an X in the appropriate space below)

Yes

No

REGISTRATION NO:

1B: AUTHORITY FOR SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture / Consortium	D Sole Proprietor	E Close Corporation

A Certificate for Company

I,, chairperson of the board of directors of, hereby confirm that by resolution of the board (copy attached) taken on 20....., * Mr / Ms acting in the capacity of, and who will sign as follows: be, and is hereby authorized to sign the tender and all documents and correspondences in connection with this tender as well as any contract resulting from it on behalf of the company.

As witnesses:

- | | |
|---------|-----------------|
| 1. | Chairman: |
| 2. | Date: |

NAME	CAPACITY	SIGNATURE

Note:

* Delete which is not applicable.

This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise.

Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

B Certificate for Partnership

We, the undersigned, being the key partners in the business trading as,
hereby authorize * Mr / Ms, acting in the
capacity of, and
who will sign as follows: be, and is hereby
authorized to sign the tender and all documents and correspondences in connection with this tender as well
as any contract resulting from it on behalf of the company.

NAME	ADDRESS	SIGNATURE	DATE

Note:

* Delete which is not applicable.

This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise.

Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

C Certificate for Joint Venture or Consortia

We, the undersigned, are submitting this tender offer in a * Joint Venture / Consortium and hereby authorise
* Mr / Ms, acting in the
capacity of lead partner, and who will sign as follows: be, and
is hereby authorized to sign the tender and all documents and correspondences in connection with this tender
as well as any contract resulting from it on behalf of the company.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of
all partners to the * Joint Venture / Consortium.

NAME OF FIRM	ADDRESS	% OF CONTRACT VALUE	AUTHORISING SIGNATURE, NAME AND CAPACITY
(Lead Partner):			

Note:

* Delete which is not applicable.

This resolution must be signed by all the Members / Partners of the Bidding Enterprise.

Should the number of Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

D Certificate for Sole Proprietor

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

As witnesses:

1. Signature:

2. Date:

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as,

hereby authorize * Mr / Mrs, acting in the capacity of, to sign all documents in connection with this tender and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note:

* Delete which is not applicable.

This resolution must be signed by all the Directors / Members / Partners of the Bidding Enterprise.

Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

1C: DECLARATION OF INTEREST – COMPULSARY

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 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:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the Company (Director, trustee, shareholder)
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all the directors/ trustees/shareholders member, 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**

* 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.

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

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

3.9.1 If yes, furnish particulars.

.....
.....

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

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, YES/NO
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?

3.11.1 If yes, furnish particulars

.....
.....

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.

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in the 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, principal shareholders or stakeholders in service of the state?

YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any directors, trustees, managers, principal Shareholders Or stakeholders of this company have any interest in 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 (applicable of employed by government (state))

.....

Signature

.....

Date

.....

Capacity

.....

Name of Bidder

Commissioner of Oaths

1D: COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires 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 PROPRIETORS 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 3 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, partner in a 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 municipal council
☐ 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 | ☐ an employee of Parliament or a provincial legislature
☐ a member of an accounting authority of any national or provincial public entity
☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
|--|---|

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: RECORD OF SPOUSES, CHILDREN AND PARENTS IN THE SERVICE OF THE STATE

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

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

Name of Spouse, Child or Parent	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

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

- (i) authorizes 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 neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender 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 tendering entities submitting tender offers and have no other relationship with any of the tenderers 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 the best of my belief both true and correct.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Enterprise name

1E: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTISES

1. This form serves as a declaration to be used by the Employer 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 tender of any Tenderer may be rejected if that Tenderer, or any of its directors have:
 - a) abused the Municipality's / Municipal entity's supply chain management system or been guilty of any improper conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) wilfully 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, 2004 (Act 12 of 2004).
3. In order to give effect to the above, this form and the questionnaire must be completed in full and signed. Failure to comply will result in the tender being declared non-responsive.

ITEM	QUESTION	RESPONSE	
4.1	Is the Tenderer or any of its directors listed on the National Treasurer's database as a company or persons prohibited from doing business with the public sector? (Companies for 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) The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za)	Yes	No
	If so, furnish particulars:		
4.2	Is the Tenderer 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, 2004 (Act 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-326-5445)	Yes	No
	If so, furnish particulars:		

ITEM	QUESTION	RESPONSE	
4.3	Was the Tenderer 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
	If so, furnish particulars:		
4.4	Was any contract between the Tenderer and the Municipality / Municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
	If so, furnish particulars:		
4.5	Does the tenderer or any of its directors owe any Municipal rates and taxes or Municipal charges to the Municipality/Municipal entity, or to any other Municipality/Municipal entity, that is in arrears for more than three months?	Yes	No
	If so, furnish particulars:		

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

1F: FORM MDB 6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017
--

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

NB BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- (a) The 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- (b) The 90/10 system for requirements with a Rand value above R50 000 000.00 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R50 000 000.00 and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

1.4.1.1 PRICE	80 POINTS
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1.4.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	20 POINTS
--	------------------

Total points for Price and B-BBEE must not exceed	100 POINTS
--	-------------------

1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad -Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with annual total revenue of R5 million or less;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- 2.15 **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.16 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.17 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

- 2.18 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.19 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.20 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

Score the financial offers using the following formula:

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

For 80/20

or

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

For 90/10

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

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded

to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant Contributor	0	0

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by relevant proof of B-BBEE status level of contributor).

8 SUB-CONTRACTING

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

YES / NO

(delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME or QSE?

YES / NO

(delete which is not applicable)

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

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		

Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9 DECLARATION WITH REGARD TO COMPANY / FIRM

9.1 Name of firm:

9.2 VAT registration number:

9.3 Company registration number:

9.4 TYPE OF COMPANY/ FIRM [Tick applicable box]

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

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION [Tick applicable box]

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

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:

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

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDER(S)

DATE

Compulsory Format for Sworn Affidavit for Qualifying Small Enterprises

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation. i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
Definition of "Black Designated Groups"	"Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

--	--

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

• Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

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

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

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

1G: SCHEDULE OF WORK SATISFACTORILY CARRIED OUT BY THE TENDERER FOR PRIVATE CLIENTS OR ORGANS OF STATE

(Organs of State include any Local, Provincial or National Government Authority)

The following is a statement of **similar work** successfully executed by myself/ourselves:

Employer, Contact Person and Telephone Number	Description of Contract	Value of Work Inclusive of VAT (Rand)	Date Completed (State current if not yet complete)

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

1H: SCHEDULE OF CONTRACTS AWARDED TO THE TENDERER BY ORGANS OF THE STATE

(Organs of State include any Local, Provincial or National Government Authority)

In terms of Clause 21(d)(iii) of the Supply Chain Management Policy, the tenderer shall list hereunder, particulars of contracts awarded to him by any Organ of State, during the past 5 years. **Any material non-compliance or dispute concerning the execution of any of these contracts must be mentioned.**

Include only those contracts where the tenderer identified in the signature block below was directly contracted by the Employer. Tenderers must not include services provided in terms of a sub-contract agreement. Where contracts were awarded in the name of a joint venture and the tenderer formed part of that joint venture, indicate in the column entitled "Title of the contract for the service" that the contract was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the tender.

Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity	Title of contract for the service	Value of Work Inclusive of VAT (Rand)	Date Completed (State current if not yet complete)

11: COMPANY INFORMATION REQUIRED FOR TENDERS GREATER THAN R 5 MILLION
--

1. Is the tenderer is required by law to prepare audited annual financial statements? YES / NO

2. If so, provide audited annual financial statements:

- for the past three years; or
- since their establishment if established during the past three years.

Indicate whether these have been included in the tender. YES / NO

3. If answer for Question No.1 is NO, does the tenderer have annual financial statements? YES / NO

4. If so, provide audited annual financial statements:

- for the past three years; or
- since their establishment if established during the past three years.

Indicate whether the annual financial statements have been included in the tender. YES / NO

5. If answer for Question No.1 is NO, the tenderer shall attach to this form a letter from the tenderer's bank; in which the bank declares how the tenderer conducts its account. The contents of the bank's letter must state the credit rating that it accords to the tenderer for the business envisaged by this tender. The minimum acceptable credit rating applicable to tenderers for this tender is a C credit rating. The value of the bank rating must be calculated and checked with R2.5 million. Failure to provide the required letter with the tender submission may render the tenderer's offer unresponsive in terms of Clause 5.8 of the tender condition.

Indicate whether a credit rating letter from the bank has been included in the tender. YES / NO

6. Does the tenderer have any undisputed commitments for Municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days?

YES / NO

If so, state particulars:

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

7. Has any contracts been awarded to the tenderer by an organ of state during the past five years?

YES / NO

If so, state particulars:

.....
.....

8. Has there been any material non-compliance or dispute concerning the execution of such contract?

YES / NO

If so, state particulars:

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

9. Is any portion of the goods or services expected to be sourced out from outside the Republic?

YES / NO

If so, state what portion and whether any portion of payment from the Municipality is expected to be transferred out of the Republic.

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

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

1J: 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 consortium* 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.

*** 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.**

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.

Signed

Date

Name

Position

Tenderer

1K: PROPOSED AMENDMENTS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in **a covering letter to his tender and reference such letter in this schedule.**

The Tenderer's attention is drawn to Clause 3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

Page Number	Clause / Item	Proposal

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

1L :

PROOF OF REGISTRATION WITH THE CENTRAL SUPPLIER DATABASE (CSD)

All existing and prospective service providers/creditors to the Kouga Municipality's supplier database should note that registration with the electronic Central Suppliers Database (CSD www.csd.gov.za for self-registering), developed by National Treasury, is a requirement.

Prospective tenderers are to attach the ***Certificate of Registration with CSD*** to this page.

1M:	PROOF OF QUALITY ASSURANCE CERTIFICATION
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Tenderers to submit proof, before commencement of work, of Quality Assurance Systems employed in his office in order to ensure compliance with
ISO 9001: 2015

1N : PROOF OF PROFESSIONAL INDEMNITY INSURANCE
--

Tenderers to submit proof of Professional Indemnity Insurance before commencement of work.

10 :	PROOF OF REGISTRATION WITH PROFESSIONAL BODIES
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Tenderers to submit proof of Registration with relevant Bargaining Council before commencement of work.

2A: ORIGINAL VALID TAX COMPLIANCE STATUS PIN

In terms of Clause 43 of the Municipal Supply Chain Management Policy, tenderers must ensure that they are up-to-date with their payments of taxes.

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The tenderer must attach to this page an **original(s)** of a **valid** Tax compliance Status pin must be submitted.

Note:

1. In order to meet this requirement bidders are required to complete in full the form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Compliance Pin that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Compliance Pin must be submitted together with the bid. Failure to submit the original and valid Tax Compliance Pin will result in the invalidation of the bid. Certified copies of the Tax Compliance Pin will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za
6. Applications for the Tax Compliance Pin may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

2B: MUNICIPAL BILLING CLEARANCE CERTIFICATE
--

In terms of Clause 38 of the Municipal Supply Chain Management Policy, tenderers must ensure that they are up-to-date with their payments of municipal accounts.

The tenderer shall attach to this page a Municipal Billing Clearance Certificate, which provides proof that his payment of Municipal accounts is up-to-date.

These certificates are obtainable from:

Kouga Local Municipality
33 Da Gama Road
Jeffreys Bay.

Should the tenderer not be based in the Kouga Local Municipality, he shall submit a Municipal Billing Clearance Certificate/ Latest municipal account/ Lease agreement issued by the municipality in which he is based.

2C: B-BBEE STATUS LEVEL CERTIFICATES / CONSOLIDATED B-BBEE SCORECARD

Bidders who qualify as EMEs in terms of the B-BBEE Act shall submit and attach to this page a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs shall submit and attach to this page their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

A trust, consortium or joint venture acting as a legal entity shall submit and attach to this page their B-BBEE status level certificate.

A trust, consortium or joint venture acting as an unincorporated entity shall submit and attach to this page their consolidated B-BBEE scorecard as if they were a group structure and such a consolidated B-BBEE scorecard shall be prepared for every separate bid.

Tertiary institutions and public entities shall submit and attach to this page their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

All EME / B-BBEE certificates must reflect the B-BBEE status level of the bidder and must be certified.

2D: FORM MBD 6.2 - DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if –
 - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
 - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is:

<u>Description of services, works or goods (to be indicated by the Contractor)</u>	<u>Stipulated minimum threshold</u>
Electrical cables	90%
Plastic pipes and fittings	100%
Steel and components of construction	100%

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

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

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?
(Tick applicable box)

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

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

3A: RECORD OF ADDENDA TO TENDER DOCUMENTS
--

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

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

Attach additional pages if more space is required.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

3B: LIST OF KEY PERSONNEL

The tenderer shall insert the Name, Qualification and Years of Experience of Key Personnel he proposes to employ on this tender/Contract:

JOB DESCRIPTION	NAME	QUALIFICATION	PROJECT EXPERIENCE

The company organogram must be attached. If not working for the company, an agreement must be submitted. The CV's of all the above personnel must be attached, in which they highlight their previous experience. Certified copies of Qualifications and Registrations for Key Personnel must be submitted. Proof of adherence to the minimum requirements as per Clause F.2.1 of the Tender Data must be clearly indicated and substantiated with proof. The Company Profile of the tenderer must also be submitted.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

3C: DECLARATION CONCERNING FULFILMENT OF THE CONSTRUCTION REGULATIONS

In terms of Regulation 4(3) of the Construction Regulations (2014), hereinafter referred to as the Regulations, promulgated on 7 February 2014 in terms of Section 43 of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), the Employer shall not appoint a Contractor to perform construction work unless the Contractor can satisfy the Employer that his/her firm has the necessary competencies and resources to carry out the work safely and has allowed adequately in his/her tender for the due fulfilment of all the applicable requirements of the Act and the Regulations.

Tenderers shall answer the questions below:

1. I confirm that I am fully conversant with the Regulations and that my company has (or will acquire / procure) the necessary competencies and resources to timeously, safely and successfully comply with all of the requirements of the Regulations.

(Tick)

Yes	
No	

2. Indicate which approach shall be employed to achieve compliance with the Regulations.

(Tick)

Own resources, competent in terms of the Regulations (refer to 3 below)	
Own resources, still to be hired and/or trained (until competency is achieved)	
Specialist subcontract resources (competent) - Specify:	

3. Provide details of proposed key persons, competent in terms of the Regulations, who will form part of the Contract team as specified in the Regulations (CVs to be attached):

.....

.....

.....

.....

4. Provide details of proposed training (if any) that will be undergone:

.....

.....

.....

.....

.....

5. List potential key risks identified and measures for addressing risks:

.....

.....

.....

.....

.....

6. I have fully included in my tendered rates and prices (in the appropriate payment items provided in the Bill of Quantities) for all resources, actions, training and any other costs required for the due fulfilment of the Regulations for the duration of the construction and defects repair period

(Tick)	
Yes	
No	

SIGNATURE OF PERSON(S) AUTHORISED TO SIGN THIS TENDER:

1. ID NO:
(Name in Print):

2. ID NO:
(Name in Print):

3D: SCHEDULE OF PROPOSED SUBCONTRACTORS
--

We notify you that it is our intention to employ the following Subcontractors to work on this Contract.

If we are awarded a Contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the Contract for such appointments. If there are no such requirements in the Contract, then your written acceptance of this list shall be binding between us.

Name and Address of Proposed Subcontractor	Nature and Extent of Work	Previous Experience with Subcontractor

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

3E: PROPOSED WORKFLOW CHART

The Tenderer to submit a proposed Workflow chart and attach to this page.

I, the undersigned, warrant that I am duly authorised to do so on behalf of the enterprise and confirm that the contents of this schedule are, to my personal knowledge and best belief, both true and correct.

Signed

Date

Name

Position

Tenderer

CONTRACT

PART 1 (OF 4): AGREEMENT AND CONTRACT DATA

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C1.2	Contract Data	70
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C1.1: FORM OF OFFER AND ACCEPTANCE

(Agreement)

1. OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following Works:

RENOVATION OF THE OCEANVIEW BUSINESS SUPPORT CENTRE

Estimate will be used for purposes of evaluation and all invoicing and award will be unit rates based.

The amount brought forward is not indicative of the total envisaged expenditure on this contract and shall be limited to the upper limits of the CIDB grade advertised and budgetary constraints.

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE-ADDED TAX IS:

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

..... Rand (in words); R (in figures)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in terms of the Conditions of Contract identified in the Contract Data.

For the **Tenderer**:

.....
Signature

.....
Name

.....
Capacity

Name and Address of Organisation:

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

Signature and Name of Witness:

.....
Signature

.....
Name

Date:

2. ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's Offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

Part C1: Agreements and Contract Data (which includes this Agreement)

Part C2: Pricing Data

Part C3: Scope of Work and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any Addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviation (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of the obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within five (5) days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

For the **Employer**:

.....
Signature

.....
Name

.....
Capacity

Name and Address of Organisation:

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

Signature and Name of Witness:

.....
Signature

.....
Name

Date:

3. SCHEDULE OF DEVIATIONS

Notes:

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

1. Subject:
Details:
2. Subject:
Details:
3. Subject:
Details:
4. Subject:
Details:
5. Subject:
Details:
6. Subject:
Details:
7. Subject:
Details:

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and Addenda thereto as listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the Tenderer:

.....

Signature

.....

Name

.....

Capacity

Name and Address of Organisation

.....

.....

.....

.....

.....

.....

.....

Witness Signature

.....

Witness Name

.....

Date

For the Employer:

.....

.....

.....

Name and Address of Organisation

.....

.....

.....

.....

.....

.....

.....

.....

.....

4. CONFIRMATION OR RECEIPT

The Tenderer, (now Professional Service Provider), identified on the Offer part of this Agreement, hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

the (day)

of (month)

20 (year)

at (place)

For the **Professional Service Provider**:

.....
Signature

.....
Name

.....
Capacity

Signature and Name of Witness:

.....
Signature

.....
Name

C1.2: CONTRACT DATA

The CIDB Standard Professional Services Contract (July 2009) (Third Edition of CIDB document 1014) is applicable to this Contract and are obtainable from www.cidb.co.za.

PART 1: DATA PROVIDED BY THE EMPLOYER

The following contract specific data, referring to the Standard Professional Services Contract (July 2009) (Third Edition of CIDB document 1014), are applicable to this Contract:

Clause	Description / Wording
3.4 and 4.3.2	The Employer is the Kouga Local Municipality. The authorised and designated representative of the Employer is: Name: Mr. X. Wagosa The address for receipt of communications is: Telephone: 042 200 2200 E-mail: xwagosa@kouga.gov.za Street Address: 33 Dama Road Jeffreys Bay. Postal Address: P.O Box 21, Jeffreys Bay, 6330.
1	RENOVATION OF THE OCEANVIEW BUSINESS SUPPORT CENTRE
3.6	The Service Provider may not release public or media statements or publish material related to the services or Project under any circumstances.
3.12	The penalty payable is R250,00 per Day.
3.15.1	The workflow chart/ programme must be submitted within 10 Days of the award of Contract.
3.15.2	The Service Provider must update the programme per project.
3.16	Time based fees shall not be adjusted for inflation.
4.3.1(d)	The Service Provider may be required to assist in the obtaining of approvals, licences and permits from the state, regional or municipal authorities having jurisdiction over the Project.
5.4.1	The Service Provider is required to provide professional indemnity cover. The Service Provider is required to provide the following insurances: - Professional Indemnity Cover is: R500,000.00 Period of Cover: Duration of the Contract - Public Liability Cover is: Not less than R500,000.00. Period of Cover: Duration of the Contract
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: - Incurring costs that will result in the exceeding of the work order issued; - Making deviations from the Contract.
7.2	The Service Provider is required to provide personnel in accordance with the provisions of Clause 7.2 and to complete the Personnel Schedule.
8.1	The Professional Service Provider is to commence the performance of the Services within seven Days of date that the Contract becomes effective.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
11.1	The Service Provider may only subcontract any work which he has the skill and competency to perform if approved so in writing by the Employer.
12.1	Interim settlement disputes is to be by mediation.
12.2	Final settlement is by arbitration.
12.2.1	In the event that the parties fail to agree on a mediator, the mediator is nominated by the Employer.

15	The interest rate will be prime interest rate of the Employer's bank account.
----	---

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

Clause	Description / Wording																														
1	The Service Provider is Adress:..... Telephone: Faxsimile:																														
5.3	The authorised and designated representative of the Service Provider is: Name:..... The address for receipt of communications is: Telephone: Faxsimile: Adress:																														
1	Bidder to indicate the Period of Performance based on an estimate of 5000m ²																														
5.5 7.1.2	The Key Persons and their jobs / functions in relation to the services are: <table border="1"> <thead> <tr> <th>Name</th><th>Specific Duties</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Specific Duties																												
Name	Specific Duties																														

C1.3: DISCLOSURE STATEMENT

**PRO FORMA
DISCLOSURE STATEMENT**

Date:

Contract:
(Name)

Professional Service Provider:
(Name)

Employer:
(Name)

Employers Agent:
(Name)

Dear Sirs

I am willing and available to serve as (ad-hoc / standing) Adjudication Board Member in the above-mentioned Contract.

In accordance with the General Conditions of Contract for Construction Works Adjudication Board Rules relating to the disclosure statements by selected or nominated persons to the adjudication, I hereby state that:

- I shall act with complete impartiality and know of nothing at this time, which could affect my impartiality.
- I have had no previous involvement in this project.
- I do not have any financial interest in this project.
- I am not currently employed by the Contractor, Employer or Employers Agent.
- I do not have any financial connections with the Contractor, Employer or Employers Agent.
- I do not have or have not had a personal relationship with any authoritative member of the Contractor, Employer or the Employers Agent which could affect my impartiality.
- I undertake to immediately disclose to the parties any changes in the above position which could affect my impartiality or be perceived to affect same.

Should there be any deviation from the foregoing statements, details shall be given.

I further declare that I am experienced in the work which is carried out under the Contract and in interpreting the contract documentation.

Name in full:

Signature:

CONTRACT

PART 2: PRICING DATA

C2.1	Pricing Instructions	75
C2.2	Pricing Schedule and Summary	76

C2.1: PRICING INSTRUCTIONS

- The Bills of Quantities form part of and must be read in conjunction with the Specification.
- The Price Summary is to reflect the total price carried forward from the Bill of Quantities which need to be submitted with the tender documents.
- The tender price must be based on the Bills of Quantities. The priced Bills of Quantities shall be submitted with the tender documents.
- All items in the Bills of Quantities are deemed to include supply, delivery, installation where appropriate, unless specifically stated otherwise.
- The unit rate must include for all things necessary, whether specified in detail or not.
- Where no rates are filled-in by the Tenderer, or the rate is indicated as Nil, it will be assumed that there is no charge for the particular item and that the cost thereof has been included in the other rates provided.
- Please note, per work order the winning bidder will be requested to submit quotation based on rates as indicated in their Bill of quantities per requirement.
- Estimate will be used for purposes of evaluation and all invoicing and award will be unit rates based.

C2.2: PRICING SCHEDULE AND SUMMARY

ITEM NO	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
	BILL No. 1				
	PRELIMINARIES				
	PREAMBLES FOR TRADES				
	The Model Preambles for Trades 2008 as published by the Association of South African Quantity Surveyors shall be deemed to be incorporated in these bills of quantities and no claims arising from brevity of description of items fully described in the said Model Preambles will be entertained.				
	PRICING OF PRELIMINARIES				
	Supplementary preambles are incorporated in these bills of quantities to satisfy the requirements of this project. Such supplementary preambles shall take precedence over the provisions of the Model Preambles.				
	The contractor's prices for all items throughout these bills of quantities takes account of and include for all of the obligations, requirements and specifications given in the said Model Preambles and in any supplementary preambles.				
	Items not priced in these Preliminaries shall be deemed to be included elsewhere in these Bills of Quantities.				
	The bills of quantities is measured provisionally.				
	ABBREVIATED DESCRIPTIONS				
	The items in these bills of quantities may utilise abbreviated descriptions. It is the intention that the abbreviated descriptions when read in conjunction with the applicable measuring system and the relevant preambles and/or specifications, shall represent the full descriptions.				
	PRELIMINARIES				

A	Preliminaries required for site establishment, contractor insurances, setting out of the works, managing of the works, ablution facilities, site de-establishment, etc.	Item			
	Carried to summary			R	
	BILL No. 2				
	ALTERATIONS				
	<u>View site</u>				
	Before submitting his tender the tenderer shall visit the site and satisfy himself as to the nature and extent of the work to be done and the value of the materials salvageable from the alterations. No claim for any variations of the contract sum in respect of the nature and extent of the work or of inferior or damaged materials will be entertained				
	<u>General</u>				
	Prices for taking out of doors, windows, etc shall include for removal of all beads, architraves, ironmongery, etc				
	Prices for taking out and removing doors and frames shall include for removing door stops, cabin hooks, etc				
	Prices for items measured as "setting aside for re-use and later re-fixing in similar new position" shall include for the re-fixing of the item unless otherwise described				
	With regard to building up of openings in existing walls, cement screeds and pavings, granolithic, tops of walls, etc, shall be levelled and prepared for raising of brickwork				
	Making good of finishes shall include making good of the brick and concrete surfaces onto which the new finishes are applied, where necessary				
	The contractor will be required to take all dimensions affecting the existing buildings on the site and he will be held solely responsible for the accuracy of all such dimensions where used in the manufacture of new items (doors, windows, fittings, etc)				

	<u>REMOVAL OF EXISTING WORK</u>				
	Breaking down and removing brickwork etc				
A	One brick walls	m2	33		
	Taking out and removing doors, windows, etc from brickwork to be demolished				
B	Timber single door frame not exceeding 2,5m ²	No	2		
C	Aluminium window frame not exceeding 2,5m ²	No	2		
	Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)				
D	Timber single door frame not exceeding 2,5m ²	No	2		
E	Timber double door and frame exceeding 2,5m ² and not exceeding 5m ²	No	1		
F	Steel double security gate exceeding 2,5m ² and not exceeding 5m ²	No	1		
G	Glazed steel window not exceeding 2,5m ²	No	10		
	Taking out doors, windows, etc, including thresholds, sills, etc, setting aside for re-use and later refixing in similar new position				
H	Roller shutter door 1,8 x 1,2m high	No	6		
I	Roller shutter door 1,8 x 2,1m high	No	2		
	Taking down and removing roofs, floors, panelling, ceilings, partitions, etc				
J	IBR profile sheet steel roof covering and timber purlins including fibre cement	m2	177		

	fascia boards				
K	IBR profile side cladding	m2	63		
L	Gypsum plasterboard ceilings, including timber bandering, cornices, etc	m2	24		
	Hacking up/off and removing ceramic tiles including removing mortar bed or adhesive from concrete or brickwork and preparing surfaces for new screed, plaster, tile finish, etc				
A	Tiles to floors	m2	93		
	<u>BUILDING UP OPENINGS</u>				
	Brickwork in NFP bricks in class II mortar in building up openings, including bonding new to existing and making good cement plaster on both sides (making good paintwork elsewhere)				
B	Opening 1,7 x 2,1m high overall in 270 brick wall	No	1		
	SERVICING OF DOORS, FRAMES AND IRONMONGERY				
C	Clean and service existing steel roller shutter doors approximate size 1,8 x 1,2m high by cleaning and restoring roller gear to open/close properly	No	6		
D	Clean and service existing steel roller shutter doors approximate size 1,8 x 2,1m high by cleaning and restoring roller gear to open/close properly	No	2		
	<u>CLEANING OF EXISTING WORK</u>				
E	Power spray surface of face brick walls with industrial strength water sprayer in preparation for applying sealer (measured elsewhere)	m2	14		
	Allowance for Alterations				
F	Allow the sum of R5 000.00 (Five Thousand Rand) for sundry alterations, to be measured and valued in terms of	Item		5 000.00	5 000.00

	these Bills of quantities				
	Carried to Summary			R	
	BILL No. 3				
	MASONRY				
	SUPPLEMENTARY PREAMBLES				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	Sizes in descriptions				
	Where sizes in descriptions are given in brick units, "one brick" shall represent the length and "half brick" the width of a brick				
	Brickwork ties				
	For all hollow brick walls with an overall thickness in excess of 300mm, irrespective of the cavity being filled solid with concrete, the ties used are to be of the vertical twist type formed of 20 x 4mm flat section mild steel with a finished length 140mm longer than the width of the cavity. Both ends of the tie are to be split and fanged to 40mm wide. The ties are to be hot dipped galvanised after manufacture and built into the brickwork at the rate of 5/m ²				
	Hollow walls, etc.				
	Descriptions of hollow walls shall be deemed to include leaving every fifth perpend of the bottom course of the external skin open as a weep hole				
	BRICKWORK				
	SUPERSTRUCTURE				
	Brickwork of NFX bricks (14 MPa nominal compressive strength) in class II mortar in loadbearing walls, etc				

A	270mm Hollow walls of two half brick skins tied together with approved galvanised vertical twist ties (5/m2)	m2	63		
	BRICKWORK SUNDRIES				
A	Closing 50mm cavities of hollow walls horizontally with one course of brickwork	m	42		
	Bedding roof sheeting with semi-dry 1:3 cement and sand mortar				
B	Top of brick walls	m2	11		
	2,8mm Galvanised brick reinforcement				
C	75mm Wide reinforcement built in horizontally	m	1493		
	Carried to summary			R	
	BILL No. 4				
	ROOF COVERINGS, ETC				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	PROFILED METAL SHEETING AND ACCESSORIES				
	0,8mm IBR profile "Safintra saflok 700" consealed fix pre-painted aluminium sheets in single lengths with finish of approved standard colour on one side and standard grey backing finish on reverse side, fixed to timber purlins or rails				
A	Roof covering with pitches not exceeding 25 degrees	m2	177		
	0,8mm Aluminium sheet accessories to preceding roof coverings with "G4 colertech" finish of approved standard colour on one side and standard grey backing finish on reverse side fixed to timber purlins or rails				
B	Ridge cappings 660mm girth, including dressing edges into corrugations of roof	m	21		

	covering on both sides				
C	Narrow and broad flute closers 705mm girth	m	42		
D	Moulded narrow and broad rib polyethelene filler blocks	m	42		
	ROOF AND WALL INSULATION				
	"Sisalation 430" heavy industrial grade aluminium foil based insulation				
E	Insulation laid taut under purlins including 2,5mm diameter galvanised steel straining wires	m2	177		
	Carried to summary			R	
	BILL No. 5				
	CARPENTRY AND JOINERY				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	STRUCTURAL TIMBERWORK ETC				
	Sawn softwood (Grade 5)				
A	50 x 76mm Purlins	m	215		
	EAVES, VERGES, ETC				
	High density plain fibre-cement fascias and barge boards				
B	15 x 300mm Fascias and barge boards, including aluminium H-profile jointing strips	m	52		
	TIMBER DOORS, WINDOWS, ETC				
	Hollow core flush doors with commercial veneer				
C	40mm Door 813 x 2 032mm high	No	2		

	FRAMES, ETC.				
	FRAMED FRAMES, MULLIONS, TRANSOMS, ETC				
	Wrought meranti				
D	69 x 102mm Single rebated frames	m	10		
	Carried to summary			R	
	BILL No. 6				
	CEILINGS, PARTITIONS, ETC				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	CEILING TIMBERS, BEADS, INSULATION, ETC				
	"ISOTHERM" insulation				
A	100mm Insulation in blanket form closely fitted and laid on top of brander between roof timbers, etc	m2	93		
	NAILED-UP CEILINGS				
	6,4mm "Rhino board" gypsum plasterboard with taped joints and the whole finished with gypsum plaster trowelled to a smooth polished surface to the thickness recommended by the manufacturer				
B	Ceilings including 38 x 38mm sawn softwood brander at 400mm centres in one direction	m2	93		
C	Extra over ceiling for 600 x 600mm trap door of wrought softwood rebated framing with one cross brander, covered with ceiling board and fitted flush in opening, including necessary trimmers around	No	1		
	Gypsum plasterboard cornices				

D	70mm Coved cornices	m	64		
	PARTITIONS ETC				
	DRYWALL PARTITIONS				
	SUPPLEMENTARY PREAMBLES				
	"GypWall Classic 51/F30S39" system				
	Studs: Donn UltraSTEEL™ Studs 51mm x 35mm at 600mm centres. In areas with tile finishes, reduce stud spacing to 400mm centres. Floor Track: Donn UltraSTEEL™ Track 51mm x 25mm fixed with one line of fixings spaced at 600mm centres. Head Track: Donn UltraSTEEL™ Track 51mm x 25mm fixed with one line of fixings spaced at 600mm centres. Adequate support shall be provided for the head track. Deflection allowance: To be determined by structural engineer. Apply two continuous beads of SoundSeal between the building structure and the framework.				
	Wall paper and paint or varnish finishes are given separately				
	"Gypwall Classic" 30 Minutes fire rated partitions with 12,5mm thick "Gyproc RhinoBoard" board cladding on both sides				
A	Partitions 2,635m high with bottom and top tracks plugged	m	11		
B	Extra over partition 2,635m high for vertical abutment	No	3		
C	Extra over partition for opening to fit 813 x 2 032mm door	No	2		
	Extra over "GypWall Classic" partitions for 40mm semi-solid flush doors with laminated veneer on both sides and hardwood edge strips to vertical edges, hung to and including standard natural anodised aluminium door frame with one pair of 100mm nylon washered aluminium hinges to each hanging stile,				

	including additional studding, trimming, etc to partitions				
D	Door 813 x 2 032mm high including lockset	No	2		
	Carried to summary			R	
	BILL No. 7				
	METALWORK				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	ALUMINIUM WINDOWS, DOORS, ETC				
	All aluminium windows, doors, etc for this Contract are to be manufactured by manufacturers that are members of AAAMSA. Products manufactured by non-member firms will not be acceptable. No patio type doors or windows will be accepted				
	All aluminium windows, doors, etc are to be covered with plastic sheeting with a low tack adhesive prior to leaving the place of manufacture. Plastic sheeting is to remain in place to provide protection during construction work on site				
	All aluminium windows, doors, etc are to be manufactured according to shop details provided by specialist and approved by Architect or client. All sizes to be checked on site prior to manufacture				
	Anodized (colour to match existing) windows glazed with 6,38mm clear nominal strength laminated safety glass with polyvinyl butyral interlayer complete with subframes, ironmongery, glass and fixed to brickwork, concrete or steel				

	including sealing all round with silicone sealant				
A	Window size 600 x 600mm high, with one top hung opening section	No	10		
B	Window size 1 800 x 1 200mm high, with one mullion, one transome, two fixed panes and one top hung opening section	No	4		
	ALUMINIUM SLIDING DOORS				
	Purpose made anodized sliding doors (colour to match existing windows) glazed with 6,38mm clear nominal strength laminated safety glass with polyvinyl butyral interlayer complete with subframes and glass and fixed to brickwork including sealing all round with silicone sealant				
A	Door size 1 800 x 2 100mm high overall, with one fixed pane and one sliding section	No	1		
	ALUMINIUM SHOPFRONTS				
	Purpose made anodized (colour to match existing windows) shopfronts glazed with 6,38mm clear nominal strength laminated safety glass with polyvinyl butyral interlayer complete with subframes and glass and fixed to brickwork, concrete or steel including sealing all round with silicone sealant				
B	Double door and frame size 1 800 x 2 100mm high overall	No	1		
	Carried to summary			R	
	BILL No. 8				
	PLASTERING				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR				

	TRADES 2008"				
	INTERNAL PLASTER				
	1:4 Cement plaster 15mm thick on brickwork				
A	On walls	m2	63		
B	On narrow widths not exceeding 300mm wide	m2	5		
	EXTERNAL PLASTER				
	1:5 Cement plaster 15mm thick on brickwork				
C	On walls	m2	63		
D	On narrow widths not exceeding 300mm wide	m2	5		
	Carried to summary			R	
	BILL No. 9				
	TILING				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	Fixing				
	Unless described as "fixed with adhesive to plaster (plaster elsewhere)" descriptions of tiling on brick or concrete walls, columns, etc shall be deemed to include 1:4 cement plaster backing and descriptions of tiling on concrete floors etc shall be deemed to include 1:3 plaster bedding				
	Ceramic, porcelain, marble and granite tiles are to be fixed and grouted with suitable adhesives and grouts as recommended by the manufacturer of the tiles				

	FLOOR TILING				
	350 x 350 x 5,5mm "Kilimanjaro Kgalagadi EcoTec" Grey Matt porcelain floor tiles fixed with adhesive to concrete and flush pointed with waterproof grout				
A	On floors and landings	m2	93		
	Carried to summary			R	
	BILL No. 10				
	PLUMBING AND DRAINAGE				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	RAINWATER DISPOSAL				
	"Marley Vynadeep" gutters and rainwater pipes				
A	125mm Half-round roof gutters with beaded front edge	m	52		
B	Extra over gutter for stopped end	No	4		
C	Extra over gutter for outlet for 80mm pipe	No	4		
D	80mm Diameter rainwater pipes	m	16		
E	Extra over rainwater pipe for bend	No	12		
F	Extra over rainwater pipe for shoe	No	4		
	Carried to summary			R	
	BILL No. 11				
	PAINTWORK				
	PREAMBLES Tenderers are advised to study the "MODEL PREAMBLES FOR TRADES 2008"				
	SUPPLEMENTARY PREAMBLES				

	PREPARATORY WORK TO EXISTING WORK				
	Previously painted plastered surfaces				
	Surfaces shall be thoroughly washed down and allowed to dry completely before any paint is applied. Blistered or peeling paint shall be completely removed and cracks shall be opened, filled with a suitable filler and finished smooth				
	PAINT SPECIFICATIONS				
	All painting shall be done in accordance with specifications equivalent to Plascon specifications unless otherwise described				
	COLOURS				
	Unless otherwise described all paintwork colours must match the existing colours				
	PAINTWORK, ETC. TO NEW WORK				
	ON INTERNAL FLOATED PLASTER SURFACES				
	One coat professional gypsum and plaster primer and two coats low odour premium quality highly washable and stain resistant acrylic emulsion paint for interior use on:				
A	Walls	m2	67		
	ON EXTERNAL FLOATED PLASTER SURFACES				
	One coat professional gypsum and plaster primer and two coats superior quality acrylic emulsion paint for exterior use on:				
A	Walls	m2	67		

	ON INTERNAL GYPSUM PLASTER SURFACES				
	One coat plaster primer and two coats satin acrylic emulsion paint on:				
B	Partitions	m2	58		
C	Ceilings and beams ("White" colour group)	m2	93		
	ON FIBRE-CEMENT BOARD SURFACES				
	Two coats extremely durable UV-resistant, washable pure acrylic emulsion sheen paint on:				
D	Fascias and barge boards	m2	33		
	ON WOOD SURFACES				
	One coat primer and two coats premium quality polyurethane enamel paint				
E	Doors	m2	7		
F	Door frames etc	m2	3		
	PAINTWORK, ETC. TO PREVIOUSLY PAINTED WORK				
	ON FACE BRICKWORK				
	Prepare and apply two coats brick sealer on:				
G	Walls	m2	14		
	ON INTERNAL FLOATED PLASTER SURFACES				
	Prepare surface and apply two coats low odour premium quality highly washable and stain resistant acrylic emulsion paint on:				
A	Walls	m2	102		

	ON EXTERNAL FLOATED PLASTER SURFACES				
	Prepare surface and apply two coats superior quality acrylic emulsion paint for exterior use on:				
B	Walls	m2	117		
	ON FIBRE-CEMENT BOARD SURFACES				
	Prepare surface and apply two coats extremely durable UV-resistant, washable pure acrylic emulsion sheen paint on:				
C	Ceilings and cornices ("White" colour group)	m2	35		
	ON WOOD SURFACES				
	Prepare surface and apply two coats premium quality polyurethane enamel paint on:				
D	Roof timbers at eaves and verges	m2	28		
	Carried to summary			R	
	BILL No. 12				
	PROVISIONAL SUMS				
	BUDGETARY ALLOWANCES				
	Ironmongery				
A	Provisional sum of R5 000.00 (Five Thousand Rand) for ironmongery to doors as required by the client installed complete	Item	1.00	5 000.00	5 000.00
B	Attendance	Item	1.00		
C	Profit	Item	1.00		
	Burglar bars				

D	Provisional sum of R5 000.00 (Five Thousand Rand) for burglar bars to aluminium windows installed complete	Item	1.00	5 000.00	5 000.00
E	Profit	Item	1.00		
F	Attendance	Item	1.00		
	Loose furniture and fittings	H4	0.0		
G	Provisional sum of R35 000.00 (Thirty Five Thousand Rand) for: *3 x Internet stations *Coffee/Tea station mini counter *Reception counter to be installed complete	Item	1.00	35 000.00	35 000.00
H	Profit	Item	1.00		
I	Attendance	Item	1.00		
	ELECTRICAL, ELECTRONICAL AND MECHANICAL INSTALLATIONS				
	General electrical installation				
A	Provisional sum allowance of R37 000.00 (Thirty Seven Thousand Rand) for general electrical installation	Item	1.00	37 000.00	37 000.00
B	Profit	Item	1.00		
C	Attendance	Item	1.00		
	Carried to summary			R	

C2.2 BILL OF QUANTITIES

PRICE SUMMARY

ITEM	DESCRIPTION	TOTAL (EXCL VAT)
1	PRELIMINARIES	R
2	ALTERATIONS	R
3	MASONRY	R
4	ROOF COVERINGS, ETC	R
5	CARPENTRY AIND JOINERY	R
6	CEILINGS, PARTITIONS,	R
7	METALWORK	R
8	PLASTERING	R
9	TILING	R
10	PLUMBING AND DRAINAGE	R
11	PAINTWORK	R
12	PROVISIONAL SUMS	R
	SUBTOTAL	R
	VAT @ 15%	R
	GRANDTOTAL TO BE CARRIED FORWARD TO FORM OF OFFER AND ACCEPTANCE IN C1.1 HEREOF	R

Name of tenderer

Signed

Date

Name

Position

Tel

Email address

SCOPE OF WORKS

- C3.1 Background
- C3.2 Scope of works
- C3.4 General

C3.1 BACKGROUND

Kouga Municipality's Local Economic Development & Tourism Section hereby invites Bids from suitably qualified and experienced contractors to supply material and undertake renovations of the Ocean View Business Support Centre

C3.2 SCOPE OF WORKS

Removal of existing work

- Breaking down and removing brickwork etc
- Taking out and removing doors, windows, etc from brickwork to be demolished
- Taking out and removing doors, windows, etc, including thresholds, sills, etc (building up openings and making good finishes elsewhere)
- Taking out doors, windows, etc, including thresholds, sills, etc, setting aside for re-use and later refixing in similar new position
- Taking down and removing roofs, floors, panelling, ceilings, partitions, etc
- Hacking up/off and removing ceramic tiles including removing mortar bed or adhesive from concrete or brickwork and preparing surfaces for new screed, plaster, tile finish, etc
- Building up of openings: Brickwork in NFP bricks in class II mortar in building up openings, including bonding new to existing and making good cement plaster on both sides (making good paintwork elsewhere)
- Clean and service existing steel roller shutter doors
- Power spray surface of face brick walls
- Install complete brickwork
- Install profiled metal sheeting and accessories
- Install roof and wall insulation
- Install complete ceiling with insulation, doors, windows, frames etc.
- Do interior alterations, including demolishing of existing walls and building of drywall partitions
- Install aluminium doors and windows
- Install aluminium sliding doors
- Install aluminium shopfronts
- Do internal and external cement plastering
- Replace damaged tiles with new ones
- Install proper rainwater disposal system
- Painting of previously painted work
- Painting of new internal floated plaster surfaces, external floated plaster surfaces, internal gypsum plaster surfaces, fibre-cement board surfaces, wood surfaces (colour to be confirmed with successful service provider)
- Install Internet stations
- Install Coffee/ Tea station mini counter
- Install Reception counter
- Perform electrical work

C3.3 GENERAL

- 3.3.1 To ensure proper standards of delivery, all tender submissions must comply with the following criteria:
- 3.3.1.1 The contractor must have a CIDB contractor's grading of 2GB or higher, **and is extended to Potentially Emerging (PE) contractors one grade lower i.e. 1GB PE in the tender value range in terms of Regulation 25.(8).**
- 3.3.1.2 The extent of the work to be done must be determined prior to commencing of work by inspecting all premises with the Project Manager and an agreed work schedule must be drawn up before work can start.
- 3.3.1.3 No work will be carried out by the Service Provider until such time as an official order has been issued.
- 3.3.1.4 The successful contractor shall commence with the work within ten (10) working days from receiving the official order to do so. Failure to comply with this tender condition could lead to the cancellation of the tender.
- 3.3.1.5 Penalties for late completion will be R 250.00 per day.
- 3.3.1.6 Once the work is completed the project manager and the contractor will do quality and compliance checks after which payment will be authorised. If standards were not met the contractor will be requested to re-visit the site and attend to the affected areas.
- 3.3.1.7 Provide proof of the following insurance being in place before commencement of work
- Public Liability Insurance (R 500,000.00)
 - Professional Indemnity Insurance (R 500,000.00)
- 3.3.1.8 The work area as well as the surrounding area must be kept clean during installation of work. Rubble must be removed at regular intervals. Noise and dust levels must be kept to an absolute minimum.
- 3.3.1.9 The area of work to be occupied by the contractor, any restriction to the area and the limit of access or exit will be pointed out by the employer to the contractor on handing over of the site.
- 3.3.1.10 The Tenderer must allow in his tender for a fully qualified Site Supervisor as his representative for the full duration of the works.
- 3.3.1.11 The Municipality shall not be liable in respect of any claims and damages that may arise from the carrying out of this contract.
- 3.3.1.12 The Contractor must be COIDA compliant and a letter of Good Standing from the Compensation Commissioner to be submitted before commencement of work.
- 3.3.1.13 The Contractor must take all necessary precautions to ensure that he/she complies in all respects with the "Occupational Health and Safety Act (Act 85, as amended). All work shall be done in accordance with the relevant safety regulations, as amended.

- 3.3.1.14 All materials where not explicitly specified are to comply with the South African Bureau of Standards. If no such standards exist, all materials are further subject to being passed by inspection prior to being installed.