



DEPARTMENT: FINANCE

**PROJECT DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE
SUPPLY OF AUTOMATED METER READING (AMR) EQUIPMENT AND
INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS**

BID NO: FIN003/2023

BID SUBMITTED BY:

NAME OF BIDDING ENTITY :

ADDRESS :

CONTACT NUMBER :

CONTACT PERSON :

CSD NUMBER :

BID AMOUNT :

ISSUED BY:

Dihlabeng Local Municipality
No. 9 Muller Street
P.O. Box 551
BETHLEHEM
9700

Tel. No.: (058) 303 5732

Fax No.: (058) 303 4703

CLOSING DATE : 13th March 2023

BIDDER'S QUESTIONNAIRE

NO.	QUESTION	BIDDER'S RESPONSE
1	Have you initialed all the pages of the BID document?	* YES / NO
2	Have you completed and signed the Returnable Schedules?	* YES / NO
3	Have you completed/signed and submitted all relevant information as requested by the Evaluation Schedules (as and when required)?	* YES / NO
4	Have you submitted an Original and Valid Tax Clearance certificate?	* YES / NO
5	Have you completed and signed the MBD 4 form - Declaration of Interest?	* YES / NO
6	Have you completed the Questionnaire (MBD 5) regarding the declaration for procurement above R10 million and submitted your Company's latest three years audited financial statements (as and when required)?	* YES / NO
7	Have you taken note of the contents of part 5 of MBD 6.1 to substantiate your B-BBEE rating claims, and have you submitted an original and valid or certified copy of your Company's B-BBEE certificate to qualify for preference points?	* YES / NO
8	Have you completed and signed the following forms: - MBD 7.1 Form – Contract form for purchase of goods/works? - MBD 7.2 Form - Contract Form for rendering of Services? (as and when required)	* YES / NO
9	Have you completed and signed the MBD 8 – Declaration of bidder's past Supply Chain Management Practices and MBD 9 – Certificate of Independent Bid Determination?	* YES / NO
10	Have you completed the Form of Offer (C1.1) in WORDS as well as in FIGURES ?	* YES / NO
11	Have you completed and signed Part 2 of C 1.2 (Contract Data)?	* YES / NO
12	Have you completed the MBD 3.3 form and carried over your tendered price (Vat inclusive) to Form of offer (C 1.1)?	* YES / NO

* Delete whichever is not applicable

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Signature

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Date

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Position

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Name of Bidder

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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Witness: Initial

DIHLABENG LOCAL MUNICIPALITY

CONTRACT NUMBER: FIN003/2023

BID DOCUMENT

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF AUTOMATED METER READING (AMR) EQUIPMENT AND INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS

SUMMARY FOR BID OPENING PURPOSES

NAME OF BIDDING ENTITY:

PHYSICAL STREET ADDRESS	POSTAL ADDRESS

TELEPHONE NUMBER :

FAX NUMBER :

E-mail ADDRESS :

***BID PRICE** :

*(Amount brought forward from the Form of Offer and Acceptance)

Signed by authorised representative of the Bidding Entity:

DATE :

NOTE : Should any discrepancy occur between the above amounts and those stated in the Form of Offer and Acceptance, the latter shall take precedence and apply.

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**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF AUTOMATED METER READING (AMR)
EQUIPMENT AND INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS**

THE BID

PART T1 Bidding Procedures

T1.1 Bid Notice and Invitation to Bid

T1.2 Bid Data

Standard Conditions of Tender

PART T2 Returnable Documents (All documents / schedules are returnable)

T2.1 List of Returnable Documents

T2.2 Returnable Schedules (Included in T2.1)

The following documents must be completed and signed (where applicable) and submitted as a complete set.

Document		Colour of pages
Number	Heading	
T1.1	Bid Notice and Invitation to Bid	White
T1.2	Bid Data	White
	Standard Conditions of Tender	White
T2.1	List of Returnable Documents	White
T2.2	Returnable Schedules(Included in T 2.1)	White
C1.1	Form of Offer and Acceptance	White
C1.2	Contract Data	White
C2.1	Pricing Instructions	White
C2.2	Activity Schedule	White
C3	Scope of Work	White

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INVITATION TO BID

DIHLABENG LOCAL MUNICIPALITY

Suitable Service Providers are hereby invited to submit bids for the appointment of a service provider for the supply of automated meter reading (AMR) equipment and installation of the compatible software for 3 years
Contract number: Fin003/2023

Acceptable bids will be evaluated in terms of 80/20 Points System as per 2022 Regulations of PPPFA.

Bid documents will be available as from **12H00 on 14 February 2023**, upon payment of a cash non-refundable document fee of R1000,00 per set or be downloaded from the municipality website, at the Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700.

Bids are to be completed in accordance with the conditions and bid rules contained in the bid documents and supporting documents must be sealed and externally endorsed **WITH THE CONTRACT NUMBER AND DESCRIPTION** and placed in bid box, on the Ground Floor, the Dihlabeng Local Municipality, 9 Muller Street, Bethlehem, 9700 not later than **12H00 on 13th March 2023**. All bids shall hold good for 180 days as from the closing date of bids.

Enquiries must be directed to Mr Lethola Nde Mabula (Manager: Revenue) on Tel: 058 303 5732.

Bidders' attention is specifically drawn to the provisions of the bid rules and evaluation criteria which are included in the bid documents. The lowest or any bid will not necessarily be accepted and the Council reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part. Bids completed in pencil will be regarded as invalid bids. Bids may only be submitted on the documentation provided by the Dihlabeng Local Municipality.

The following information must be submitted together with the tender document: **Audited Financial Statements, Company Registration Certificate and Proof of Payment for Municipal Services and other compulsory document stated in the document**

Bids will be opened in public as soon as possible after the closing time. The municipality reserves the right to reject any and all tenders at any time.

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DIHLABENG LOCAL MUNICIPALITY

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Bid Data (T1.2)

CLAUSE NUMBER	
	<p>The Standard Conditions of Bid for procurement makes several references to the Bid Data for details that apply specifically to this Bid. The Bid Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Bid for procurement other than disposals.</p> <p>Each item of data given below is cross-referenced to the relevant clause in the above mentioned Standard Conditions of Bid</p>
1.1	The Employer is Dihlabeng Local Municipality
1.2	<p>The single volume approach is adopted for this contract.</p> <p>The list of Returnable Documents identifies which of the documents a bidder must complete when submitting a bid offer. The bidder must submit the bid offer by completing the Returnable Documents including the fully priced Pricing Schedule, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the single volume procurement document back to Dihlabeng Local Municipality bound up as it was when it was received.</p> <p>The bid documents issued by the Employer comprise of the following:</p> <p>Bid Part T1: Bidding procedures T1.1 - Bid notice and invitation to bid T1.2 - Bid data T1.3 – Standard Conditions of Bid</p> <p>Part T2: Returnable documents T2.1- List of returnable documents T2.2 - Returnable schedules</p> <p>CONTRACT Part C1: Agreements and contract data C1.1 Form of offer and acceptance C1.2 Contract data</p> <p>Part C2: Pricing Schedule</p>

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CLAUSE NUMBER	
	C2.1 Pricing Instructions C2.2 Priced fees and disbursements Part C3: Scope of work C3 Scope of work
1.3	The employer's agent is: Name: Mr Lethola Nde Mabula Capacity: Manager: Revenue Address: Dihlabeng Local Municipality, P.O. Box 551, Bethlehem, 9700 Tel.: 058 303 5732 Fax: 058 303 4703 E-mail: ndem@dihlabeng.co.za
1.4	A competitive negotiation procedure will not be followed
2.1	Only those bidders who satisfy the following eligibility criteria are eligible to submit bids: 1. Bidder has the managerial capacity, reliability and experience regarding the nature of the project
2.2	The arrangements for the <u>compulsory</u> clarification meeting are: N/A
2.3	The closing date for submission of Bid offer is 13 th March 2023
2.4	No alternative offers will be accepted
2.5	Additional copies of the bid offer will not be required
2.6.1 2.6.2	The employer's address for delivery of bid offer and identification details to be shown on such bid offer package are: Location of Bid box: Dihlabeng Local Municipality Physical address: No. 9 Muller Street East, Bethlehem, 9700 <u>Identification details:</u> As indicated in the bid notice
2.7	A two-envelope procedure will not be followed.
2.8	The bidder is required to submit with the bid proof of CSD Registration Report which is Valid/Compliant from the date of availability of the tender document
2.9	The location for opening of the bid offers, immediately after the closing time thereof shall be at: Time: 12H00 Location: Supply Chain Office, No. 9 Muller Street East, Bethlehem, 9700

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CLAUSE NUMBER	
3.0	<p>Each Bid will be evaluated in terms of price and preference in accordance with the Preferential Procurement Regulations 2022 (Government Gazette No. 47452 dated 04 November 2022) All Bids will be evaluated in Four (4) Stages:</p> <p>Stage 1 – Bid Responsiveness</p> <p>Stage 2 - Functionality</p> <p>Stage 3 – Financial Offer and Preference</p> <p>Stage 4 – Risk Analysis</p> <p>Stage 1 – Responsiveness</p> <p>The following submissions are the requirements for evaluating each bid for responsiveness. The Bidder who fails to submit the following results in immediate disqualification:</p> <ul style="list-style-type: none"> (i) Joint Venture Agreement and Power of Attorney, if applicable. (ii) Audited financial statements for three financial years (2019-2020, 2020-2021 and 2021-2022) (iii) Proof of payment (municipal account/statement) of Municipal Services, which is not more than three (3) months old and not more than ninety (90) days in arrears. If Municipal Services are paid by the Lessee, a copy of municipal account/statement and a valid Lease Agreement (indicating the municipal account payer and the validity period of the contract) must be attached, in the case where the municipal services are paid by the Landlord/owner, a valid Lease Agreement (indicating the municipal account payer and the validity period of the contract) must be attached. (iv) Copy of ID (v) The document must be completely filled in Black Ink & corrections are countersigned. (vi) Bill of Quantities must be completely filled with black ink not pencil (vii) A rate/amount is to be entered against all items in the schedule of fees/Bill of Quantities, an item against which no rate/amount is entered will lead to immediate disqualification due to unfair price advantage. (viii) The bidder completed and signed all prescribed and compulsory bid forms. <p>Proof of CSD Registration Report which is Valid/Compliant from the date of availability of tender document</p>

Bidder: Initial of authorized signatory/ies 1.....

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CLAU E NUMBE R				
3.1	<u>Stage 2: Functionality</u>			
	Functionality of responsive bids submitted is evaluated according to the predetermined criteria described below, taking into account, among other factors, the quality, reliability and the technical capacity and ability of a Bidder.			
	A Bid is disqualified if it fails to meet the certain points 60 points:			
	Evaluation Area	Evaluation Criteria	Score	Maximum Points Attained
	Bidder Experience (Attached Reference)	Bidder has submitted no or inadequate information to determine scoring	0	30
		Bidder has successfully completed at least 1 similar project with a project value of less than R 1 500 000.00	10	
Bidder has successfully completed at least 1 similar project with a project value equal or more than R 1 500 000.00		20		
Bidder has successfully completed at least 2 similar project with a project value equal or more than R 1 500 000.00		30		
NB: Please provide copies of Appointment Letters and completion certificates for completed projects. Failure will result in zero point allocation.				

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CLAU E NUMBE R					
	Key Personnel	Degree or B. Tech Engineering	10	30	
		Diploma	5		
	Project Leader	Degree or B. Tech in I.T	10		
		Diploma in I.T	5		
	I.T Specialist	Degree or B. Tech in I.T	10		
		Diploma in I.T	5		
	Supervisor	Degree or B. Tech in I.T	10		
		Diploma in I.T	5		
	NB: Please attach certified Qualifications certificates.				
	Key Personnel Experience	More than 5 years' experience in the similar project	10		30
		Less than 5 years' experience in the similar project	5		
	Project Leader	More than 5 years' experience in the similar project	10		
		Less than 5 years' experience in the similar project	5		
	I.T Specialist	More than 5 years' experience in the similar project	10		
Less than 5 years' experience in the similar project		5			
Supervisor	More than 5 years' experience in the similar project	10			
	Less than 5 years' experience in the similar project	5			
NB: CV for each Key Personnel must be submitted.					

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CLAU S E NUMBE R				
	Operational system in terms of IT	Functionality and accuracy of reports and accounting system	5	5
	Proposal for system for meter reading	Project Implementation Plan (Work Program)	5	5
	Total			100
<u>Stage 3: Financial Offer and Preference Evaluation</u>				
Each Bid will be evaluated in terms of price and preference in accordance with the Preferential Procurement Regulations 2022 (Government Gazette Vol. 689 4 November No. 47452 2022)				
80/20 preference point system for acquisition of goods or services with Rand value above R30 000.00 up to Rand value equal R50 million				
1. The following formula must be used to calculate the points out of 80 for price in respect of a quotation/tender with a Rand value above R10 000.00 up to R50 million, inclusive of all applicable taxes:				
$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$				
Where-				
P _s = Points scored for price of tender under consideration;				
P _t = Price of tender under consideration; and				
P _{min} = Price of lowest acceptable tender.				
1.1 A maximum of 20 points may be awarded to a tenderer for the specified goals for the tender.				
1.2 The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.				
1.3 A bidder must submit proof of its compliant B-BBEE status level of contributor in order to claim points for B-BBEE				

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	<p>1.4 Failure to submit proof of B-BBEE or compliant B-BBEE status level of contributor with quotation/tender, will lead to a score of zero (0) and not a disqualification</p> <p>1.5 Proof of locality must be submitted in order to claim point(s) for locality</p> <p>1.6 Failure to submit proof of locality with quotation/tender, will lead to a score of zero (0) and not a disqualification</p> <p>1.7 A bidder that score 0 points for B-BBEE and/ or 0 points for locality must be score for price in addition to points for B-BBEE or locality</p> <p>1.8 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.</p> <p>2. Specific Contract Participation Goals</p> <p>2.1 the tendering conditions will stipulate the specific goals, as contemplated in section 2(1)d(ii) of the preferential Procurement Act, to be attained</p> <p>2.2 for any tenders a maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), will be allocated for specific goals. These goals are:</p> <p>2.2.1 Contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability</p> <p>2.2.2 Local labour, and/ or promotion of enterprise located in the municipal area</p> <p>2.3 Regarding paragraph 6.3.1, 50% of the 20/10 points will be allocated to promoting this goal and points will be allocated in terms of the BBEEE scorecard as follows:</p> <table><tr><th>B-BBEE Status Level of Contributor</th><th>Number of points for preference (80/20 system)</th><th>Number of points for preference (90/10 system)</th></tr><tr><td>1</td><td>10</td><td>5</td></tr><tr><td>2</td><td>9</td><td>4.5</td></tr><tr><td>3</td><td>8</td><td>4</td></tr><tr><td>4</td><td>5</td><td>2.5</td></tr><tr><td>5</td><td>4</td><td>2</td></tr><tr><td>6</td><td>3</td><td>1.5</td></tr><tr><td>7</td><td>2</td><td>1</td></tr><tr><td>8</td><td>1</td><td>0.5</td></tr><tr><td>Non-compliant contributor</td><td>0</td><td>0</td></tr></table> <p>2.4 A bidder must submit proof of its BBEEE status level contributor [scorecard]</p> <p>2.5 A bidder failing to submit proof of BBEEE status level contributor -</p> <p>2.5.1 may only score in terms of the 80/90-point formula for price; and</p>	B-BBEE Status Level of Contributor	Number of points for preference (80/20 system)	Number of points for preference (90/10 system)	1	10	5	2	9	4.5	3	8	4	4	5	2.5	5	4	2	6	3	1.5	7	2	1	8	1	0.5	Non-compliant contributor	0	0
B-BBEE Status Level of Contributor	Number of points for preference (80/20 system)	Number of points for preference (90/10 system)																													
1	10	5																													
2	9	4.5																													
3	8	4																													
4	5	2.5																													
5	4	2																													
6	3	1.5																													
7	2	1																													
8	1	0.5																													
Non-compliant contributor	0	0																													

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	2.5.2 scores 0 points for BBEEE status level contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide thereof.		
	2.6 Regarding paragraph 6.3.2, 50% of the 20/10 points will be allocated to promote this goal. Points will be allocated as follows:		
	Locality of supplier	Number of points for locality (80/20)	Number of points for locality (90/10)
	Within the boundaries of Free State	4	2
	Within the boundaries of Dihlabeng municipality	6	3
	Historically Disadvantaged Individual	10	5
	2.7 The policy should not include Pre-qualification goals.		
	2.8 Any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender.		
	2.9 A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act.		
	(i) may only score in terms of the 80/90-point formula for price; and		
(ii) scores 0 points for the relevant specific goals where the supplier or service provider did not stipulate locality.			
2.10 The preference points scored by a bidder must be added to the points scored for price.			
2.11 The points scored must be rounded off to the nearest two decimal places.			
2.12 The contract must be awarded to the tenderer scoring the highest procurement points			
2.13 (a)If the price offered by a tenderer scoring the highest points is not market related,			
the organ of state may not award the contract to that tenderer.			
(b) The organs of state may-			
(i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;			
(ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;			
(iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.			
(c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.			

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	<p><u>Stage 4: Risk Analysis</u></p> <p>In addition to the evaluation of Responsiveness, Functionality and Financial Offer, a risk analysis will be performed on the bidders having the highest ranking/number of points to ascertain if any of the following, as relevant, present an unacceptable commercial risk to the employer in terms of:</p> <ol style="list-style-type: none"> 1. The bid of any bidder may be disregarded if that bidder, or any of its directors have – <ol style="list-style-type: none"> a) Abused the institution's supply chain management system; b) Committed fraud or any other improper conduct in relation to such system; c) Failed to perform on any previous contract. 2. The bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <p>Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied.</p> <p>The Database of Restricted Suppliers is available on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p> 3. Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p> <ol style="list-style-type: none"> a) Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? b) Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?
3.2	The number of paper copies of the signed Contract to be provided by the Employer is one.

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DIHLABENG LOCAL MUNICIPALITY

CONTRACT NUMBER: FIN003/2023

BID DOCUMENT

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STANDARD CONDITIONS OF TENDER

F.1 General

F.1.1 Actions

The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

a) Comparative offer means the tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration

b) corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process; and

c) fraudulent practice means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels quality (functionality) means the totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

F.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 The employer's right to accept or reject any tender offer

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F.1.5.1 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 a tenderer for such cancellation and rejection, but will give written reasons for such action upon written request to do so.

F.1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

F.2 Tenderer's obligations

F.2.1 Eligibility

Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

F.2.2 Cost of tendering

Accept that the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting are stated in the tender data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

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F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

F.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.12 Alternative tender offers

F.2.12.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

F.2.13 Submitting a tender offer

F.2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in Mack ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data.

The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

17

2.....

Witness: Initial

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.14 Information and data to be completed in all respects

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

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Proof of posting shall not be accepted as proof of delivery. The employer shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the tender data.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (Or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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Witness: Initial

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds, policies, etc.

If requested, submit to the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 The employer's undertakings

F.3.1 Respond to clarification

Respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open Only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate the quality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the quality evaluation more than the minimum number of points for quality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for quality.

F.3.6 Nondisclosure

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

F.3.7 Grounds for rejection and disqualification

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

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

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

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

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

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.

c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

F.3.9.2 Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of his arithmetical errors in the manner described in F.3.9.1.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.12 Acceptance of tender offer

F.3.12.1 Accept tender offer only if the tenderer complies with the legal requirements stated in the Tender Data.

F.3.12.2 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period. Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful tenderer as described in the form of offer and acceptance.

F.3.13 Notice to unsuccessful tenderers

After the successful tenderer has acknowledged the employer's notice of acceptance, notify other tenderers that their tender offers have not been accepted.

F.3.14. Prepare contract documents

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

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents,
- c) other revisions agreed between the employer and the successful tenderer, and
- d) the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.15 Issue final contract

Prepare and issue the final draft of contract documents to the successful tenderer for acceptance as soon as possible after the date of the employer's signing of the form of Offer and acceptance

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

(including the schedule of deviations, if any). Only those documents that the conditions of tender require the tenderer to submit, after acceptance by the employer, shall be included.

F.3.16 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

22

2.....

Witness: Initial

DIHLABENG LOCAL MUNICIPALITY

CONTRACT NUMBER: FIN003/2023

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF AUTOMATED METER READING (AMR)
EQUIPMENT AND INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS

BID DOCUMENT

LIST OF RETURNABLE DOCUMENTS

1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

- | | | |
|-----|------------|--------------------------------------------------------------------|
| 1.1 | Schedule 1 | : Resolution of Board of Directors |
| 1.2 | Schedule 2 | : Resolution of Board of Directors to enter into consortia or JV's |
| 1.3 | Schedule 3 | : Special Resolution of Consortia or JV's |
| 1.4 | Schedule 4 | : Schedule of proposed sub-contractors |
| 1.5 | Schedule 5 | : Commitments of Tenderer |
| 1.6 | Schedule 6 | : Clarification Meeting Attendance Certificate |
| 1.7 | Schedule 7 | : Compulsory enterprise questionnaire |

2. COMPULSORY MUNICIPAL BID DOCUMENTATION

- | | | |
|-----|---------|------------------------------------------------------------------|
| 2.1 | MBD 2 | : Tax clearance certificate |
| 2.2 | MBD 4 | : Declaration of Interest |
| 2.3 | MBD 6.1 | : Preference Certificate |
| 2.4 | MBD 7.2 | : Contract form-rendering of services |
| 2.5 | MBD 8 | : Declaration of bidder's past supply chain management practices |
| 2.6 | MBD 9 | : Certificate of Independent Bid Determination |

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

23

2.....

Witness: Initial

SCHEDULE 1

RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

Held at _____ (place)

On _____ (date)

RESOLVED that:

The Enterprise submits a Bid / Tender to Dihlabeng Local Municipality in respect of the following project: Appointment of service provider for supply of automated meter reading (AMR) equipment and installation of compatible software for 3 years.

CONTRACT NUMBER: FIN003/2023

1. *Mr/Mrs/Ms: _____

in *his/her Capacity as : _____ (Position in the Enterprise)

and who will sign as follows: : _____

be, and is hereby, authorized to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
5			
6			

- Delete which is not applicable

NB : 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.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

24

2.....

Witness: Initial

SCHEDULE 2

RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

On _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

2. to Dihlabeng Local Municipality in respect of the following project: Appointment of service provider for supply of automated meter reading (AMR) equipment and installation of compatible software for 3 years.

CONTRACT NUMBER: FIN003/2023

3. *Mr/Mrs/Ms:

in *his/her Capacity as: _____ (Position in the

Enterprise)and who will sign as follows: _____

be, and is hereby, authorized to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

4. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfillment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
5. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address : _____

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

25

2.....

Witness: Initial

 _____ (code)

Postal Address : _____

 _____ (code)

Telephone number : _____ (code)

Fax number : _____ (code)

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Delete which is not applicable

NB : 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.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

26

2.....

Witness: Initial

SCHEDULE 3:

SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorized representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Held at _____ (place)

On _____ (date)

RESOLVED that:

The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Dihlabeng Local Municipality in respect of the following project: Appointment of service provider for supply of automated meter reading (AMR) equipment and installation of compatible software for 3 years.

CONTRACT NUMBER: FIN003/2023

A. Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the

Enterprise) and who will sign as follows: _____

be, and is hereby, authorized to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

27

2.....

Witness: Initial

- B. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

- C. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the municipality in respect of the project described under item A above.
- D. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the municipality for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item C above.
- E. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the municipality, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the municipality referred to herein.
- F. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the municipality in respect of the project under item A above:

Physical address : _____

_____ (code)

Postal Address : _____

_____ (code)

Telephone number : _____ (code)

Fax number : _____ (code)

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

28

2.....

Witness: Initial

	NAME	CAPACITY	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Delete which is not applicable

NB : 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.

Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

29

2.....

Witness: Initial

SCHEDULE 4

SCHEDULE OF PROPOSED SUB-CONTRACTORS

We notify you that it is our intention to employ the following sub-contractors for work in 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 sub-consultants 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 sub-contractor	Nature and extent of work	Previous experience with sub-contractor
1			
2			
3			
4			
5			

Name of representative	Signature	Capacity	Date

Name of organization:	
------------------------------	--

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

30

2.....

Witness: Initial

SCHEDULE 5

COMMITMENTS OF TENDERER

LIST OF RELATED ENGAGEMENT CURRENTLY INVOLVED WITH:

Organizations		Reference / Contact person	Contact Tel. No.	Contract amount	Contract period	Start Date	Scheduled date of completion
1							
2							
3							
4							
5							

Name of Tenderer	Signature	Date

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

31

2.....

Witness: Initial

SCHEDULE 6

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify that I, _____
representing _____ in
the company of _____
attended the clarification meeting on _____

I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Tenderer	Signature	Date

Name of Municipal Representative	Signature	Date

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

32

2.....

Witness: Initial

SCHEDULE 7

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: 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 4: Particulars of companies and close corporations

Company registration number

.....

Close corporation number

.....

Tax reference number

.....

Section 5: Record in the 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:

<input type="checkbox"/>	A member of any municipal council	<input type="checkbox"/>	A 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)
<input type="checkbox"/>	A member of any provincial legislation	<input type="checkbox"/>	A member of an accounting authority of any national or provincial public entity

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

33

2.....

Witness: Initial

	A member of the National Assembly or the National Council of Province		A employee of Parliament or a provincial legislature
	A member of the board of directors of any municipal entity		An official of any municipality or municipal entity

If any of the above boxes are marked, disclose the following:

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	
		Current	Within last 12 months

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

34

2.....

Witness: Initial

Section 6: Records of spouses, children and parents in the service of the state

Indicate by making the relevant boxes with a cross, if any spouses, 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 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 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 Parliament or a provincial legislature
	A member of the board of directors of any municipal entity		A 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 authorized 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 the 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 frauds 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; and
- 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.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

35

2.....

Witness: Initial

Signature : _____ Date : _____

Name : _____ Position : _____

Enterprise: _____

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

36

2.....

Witness: Initial

MBD 2: TAX CLEARANCE CERTIFICATE

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.

1. In order to meet this requirement bidders are required to complete in full form TCC001 "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. Form TCC 001 is available from any SARS branch office nationally or on the website www.sars.gov.za.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate 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. Applications for the Tax Clearance Certificates may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
6. Exemption to the provision of a Tax Clearance Certificate will be granted provided that:
 - a) The bidder is registered on the vendor database of the municipality and a valid tax clearance certificate was submitted together with the application for registration
 - b) If the closing date of the price quotation or bid falls within the expiry date of the tax clearance certificate that is in the municipality's possession.

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

3.6.1 If so, furnish particulars.

.....

.....

* 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.

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

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

3.7.1 If so, furnish particulars.

.....
.....

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

3.8.1 If so, furnish particulars.

.....
.....

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

3.9.1 If so, furnish particulars

.....

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

3.10.1 If so, furnish particulars.

.....
.....

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

3.11.1 If so, furnish particulars.

.....

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

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

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

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

* Delete which is not applicable

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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

2. DEFINITIONS

“Historically Disadvantaged Individual” (HDI) is defined as a South African citizen –

1) who, due to the apartheid policy that was in place, had no voting rights in the national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No. 100 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993) (“the interim Constitution”), and/or

2) who is a woman, and/or

3) who has a disability With the understanding that any person who received South African citizenship on or before the introduction of the interim Constitution, will not be deemed to be HDI.

“tender” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

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

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

A	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
		4		
		6		
		10		
Within the boundaries of Free State				
Within the boundaries of Dihlabeng municipality				
Historically Disadvantaged Individual				

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company _____ registration _____ number:
.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

CONTRACT FORM - RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number: FIN002/2018 at the price/s quoted. My offer(s) remain(s) binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

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

1. I, in my capacity as
accept your bid under Bid Number dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ON

NAME (PRINT)

SIGNATURE

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

Bidder: Initial of authorized signatory/ies 1.....**DLM:** Initial.....

52

2.....

Witness: Initial

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

53

2.....

Witness: Initial

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

MBD 9

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.

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

55

2.....

Witness: Initial

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

DIHLABENG LOCAL MUNICIPALITY

CONTRACT NUMBER: FIN003/2023

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF AUTOMATED METER READING
(AMR) EQUIPMENT AND INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS

BID DOCUMENT

C1.1 FORM OF OFFER AND ACCEPTANCE

FORM OF OFFER

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the following project:

CONTRACT NUMBER: FIN003/2023

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the service provider / consultant 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 THE FOLLOWING:

MBD 3.1:

.....

..... (Amount in words);

R (Amount 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 provider / consultant in the conditions of contract identified in the contract data.

Signature Block: Tenderer

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

Signature

Date

Name

Capacity

Name of Organization

Address of Organization

.....

.....

Signature of Witness

Date

Name of witness

*** Bidders have to complete the total of prices in words as well as in figures**

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

FORM OF 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 service provider / consultant the amounts due in accordance with the conditions of contract identified in the contract data. Acceptance of the tenderer's offers 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 Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as 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.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these 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 working 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.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

Signature Block: Employer	
Signature	Date
Name.....	
Capacity.....	
for the Employer	Dihlabeng Local Municipality P.O. Box 551 Bethlehem 9700
Signature of Witness	Date
Name of Witness.....	

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

SCHEDULE OF DEVIATIONS

1. Subject: _____

Details: _____

2. Subject: _____

Details: _____

4. Subject: _____

Details: _____

4. Subject: _____

Details: _____

By the duly authorized representatives signing this agreement, 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.

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

61

2.....

Witness: Initial

DIHLABENG LOCAL MUNICIPALITY

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF AUTOMATED METER READING (AMR) EQUIPMENT AND INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS

CONTRACT NUMBER: FIN003/2023

BID DOCUMENT

C1.2 CONTRACT DATA

PART 1: DATA PROVIDED BY THE EMPLOYER

- a) The Employer is **Dihlabeng Local Municipality**
- b) The authorized and designated representative of the Employer is
- c) The address for receipt of communications is:
 - Address : No. 9 Muller Street East
P.O. Box 551
Bethlehem
9700
 - Tel. No. : 058 303 5732
 - Fax No. : 058 303 4703
 - E-mail : ndem@dihlabeng.co.za
- d) The Project is: Appointment of service provider for the supply of automated meter reading (AMR) equipment and installation of the compatible software for 3 years
- e) The Period of Performance commences on the date of signature of the Form of Acceptance.
- f) The location for the performance of the Project is **the Municipal area of Dihlabeng.**
- g) The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards.
- h) The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:
 - i) Appointing Subcontractors for the performance of any part of the Services,
 - ii) Appointing Key Persons or Personnel not listed by name in the Contract Data.
- j) Copyright of documents prepared for the Project shall be vested with the Employer.

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

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2.....

Witness: Initial

- k) Interim settlement of disputes is to be by mediation
- l) Final settlement is by litigation
- m) In the event that the parties fail to agree on a mediator, the mediator is nominated by the South African Local Government Association (SALGA)
- n) Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within two (2) months from the date of termination or completion of the Contract.

PART 2: DATA PROVIDED BY THE SERVICE PROVIDER

The Service Provider is : _____

Address : _____

Telephone : _____

Facsimile : _____

The authorized and designated representative of the Service Provider is:

Name : _____

The address for receipt of communications is:

Address : _____

Telephone : _____

Facsimile : _____

Email : _____

Bidder: Initial of authorized signatory/ies **1**.....

DLM: Initial.....

63

2.....

Witness: Initial

DIHLABENG LOCAL MUNICIPALITY

CONTRACT NUMBER: FIN003/2023

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF AUTOMATED METER READING (AMR) EQUIPMENT AND INSTALLATION OF THE COMPATIBLE SOFTWARE FOR 3 YEARS

BID DOCUMENT

C2: PRICING SCHEDULE

C2.1: PRICING INSTRUCTIONS

- a) These pricing instructions provide the Tenderer with guidelines and requirements with regard to the completion of the Pricing Schedule. These pricing instructions also describe the criteria and assumptions which will be assumed in the Contract to have been taken into account by the Tenderer when developing his prices.
- b) The Pricing Schedule shall be read with all the documents which form part of this Contract.
- c) The following words have the meaning hereby assigned to them:

Unit	The Unit of measurement for each item of work in terms of the Scope of Work.
Rate	The payment per unit of work at which the tenderer tenders to do the work.

- d) The rates to be inserted in the Pricing Schedule are to be full inclusive for the work described under the several items. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- e) A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- f) All rates and sums of money quoted in the Pricing Schedule shall be in Rands and whole cents. Fractions of a cent shall be discarded.
- g) All travelling costs, accommodation, meals and other incidental costs are to be included in the time based costs.
- h) Provisional Amounts shall only be expended on the specific instruction of the Employer.
- i) All prices and rates entered in the Pricing Schedule must be **exclusive of Value Added Tax (VAT)**.

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

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2.....

Witness: Initial

SCHEDULE OF QUANTITIES**C2.2**

ITEM	DESCRIPTION	RATE
1.	Bulk meter reading	
2.	Residential meter reading	
3.	Business meter reading	
4.	Final reading	
5.	Re-checks Bulk meter	
6.	Re-checks residential meter	
7.	Re-checks Business meter	
8.	Bulk meter repair	
9.	Business meter repair	
10.	Residential meter repair	
11.	Replace Bulk meter	
12.	Replace business meter	
13.	Replace residential meter	
14.	Software license	

Sub- Total :**Vat** :**Grand Total** :**Bidder:** Initial of authorized signatory/ies **1**.....**DLM:** Initial.....

65

2.....**Witness:** Initial

1. SCOPE OF WORK

C3

1.1 General

- 1.1.1 The tenderer's system must be compatible to the municipal financial system SOLAR which is provided by BCX
- 1.1.2 The tendered price should be VAT inclusive
- 1.1.3 The tender must be valid for 180 days
- 1.1.4 All the data collected, stored and processed on the Successful Bidder's premises and the Municipality must be provided with the data on agreed terms
- 1.1.5 Successful Bidder must present the Municipal Technical Department with reports on any abnormalities of the meters on weekly basis
- 1.1.6 Successful Bidder must have the know-how surrounding tariffs and implementation thereof.
- 1.1.7 Successful Bidder is expected to provide system specialist at month end to assist the Municipality with Information Services such as month end reconciliation, data/system integrity, checks and account/billing procedures.
- 1.1.8 The successful Bidder must be available to attend progress and technical meeting at no cost to the Municipality
- 1.1.9 The successful Bidder must be able to provide Municipality with specific information that maybe required to solve meter reading disputes with the Consumers
- 1.1.10 The bidder must have the knowledge of all the Dihlabeng towns and the location of all the meters
- 1.1.11 The bidder must be available at all times to attend to queries
- 1.1.12 The bidder must be able to provide the final meter readings immediately on request
- 1.1.13 The bidder must submit the meter readings for Bohlokong from the 1st to 2nd monthly
- 1.1.14 The bidder must submit the meter readings for Bethlehem from the 3rd to the 5th monthly
- 1.1.15 The bidder must submit the meter readings for all the Units thus Fouriesburg, Clarens, Paul Roux and Rosendal from the 6th to 8th monthly
- 1.1.16 Bulk meters must be completed by the 10th monthly

Bidder: Initial of authorized signatory/ies 1.....

DLM: Initial.....

66

2.....

Witness: Initial