



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**TENDER NUMBER:**

HS 03-2025/26

<b>TENDER DESCRIPTION:</b>	<b>TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR RELOCATION OF HOUSEHOLDS TO DESIGNATED AREAS WITHIN THE CITY OF TSHWANE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.</b>
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**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**VENDOR NUMBER (WHERE APPLICABLE)** .....

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

**BID CLOSING DATE**

**24 February 2026**

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

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



## CITY OF TSHWANE METROPOLITAN MUNICIPALITY

### DEPARTMENT: HOUSING SETTLEMENTS

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Department	Contact person	Compulsory briefing session	Closing date
HS 03-2025/26	Tender for the appointment of service providers for relocation of households to designated areas within the city of tshwane for a period of three (3) years as and when required.	Human Settlements	Nthabiseng Malada ( <a href="mailto:nthabisengmal@tshwane.gov.za">nthabisengmal@tshwane.gov.za</a> or 012 358 8672)	Not applicable	24 February 2026 at 10:00

The document is downloadable on the City of Tshwane website ([www.tshwane.gov.za](http://www.tshwane.gov.za)) and on the E-tender portal ([www.etenders.gov.za](http://www.etenders.gov.za)).

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

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

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

Documents must be deposited in the bid box not later than **10:00 on 24 February 2026**.

**Bidders must contact the following officials for any enquiries:**

- Technical enquiries: Nthabiseng Malada (012 358 8672 or [nthabisengmal@tshwane.gov.za](mailto:nthabisengmal@tshwane.gov.za))
- Supply chain enquiries: Ipfi Davhana (012 358 2994 or [ipfid@tshwane.gov.za](mailto:ipfid@tshwane.gov.za))

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

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

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<b>LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF BID DOCUMENT</b>			
1.	Company registration certificate		
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3.	Unique PIN		
4.	CSD summary report		

## VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

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

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

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

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

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**Bidder**

## **CERTIFICATE OF AUTHORITY FOR SIGNATORY**

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

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

### **A. COMPANY**

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

An example is shown below:

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

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1. ....

2. ....

## B. PARTNERSHIP

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

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

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

.....	.....	.....
Signature	Signature	Signature

.....	.....	.....
Date	Date	Date

## C. ONE-PERSON BUSINESS

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

.....	.....
Signature	Date

#### **D. CLOSE CORPORATION**

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

An example is shown below:

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

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**      1. ....

                         2. ....



## E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

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

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

# **SPECIFICATION OR TERMS OF REFERENCE**



## **HUMAN SETTLEMENTS DEPARTMENT**

**BID NUMBER: HS 03-2025/26**

### **TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR RELOCATION OF HOUSEHOLDS TO DESIGNATED AREAS WITHIN THE CITY OF TSHWANE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED**

#### **1. INTRODUCTION AND PURPOSE**

This tender provides for the appointment of a maximum of five (5) Service Providers to relocate households, building materials and their personal belongings to designated areas in the seven (7) Regions of the City of Tshwane, namely Region 1,2,3,4,5,6 & 7, on an as and when required basis for a period of 3 (three) years.

#### **2. BACKGROUND OF THE PROJECT**

The City of Tshwane has 210 known/recognized informal settlements whereby no township establishment process as prescribed through Spatial Planning and Land Use Management Act (Act 16 of 2013) and Land Use Management By law was followed. Land invasion is a spontaneous process in which illegal occupants invade the land by building structures without following formal town planning processes as prescribed by the Spatial Planning and Land Use Management Act (Act 16 of 2013) or the City's Land Use Management Bylaw.

If a decision is taken to formalise an informal settlement, a township establishment process must be followed to plan the area and to delineate non-developable areas (floodlines, adverse geology, etc.) in which occupants may reside. The Human Settlements Department has since completed a new count as part of the development of the Informal Settlements Management Policy, and the number of informal settlements has increased to 502 due to uncurbed land invasions.

After the newly created stands are approved through a formal township establishment process, the residents need to be rearranged according to the approved layout map or relocated to newly pegged stands in line with the layout map. In some cases, the

occupiers must be relocated from a non-developable area to another developable area. In addition, informal structures and belongings need to be demolished, loaded, and transported on-site or to another developable area, after which structures need to be rebuilt on formally demarcated stands in terms of the approved township layout map.

A tender is required to appoint external service providers for the demolition, transportation, and rebuilding of informal structures at new sites. This includes moving personal belongings from point A to B.

### **3. CITY OF TSHWANE COMPLIANCE WITH THE BASIC NEEDS**

Formalization is a process that starts with the township establishment process, followed by provision of services and concluded through the opening of the township register, proclamation of township and transfer of the stands to beneficiaries through issuing of title deeds. This is to ensure the promotion of the security of tenure. The City does not have an internal mechanism to rearrange or relocate residents to formal, pegged and approved stands. The approval of this tender is essential in expediting the formalization of informal settlements, which is a priority of the City. Approval of this tender will benefit the city in the following ways:

- Expedition of formalization and upgrading of informal settlements.
- Create a mechanism to re-arrange and relocate residents with their goods to a formally approved stand.
- Open road reserves which shall pave the way for infrastructure service provision;
- Assist in all other formalisation aspects, including the township approval, approval of the general plan, opening of township registers, proclamation of townships, transfers of stands to beneficiaries and opening of municipal accounts for the said residents.

### **4. PROJECT SCOPE/SPECIFICATION**

Bidders are hereby invited to bid for appointment to relocate and rearrange households, building materials and their personal belongings to designated areas within the jurisdiction of the City of Tshwane Metropolitan Municipality, on an as and when required basis for a period of 3 (three) years. The City of Tshwane Metropolitan Municipality has seven (7) regions.

- 4.1** Bidders should possess a minimum of 5 lorries/trucks with a minimum load capacity of 8 **Tons** and a maximum load capacity of 12 **Tons** with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas within the jurisdiction of the City of Tshwane Metropolitan Municipality. The calculation of loading capacity will be determined by this formula:

**Gross Vehicle Mass (denoted as GVM/BVM)**

In relation to a motor vehicle, means the maximum mass of such vehicle and its load as specified by the manufacturer thereof or, in the absence of such specification, as determined by the registering authority.

**Tare/ Terre (denoted as T)**

In relation to a motor vehicle, means the mass of such vehicle ready to travel on a road and includes the mass of-

- (a) any spare wheel and of all other accessories and equipment supplied by the manufacturer as standard for the particular model of motor vehicle concerned.
- (b) anything which is a permanent part of the structure of such vehicle.
- (c) anything attached to such vehicle. so as to form a structural alteration of a permanent nature; and
- (d) the accumulators, if such vehicle is self-propelled by electrical power, but does not include the mass of-
  - (i) fuel; and
  - (ii) anything attached to such vehicle which is not of the nature referred to in paragraph (b) or (c); (lxvi)

 **$GVM/BVM - T = \text{LOADING CAPACITY (KG)}$** 

**Example: 15500 kg - 7500 kg = 8000 kg**

Following the above formula the City of Tshwane will only accept trucks with a loading capacity that is between 7000kg to recommended capacity 12 000kg. The information in relation to Gross Vehicle Mass and Tare/Terre will be displayed on the ownership certificate and roadworthy certificates of the truck.

- 4.2** The bidders will be expected to relocate households, structure materials, and personal belongings within the City of Tshwane Metropolitan Municipality boundaries as indicated on the map, which shall be issued by a City of Tshwane official in the Human Settlements Department.
- 4.3** Successful bidders will be appointed at the specified relocation cost per shack/household per region. Upon appointment and allocation of work, a map will be provided to indicate the distance between pick-up and relocation points. The locality of both the pick-up and relocation points and the number of households to be relocated will be specified.

## **4.4 Description of Work**

**The bidders will be expected to perform the following:**

- 4.4.1 Relocation of households from dilapidated buildings to transitional/emergency buildings (within 25 km radius) of the successful bidders' tender rate.
- 4.4.2 Relocation of households from transitional/emergency buildings to other housing facilities (within 25 km radius) of the successful bidders' tender rate.
- 4.4.3 For relocation of households exceeding 25 km, the bidder will be paid R7 per kilometre travelled.
- 4.4.4 Demolishing of structures including loading, transportation and off-loading of structural materials to a designated area; and
- 4.4.5 Rebuilding of a maximum 30m<sup>2</sup> shack at the designated relocation areas.
- 4.5** The City of Tshwane can increase/decrease the quantity of trucks at any given time or as and when required; depending on budget availability, the number of stands available for relocation on the layout plan, and the number of structures to be demolished and rebuilt.
- 4.6** The bidders must submit a detailed proposal with a tender on the following to be utilized during implementation of the tender:
  - a) Number of jobs to be created through this project;
  - b) Spin-offs to the Local Economy; and
  - c) The work in this contract is labor-intensive and will be done using the
  - d) Expanded Public Works Programme (EPWP).
- 4.7** That the service shall be supplied and must be executed in strict accordance with the Municipality's Specification and Conditions of Tender.

## **5. REGIONAL INFORMATION**

### **5.1 ITEM 1- REGION 1**

Region 1 is situated North-West of Pretoria Central and includes the following areas, amongst others, Pretoria North, Akasia, Soshanguve, Mabopane, Ga-Rankuwa and Winterveld. The number of shacks/households to be relocated or rearranged will differ per area of relocation.

#### **5.1.1.PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).

- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.

### **5.1.2. EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.).
- Communication (2X two-way radios OR cell phones);
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.1.3. RESOURCES**

- Bidders should possess a minimum of 5 lorries/trucks with a minimum loading capacity of 8 Tons and a maximum load capacity of 12 Tons (as stipulated on 4.1) with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done within approximately 25 km radius.

## **5.2 ITEM 2- REGION 2**

Region 2 is situated North of Pretoria Central and includes the following areas, amongst others, Hammanskraal, Kudube, Stinkwater, Majaneng, Ramotse, Suurman, Marokolong, Mashemong, Walmasdal, Rooiwal, Tswaing, New Easterust, Sinovile, and Montana.

The number of shacks/households to be relocated or rearranged will differ per area of relocation.

### **5.2.1 PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).
- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.

### **5.2.2 EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.)
- Communication (2X two-way radios OR CELL PHONES);
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.2.3 RESOURCES**

- Bidders should possess a minimum of 5 lorry/trucks with a minimum load capacity of 8 Tons and maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done in approximately 25 km radius.

## **5.3 ITEM 3 - REGION 3**

Region 3 is situated in Pretoria Central and West of Pretoria Central includes the following areas, amongst others, Central Business District, Atteridgeville, New Westford, Fort west, Denville, Capital Park, Freedom Park, Andeon, and Booysens.

The number of shacks/households to be relocated will differ per area of relocation.

### **5.3.1 PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).
- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.

### **5.3.2 EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.)
- Communication (2X two-way radios or cell phones);
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.3.3 RESOURCES**

- Bidders should possess a minimum of 5 lorry/trucks with a minimum load capacity of 8 Tons and maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done in approximately 25km radius.

## **5.4 ITEM 4 – REGION**

Region 4 is Southwest of Pretoria Central and includes the following areas, amongst others, Centurion, Olievenhoutbosch, Laudium, Itereleng and Mooiplaats etc.

The number of shacks/households to be relocated or rearranged will differ per area of relocation.

### **5.4.1 PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).
- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.



### **5.4.2 EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.)
- Communication (2X two-way radios or cell phones).
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.4.3 RESOURCES**

- Bidders should possess a minimum of 5 lorry/trucks with a minimum load capacity of 8 Tons and maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done in approximately 25km radius.

## **5.5. ITEM 5 - REGION 5**

Region 5 is located Northeast of Pretoria Central and includes the following areas, among others: DeWagendrift, Onverwacht, Kameeldrift, Leeuwfontein, Pienaarspoort, Refilwe, and Rayton.

The number of shacks/households to be relocated or rearranged will differ per area of relocation.

### **5.5.1. PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).
- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.

### **5.5.2. EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.)

- Communication (2X two-way radios or cell phones)
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.5.3. RESOURCES**

- Bidders should possess a minimum of 5 lorry/trucks with a minimum load capacity of 8 Tons and a maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done in approximately 25km radius.

### **5.6. ITEM 6 - REGION 6**

Region 6 is situated Southeast of Pretoria Central and includes the following areas, amongst others, Mamelodi, Nellmapius, Mahube Valley, Eesterust, Silverton, Garsfontein, Equestria, Olympus, Mooikloof, Woodlands, Zwavelpoort and Kamelzynkraal, etc.

The number of shacks/households to be relocated or rearranged will differ per area of relocation.

#### **5.6.1. PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).
- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.

#### **5.6.2. EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.)
- Communication (2X two-way radios or cell phones).
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.6.3. RESOURCES**

- Bidders should possess a minimum of 5 lorries/trucks with a minimum load capacity of 8 Tons and a maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done within approximately 25km radius.

### **5.7. ITEM 7 - REGION 7**

Region 7 is East of Pretoria Central and includes the following areas, amongst others, Bronkhorspruit, Sokhulum, Zithobeni, Ekangala and Riemapark, etc

The number of shacks/households to be relocated will differ per area of relocation.

#### **5.7.1. PERSONNEL ON SITE**

- Personnel from the local community that will be required for relocation will be a minimum of 6 per shack (2 for demolition and loading and 4 for off-loading and rebuilding).
- The successful contractors must supervise or allocate a responsible person to oversee the relocation process. The supervisor must keep accurate records of the number of relocated households for invoicing purposes.

#### **5.7.2. EQUIPMENT**

- Protective clothing, including but not limited to (Safety Clothes and Safety Boots, hard hat, goggles, gloves, etc.)
- Communication (2X two-way radios or cell phones)
- A minimum team of six labourers with crowbars, pliers, hammers and nails.

**NO BULLDOZERS OR ANY OTHER EQUIPMENT THAN SPECIFIED WILL BE ALLOWED ON SITE. ALL MOVEMENT ON SITE MUST BE LIMITED TO DEMARCATED STREETS TO AVOID DRIVING OVER PEGS.**

### **5.7.3. RESOURCES**

- Bidders should possess a minimum of 5 lorries/trucks with a minimum load capacity of 8 Tons and a maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas and rearrangements of households.
- Relocation will be done within approximately 25km radius.

## **6. EVALUATION CRITERIA**

**The bids will be evaluated in Four (4) stages as follows:**

**Stage 1:** Administrative Compliance

**Stage 2:** Mandatory requirements

**Stage 3:** Site Inspections

**Stage 4:** Preferential Point System (90/10)

### **STAGE 1: ADMINISTRATIVE COMPLIANCE**

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

<b>Compulsory Returnable Documentation (Submission of these are compulsory)</b>	<b>Submitted (YES or NO)</b>	<b>Checklist (Guide for Bidder and the Bid Evaluation Committee)</b>
a) To enable The City to verify the bidder's tax compliance status, the bidder must provide; <ul style="list-style-type: none"> <li>• Tax compliance status PIN.</li> <li>or</li> <li>• Central Supplier Database (CSD)</li> </ul>		Tax status must be compliant before the award.
b) A copy of their Central Supplier Database (CSD) registration; or indicate their Master Registration Number / CSD Number;		CSD must be valid.
c) Confirmation that the bidding company's municipal service charges, rates and taxes are up to date: Original or copy of Municipal Account Statement of the Bidder (bidding company) not older than 3 months and account must not be in arrears for more than ninety (90) days; or ,signed lease agreement or In case of bidders located in informal settlement, rural areas or areas where they		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the bidding company? The name and / or addresses of the bidder's statement correspond with CIPC document, Address on CSD or Company profile?

Compulsory Returnable Documentation (Submission of these are compulsory)	Submitted (YES or NO)	Checklist (Guide for Bidder and the Bid Evaluation Committee)
are not required to pay Rates and Taxes a letter from the local councillor confirming they are operating in that area		Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days?
d) In addition to the above, confirmation that all the bidding company's owners / members / directors / major shareholders municipal service charges, rates and taxes are up to date: • Original or copy of Municipal Account Statement of all the South African based owners / members / directors / major shareholders not older than 3 months and the account/s may not be in arrears for more than ninety (90) days; or a signed lease agreement of owners / members / directors / major shareholders or In case of bidders located in informal settlement, rural areas or areas where they are not required to pay Rates and Taxes a letter from the local councillor confirming they are residing in that area		Was a Municipal Account Statement, or signed lease agreement or letter from the local councillor provided for the company's owners / members / directors / major shareholders? Are municipal service charges, rates and taxes up to date (i.e. not in arrears for more than 90 days?
e) Duly Signed and completed MBD forms (MBD 1, 4, 5, 8 and 9) The person signing the bid documentation must be authorized to sign on behalf of the bidder. Where the signatory is not a Director / Member / Owner / Shareholder of the company, an official letter of authorization or delegation of authority should be submitted with the bid document.  <b>NB: Bidders must ensure that the directors, trustees, managers, principal shareholders, or stakeholders of this company, declare any interest in any other related companies or business, whether or not they are bidding for this contract. <u>See Question 3.14 of MBD 4. Failure to declare interest will result in a disqualification</u></b>		All documents fully completed (i.e. no blank spaces), All documents fully signed by (any director / member / trustee as indicated on the CIPC document, alternatively a delegation of authority would be required, Documents completed in black ink (i.e. no "Tippex" corrections, no pencil, no other colour ink, or <b>non-submission of the MBD forms</b> , will not be considered)
f) Audited Financial Statements for the most recent three (3) years or Audited Financial Statements from date of existence for companies less than three years old. <b>NB:</b> The bidder must submit signed audited annual financial statements for the most recent three years, or if established for a shorter period, submit audited annual financial statements from date of establishment.  If the bidder is not required by law to prepare signed annual financial statements for auditing purposes, then the bidder must submit proof that the bidder is not required by law to prepare audited financial statements.		Applicable for tenders above R10m in conjunction with MBD 5)  Are Audited financial statements provided (Audited financials must be signed by auditor) Or proof that the bidder is not required by law to prepare audited financial statements.
g) Joint Ventures (JV) – (Only applicable when the bidder tenders as a joint venture) Where the bidder bids as a joint venture (JV), the required or relevant documents as per (a) to (f) above must be provided for all JV parties.		If applicable. JV agreement provided? JV agreement complete and relevant? Agreement signed by all parties? All required

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

## **STAGE 2: MANDATORY REQUIREMENTS**

The Bidder must comply with the mandatory requirements below, failing which will result in immediate disqualification:

### **(a) Ownership of the Trucks**

(i) The Bidder must possess a minimum of 5 lorries/trucks with a minimum load capacity of 8 Tons and a maximum loading capacity of 12 Tons, with rails for the on and off loading of structural materials. The calculation of loading capacity will be determined by this formula:

Gross Vehicle Mass (denoted as GVM/BVM)

In relation to a motor vehicle, means the maximum mass of such vehicle and its load as specified by the manufacturer thereof or, in the absence of such specification, as determined by the registering authority.

Tare/ Terre (denoted as T)

In relation to a motor vehicle, means the mass of such vehicle ready to travel on a road and includes the mass of-

(a) any spare wheel and of all other accessories and equipment supplied by the manufacturer as standard for the particular model of motor vehicle concerned.

(b) anything which is a permanent part of the structure of such vehicle.

(c) anything attached to such vehicle, so as to form a structural alteration of a permanent nature; and

(d) the accumulators, if such vehicle is self-propelled by electrical power,

but does not include the mass of-

(i) fuel; and

(ii) anything attached to such vehicle which is not of the nature referred to in paragraph (b) or (c); (lxvi)

$GVM/BVM - T = \text{LOADING CAPACITY (KG)}$

Example: 15500 kg - 7500 kg = 8000 kg

Following the above formula the City of Tshwane will only accept trucks with a loading capacity that is between 7000kg to recommended capacity 12 000kg. The information in relation to Gross Vehicle Mass and Tare/Terre will be displayed on the ownership certificate and roadworthy certificates of the truck. The Bidder must supply an ownership certificate, roadworthy certificates of the truck, a valid driver's license of the truck driver and comprehensive vehicle insurance.

(ii) If the Bidder is not the owner of the said Truck as specified in 4.1; they may lease the same. The Bidder must provide a copy of the lease agreement and ownership certificates of the lessor, full details of the trucks including roadworthy certificates of the trucks and comprehensive vehicle insurance.

(b) The bidder must submit the following qualifications for Occupational Health and Safety (OHS):

Degree or Diploma or Certificate in OHS and registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a safety officer.

(c) Bidders must submit five signed appointment letters and reference letters not older than Five (5) years on the company's letterhead with contact numbers.

### **STAGE 3: SITE INSPECTION**

- Only the vehicles of the short-listed bidders will be inspected by the Bid Evaluation Committee.
- The Bidder during Inspection of the vehicles must prepare all the required documents (certificates) of all vehicles to be inspected. The City reserves the right to make a necessary arrangements to inspect the trucks of the potential service providers. This

includes the possibility of requesting the potential service provider to make the trucks available at any location within City of Tshwane jurisdiction for evaluation.

- If the bidder is not the owner of or leases the trucks being offered, the bidder must include full details of the lessor, including the address where these vehicles can be inspected.

**Note: If one or more vehicles (trucks) submitted on the original tender document is involved in an accident, stolen or affected by disasters such as floods, hailstorms or any natural incidents beyond human control the bidder; the bidder must provide the inspection team with an accident report or report indicating that the vehicle (truck) is affected by disaster or a case number from the South African Police Services in case of theft. A replacement vehicle (truck) that meets all the mandatory requirements will be accepted.**

**LIST DETAILING THE SPECIFIC AREAS TO BE INSPECTED BY BID EVALUATION COMMITTEE DURING THE INSPECTION OF THE TENDER SPECIFICATION FOR THE APPOINTMENT OF A MAXIMUM OF FIVE (5) SERVICE PROVIDERS FOR THE RELOCATION OF HOUSEHOLDS TO DESIGNATED AREAS IN THE CITY OF TSHWANE FOR A PERIOD OF THREE (3) YEARS, AS AND WHEN REQUIRED**

**Name of the Bid Evaluation Member/ Inspector:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

**Bid Number:** \_\_\_\_\_

<b>NO:</b>	<b>Area to be inspected</b>	<b>Findings by the Inspector</b>
3.	If the Bidder has the required vehicles (trucks) as specified in 2, the Bidder must have ownership certificate, roadworthy certificates of the trucks, and comprehensive vehicle during the inspection.	
4.	If the Bidder is leasing or owning a vehicle (truck) and equipment as specified in 2, he/she must have a copy of the lease agreement, ownership certificate, roadworthy certificates of the trucks, and comprehensive vehicle insurance during the inspection.	
5.	The inspection team to verify the following during inspection: I. Make II. Model	



III.	Year of manufacture	
IV.	Permissible Maximum Vehicle Mass ("V" Rating of Chassis) Kg	
V.	GVM (kg)	
VI.	Engine: Power (kW)	
VII.	Engine: Torque (Nm)	
VIII.	Engine: Capacity (cm2)	
IX.	Payload - (kg)	
X.	Registration number	
XI.	Measures taken in the design of equipment to combat excessive noisiness	
XII.	Unique Company Fleet Number (All items)	
XIII.	Manufacturers' rated capacity of:	
XIV.	Sewer tank: Fabrication material	
XV.	Sewer tank: Capacity (ℓ)	

**NB:** Inspection is expected to be conducted for every lorry/(truck) as per the submission of tender in line with the specification. The Inspection team reserves the right to request the bidder to demonstrate how the truck will execute the function as per specification during the inspection. It is important for the bidders to at least have the driver and operators on site who can be able to demonstrate to the satisfaction of the inspection team.

I....., hereby declare that the disclosed information is correct and no other situation of real, potential or apparent of interest is known to me. I undertake to inform Bid Evaluation Committee of any status changes that may be brought to light as a result of any issue that may arise as the meeting progresses. I also undertake to timely inform the Bid Evaluation Committee of any changes in these circumstances during the period when I am still inspecting the trucks and serving as a Bid Evaluation Committee member.

**Signature by the Bid Evaluation Member/ Inspector:**

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**Date:**

**Signature by the Bidder** \_\_\_\_\_

**Date:**

#### **STAGE 4: PREFERENTIAL POINT SYSTEM**

The preferential point system used will be the 90/10 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), Regulations 2022.

- 90 points for price
- 10 points for Specific goals

#### **SPECIFIC GOALS**

- Bidders are required to submit supporting documents for their bids to claim the specific goal points.
- Non-compliance with specific goals will not lead to disqualification but bidders will not be allocated specific goal points. Bidders will score points out of 90 for price only and zero (0) points out of 10 for specific goals.
- Cot shall act against any bidder or person when it detects that the specific goals were claimed or obtained on a fraudulent basis.

<b>Specific goals</b>	<b>90/10 preference point system</b>	<b>Proof of specific goals to be submitted</b>
BB-BEE score of companies <ul style="list-style-type: none"><li>• Level 1</li><li>• Level 2</li><li>• Level 3</li><li>• Level 4</li><li>• Level 5</li><li>• Level 6</li><li>• Level 7</li><li>• Level 8</li><li>• Non-compliant</li></ul>	<ul style="list-style-type: none"><li>• 4 Points</li><li>• 3.5 Points</li><li>• 3 Points</li><li>• 2.5 Points</li><li>• 2 Points</li><li>• 1.5 Points</li><li>• 1 Point</li><li>• 0.5 Points</li><li>0 Points</li></ul>	Valid Certified copy of BBBEE certificate. Sworn Affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate.
EME and/ or QSE	1 Point	Valid Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises or CIPC BBBEE certificate
At least 51% of Women-owned companies	1 Point	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn

Specific goals	90/10 preference point system	Proof of specific goals to be submitted
		affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership)
At least 51% owned companies by People with disability	1 Point	Medical Certificate with doctor's details (Practice Number, Physical Address, and contact numbers) and proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
At least 51% owned companies by Youth	1 Point	Certified copy of Identity Document/s <b>and</b> proof of ownership (Sworn affidavit for B-BBEE qualifying small enterprise or Exempt Micro Enterprises, CIPC registration or any other proof of ownership
Local Economic Participation <ul style="list-style-type: none"> <li>• City of Tshwane</li> <li>• Gauteng</li> <li>• National</li> </ul>	2 Points 1 Point 1 Point	Municipal Account statement/Lease agreement.

## 7. PRICING SCHEDULE

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT RATE (Exclusive of VAT)
1	Demolish shacks, load shack materials and personal belongings	Price per unit	
2	Relocate/ transport shack materials and personal belongings	Price per unit	
3	Offload shack materials and personal belongings	Price per unit	
4.	Rebuild shacks to a maximum size of 30m <sup>2</sup>	Price per unit	
<b>Total (Exclusive of VAT)</b>			<b>R</b>
<b>VAT @ 15%</b>			<b>R</b>
<b>Total (Inclusive of VAT)</b>			<b>R</b>

## 8. AWARD

The tender will be awarded to a maximum of five (5) service providers. The price must be inclusive of labour, equipment, transport, fuel, oil, insurance, and all other expenses related to the relocation and rebuilding of shacks in informal settlements in the city of Tshwane.

**Note: ONLY ONE RATE PER ITEM PER TENDERER WILL BE ACCEPTED.**

## 8. ALLOCATION OF WORK

- In general, the trucks will be required for the type of work as set out in Clause 4 of the Specification. The City of Tshwane Official will notify the Contractor 48 hours in advance of the requirements relating to the number of trucks needed and the area of work. 24 hours' notice when trucks are no longer required. In general, the trucks will be required to relocate households, building materials and their personal belongings to designated areas within the jurisdiction of the City of Tshwane Metropolitan Municipality, on an as and when required basis.

- No guarantee as to the period required is given, provided that the necessary notification in terms of sub-clause (a) is given.
- The trucks must be available on demand.
- Some trucks accepted may not be used at all during the contract period. The use of trucks will be of an occasional nature, and the duration of their use will be variable.
- The work will be allocated equitably based on bid price.

## **9. WORKING HOURS**

The bidders will be required to work a seven-day week. Therefore, the bidder must be able to have their trucks as specified in 4.1 available for normal working hours, which are between 7H30 AM to 17H00 PM (including half (½) an hour lunch time – 9 hours) from Mondays to Sundays, including public holidays. This is for a period of 9 hours.

The service provider shall be paid for actual work done according to the bid price per shack/household as tendered for and accepted by the City.

## **10. PRICE BASIS**

- a) Rates should be exclusive of Value Added Tax.
- b) Only one rate per item per tenderer will be accepted.
- c) All trucks shall always, whilst on hire, be accompanied by a logbook, containing in triplicate, daily time sheets. These time sheets shall reflect the following details: Date, Name of contractor, Make and Company, Fleet number of the truck, Item number under which tendered, Schedule of truck, working time, "Down" time, reason for down" time, signature of personnel in charge of the work and signature of driver of the vehicle.
- d) At the end of each day all time sheets shall be clearly signed by the personnel in charge of the work and the Truck Driver and the persons so signing shall also clearly print their names, Identity Number and telephone numbers. If any of these details are not on the time sheet, no payment will be done for that Truck. The Tshwane Municipality shall be charged on the basis of such daily time sheets, when signed by the Tshwane Municipality Official as appointed, at the end of each month. A copy of such time sheets shall be kept in the custody of the contractor's driver and shall be presented to the personnel in charge every working day of the completion of the shift, for signature and to be signed by the Tshwane Municipality Official upon submission for approval.
- e) In the event of the Tshwane Municipality Official refusing to sign any Daily Time Sheet and to accept the figures appearing thereon, the Official shall notify the contractor of this refusal and the reasons thereof within 1 working day of his decision not to sign. The contractor must give an explanation to the satisfaction of the Official within 7 days of such notification, failing which penalties may be applied.

## **11. PERIOD OF CONTRACT**

This contract shall remain in force for a 3-year period, from 28 February 2026 or the nearest date.

## **12. DISPUTES**

Any dispute between the parties will be addressed through the Service Level Agreement to be signed by both parties.

## **13. VALIDITY PERIOD**

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

## **14. MARKET ANALYSIS**

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

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

## **15. SERVICE LEVEL AGREEMENT (SLA)**

Service Level Agreement is attached.

## **16. ADDITIONAL TENDER REQUIREMENTS THAT MUST BE READ TOGETHER WITH SERVICE LEVEL AGREEMENT**

The Bidder shall ensure that:

- Tenderers must have enough trucks and drivers available to meet the demands of City of Tshwane, as and when needed.
- The trucks are always in a good state of operation
- Employ local labor through EPWP and transport for all tasks.
- Bidders must bid on the number for trucks they have.
- All fuel and Oil shall be supplied by the Contractors, at no additional cost to CoT.
- The Bidders shall attend the meeting as per the request.
- The Bidders will be required to submit invoices and time sheets for work done to the City of Tshwane Official by the 25<sup>th</sup> of each month, in case the 25<sup>th</sup> is on weekend, they must submit on the Friday closest to the date.
- The communication with the service provider will be through letter, email, and mobile phone for operational matters
- The City will send the format for invoices, and the service providers must comply with the format.
- The Tshwane Municipal officials or any of its employees shall not be held liable to the Contractor for any loss, damage or injury caused to the Contractor, his truck and employees arising from anything done in terms of this Contract unless such loss, damage or injury arises as a direct result of the negligence of the Tshwane Municipality official or its employees

## **17. BIDDER'S OBLIGATIONS**

- (a) The Bidder shall be obliged to provide the a lorry/truck with a minimum load capacity of 8 Tons and maximum load capacity of 12 Tons with rails which should be made available for relocation of households, building materials and their personal belongings to designated areas in certain areas within the jurisdiction of the City of Tshwane Metropolitan Municipality at such times and at such places as notified by Tshwane Municipality Official and as more fully set out in the Scope of work.
- (b) In addition to any insurances required to be held by the contractor in terms of the Multilateral Motor Vehicle Accident Fund Act, 1989 (Act no 93 of 1989) and the Compensation for Occupational Injuries and Diseases Act no 130 of 1993 or any amendments to these acts or any act promulgated as a replacement of any of these aforementioned acts, the contractor must for the duration of the contract be fully insured against all accidents or misfortunes including death of or injury to persons and/or loss of or damage to property arising out of the condition or operation of Truck or any execution of any work in terms of this

contract. Such insurances should also provide care against all sums which become legally payable for losses or damages caused to Third Parties arising out of the ownership, possession or use of any Truck or work provided in terms of this contract.

- (c) Notwithstanding the terms, conditions and exceptions of the insurances effected by the contractor, the contractor shall be liable for any damages, losses or injuries of whatsoever nature caused directly or indirectly to any municipal, government or private property (including damages to any service installations) that may be positioned in any road reserve area or to any persons as a result of the Contractor's equipment, machines and/or vehicles being operated under the control of his employees in terms of the contract, and the Contractor hereby indemnifies the Tshwane Municipality against all claims for such damage, loss or injury being directed against the Tshwane Municipality, including, but not limited to, the cost of examining, resisting or settling of such claim.
- (d) The Tshwane Municipal Officials or any of its employees shall not be held liable for any loss, damage or injury caused to the contractor, his/her Truck and employees arising from anything done in terms of this contract unless such loss, damage or injury arises as a direct result of the negligence of the Tshwane Municipality Official or its employees.
- (e) Upon notification and acceptance of the tender, the contractor shall at his own expense furnish to the Tshwane Municipality the following:
  - A letter from the Workmen's Compensation Commissioner, or his equivalent in terms of any replacement act, certifying that the contractor is in good standing with the Accident Fund, or its equivalent in terms of any replacement act.
  - Full policy documentation proving the existence and validity of the insurances as required above.
  - The above requirements shall be furnished by the contractor to the Tshwane Municipality as required.
  - Proof of the continued good standing of the contractor or of the renewal of or extension of insurance cover must be furnished by the Contractor whenever required by the Tshwane Municipality.
- (f) The contractor shall maintain for the duration of the contract the following insurances:
  - All Risks insurance for Trucks for a sum sufficient to provide for the replacement of such Trucks.
  - Insurance in terms of the provision of the Compensation for Occupational Injuries and Diseases Act no 130 of 1993 as amended or any replacement act thereto.
  - Employers Common Law Liability Insurance with a limit of indemnity of not less than R5, 000,000.00 per event.



- Motor Vehicle Liability Insurance including but not limited to Passenger Liability Indemnity for both authorized and unauthorized passengers for a limit of indemnity of not less than R5,000,000.00 per event and with a minimum limit of R5,000,000.00 per event and per period of insurance in respect of:
    - Passenger Liability Including Unauthorized Passenger Liability
    - Contingent Liability
    - Liability arising out of fire and/or explosion
  - Riot Insurance effected through the South African Special Risks Insurance Association (SASRIA) in respect of all 8-tonne trucks to provide for their replacement.
  - Public Liability insurance including, but not limited to, liability for defective workmanship, liability for the acts of employees or any principal of the contractor, liability for accidental loss, damage or injury to property and/or persons for a limit of Indemnity of R5, 000,000.00 per event and with a minimum limit of R5, 000, 000.00 per event and per period of insurance.
- (g) The contractor shall have a trained and competent Occupational Health and Safety Representative who will keep a file in contractor premises for all his Trucks and the work. The site file will contain all the information as mentioned in the requirements of the tender containing insurance personal and public liability short term insurance, competency of drivers and assistant drivers (PDP and licence) and Road Transport Quality System (RTQS) of trucks, First aid kit and trained First aider, Injury on Duty (IOD) reporting forms as well as his IOD procedure. It will contain a Risk Assessment with Safety data sheets of all Chemicals/Flammables being used. Hazard Identification and Risk Assessment (HIRA) and OHS management system.

## **18. ACCESS**

- a. The Contractor shall instruct his employees that under no circumstances may Trucks under their control be parked, positioned or operated in such a manner as to hinder or obstruct reasonable access to any property or prevent the continued use of vehicle entrance ways, tradesmen's entrances, gateways or any other public or private access routes.
- b. The Contractor shall also ensure that Trucks under their control be dismantled, repaired, serviced, or assembled on any property of the City of Tshwane Metropolitan Municipality.
- c. The Contractor shall also ensure that no Trucks of the Contractor, will be allowed to be parked overnight on any property of the City of Tshwane Metropolitan Municipality unless the Contractor has applied, in writing and written authority has been given.

- d. The contractor is responsible to arrange for his/her own security measures to safeguard the vehicles or equipment and personnel whiles operation or parked on the property of the City of Tshwane Metropolitan Municipality.

## **19. DRIVERS AND ASSISTANT DRIVERS**

- a. The attention of the Contractor is drawn to the requirements of the Industrial Conciliation Act 1956, as amended and any determination relevant to the driving or operating of trucks used for this Contract.
- b. The attention of the Contractor is also drawn to the requirements of the Occupational Health and Safety Act, Act 85 of 1993.
- c. The contractor shall appoint a suitably qualified person as drivers and assistant drivers. Drivers and Assistant Drivers must have a valid, driver's license and PDP, where applicable.
- d. Should the Contractor's drivers or employee be incompetent, impertinent, unreasonable, fail to carry out his instructions, no valid documentation available or otherwise hinder the progress of the work the Contractor shall remove him from the site of the works immediately upon receiving the Tshwane Municipality Official's objection to this employee and replace him within 48 hours. Such an objection or request shall be confirmed in writing. This employee shall not be re-employed for work in terms of this contract without the written consent of the Tshwane Municipality Official and/or until the valid documentation has been received.
- e. No payment will be made for the truck and work from the time that a report has been made, provided that the truck has not been used for other purposes, until a replacement has been provided.
- f. Drivers and Assistant Drivers shall be responsible persons able to fully comprehend written or oral instructions given in either official language by Tshwane Municipality Officials. In addition the drivers and Assistant drivers must be generally competent persons for the task they are to perform and must have a working knowledge of all traffic laws or by-laws and be specifically instructed to observe such laws at all times. The Official may give instructions to the Contractor's employees to follow a particular route and generally perform the work to be done as required by the Official. The salaries of all drivers and assistant drivers shall be in accordance with sector minimum wage requirements.
- g. The City of Tshwane reserves the right to test the Drivers and Assistant Drivers at Tshwane Leadership Academy at any given time as and when required.

## **20. CONSTRUCTION REGULATION 21**

A Contractor shall ensure that all Trucks and related equipment:

- a) Are of an acceptable design and construction
- b) Are maintained in good working order
- c) Are used in accordance with their design and the intention for which they were designed, having due regards to safety and health.
- d) Are operated by workers who-
  - Have received appropriate training and been certified competent and been authorized to operate such trucks.
  - Are physically and psychologically fit to operate such vehicles and mobile plant by being in possession of a medical certificate of fitness.
  - Have safe and suitable means of access

## **21. LOADS**

The Contractor shall ensure that the trucks are loaded to the maximum capacity, but within the legal limits and that their loads are delivered in accordance with the Official's instructions by the shortest practicable route and that the trucks return by a similar route and within a reasonable time as determined by the Official. It is the responsibility of the Contractor and his driver to ensure that trucks are not overloaded.

## **22. AREA TO BE WORKED IN**

The Contractor will be notified by the Official 48 hours in advance of the number of trucks required of him and of the name of the Housing Officer or whichever Tshwane Municipality Official to whom he must report for more specific details as to where and when the trucks under his control will be required to work. The onus is on the Contractor to contact this official within the period of 48 hours to obtain this information.

## **23. MAINTENANCE OF TRUCKS**

- a) Trucks shall be maintained in the same conditions they were in when accepted by the Tshwane Municipality in terms of the Specifications.
- b) The relevant documents required in terms of Clause 8 of the Specification document must remain valid and be updated as necessary, for the duration of this contract.
- c) The Contractor shall, whenever possible, undertake to do all servicing or maintenance as may be required for the trucks during the contract's nonworking hours.
- d) Truck taken in for repairs must be replaced by the Contractor within 12 hours. Where this is not possible, he shall give the Official 24 hours' notice of his intention to withdraw the truck for this purpose.

## **24. PENALTIES**

25.1 Should any truck doing work in terms of this contract break down or become defective, or unavailable due to driver and assistant driver being absent, fuel shortage or the stoppage is due to any inefficiency on the part of the Contractor or his employees so causing a delay of work at any time of day, then the following procedure in applying the penalties will be adopted:

- a) No payment will be made for downtime.
  - No vehicle shall be removed from site without prior approval.
  - The contractor is required to replace a non-functional vehicle as soon as possible, within 24 hours.
- b) Failure to remedy the default will result in immediate cancellation of the allocation of work.
- c) On reporting for duty, the truck shall carry sufficient fuel to complete the allocated tasks. Should any truck not work as a result of a lack of fuel, a penalty amounting to R1000,00 per day will apply.
- d) Should the truck report on site and is not in a working order, the truck will be referred to the testing centre. A penalty amounting to R1500,00 per day will apply until these defects are fixed, and no payment will be made for this period.
- e) A contractor is responsible for reporting all breakdowns to the Tshwane Municipality official as soon as possible on the same day.
- f) Without prejudice to any of the Tshwane Municipality's other remedies or rights in terms of this Contract, should the Contractor for any reason whatsoever fail to provide the truck, or driver or assistant driver as required, within 48 hours, in terms of the Specification, the Contractor shall pay a penalty of R1000,00 a day for every breach. For the purpose of this clause, every failure to provide truck, or driver on a particular day as required by the Tshwane Municipality Official shall be regarded as a separate breach.
- g) At the end of each month the Tshwane Municipality Official shall set out in a certificate or invoice the amount owed by the Contractor under sub-clause (a), and the amount shall be deducted from the Contractor's monthly payments.
- h) The Tshwane Municipality shall be entitled to claim damages in lieu of a penalty.

## **25. RATE OF PAYMENT**

Bidders must tender at a market-related price. Payment shall be made for work done and services rendered in accordance with the rate tendered per shack in the schedule. Invoices for payment must be submitted under the same name as that appearing on the signed contract documents.

## **26. UNFORESEEN STOPPAGES (RATE OF PAYMENT)**

- a) Payment shall be made per shack.
- b) All unforeseen stoppages must be reported to the Tshwane Municipality official for intervention.

## **27. CERTIFICATES FOR PAYMENT**

- a) The Bidders will be required to submit invoices and time sheets for work done to the Tshwane Municipality Official by the 25<sup>th</sup> of each month. In case the 25<sup>th</sup> is on a weekend, they must submit on the Friday closest to the date, and the Tshwane Municipality Official shall certify the amount owed by Tshwane Municipality to the contractor. Accounts delivered after a period of 3 months will not be paid unless it is justified on exceptional circumstances to be determined by the Tshwane Municipality Official. Payment: Unless otherwise stipulated in the additional or special conditions of the contract, payment is made as follows:
  - Payment for the hire of Truck supplied by the contractor will be made by the Municipality within 30 days from the end of the month in which the delivery of such truck and/or has been made, provided that the contractor shall have submitted to the Municipality an invoice within such a period that is as reasonable possible for payment to be affected within the said period.
- a) The Tshwane Municipality will deduct from the amount owed to the Contractor any debts the Contractor owes to the City.

## **28. COMPLIANCE WITH BY-LAWS AND SPECIFICATIONS**

- a) The Contractor shall comply with the Tshwane Municipality's By-laws and any other laws or regulations and shall give all notices and pay all fees required by the provisions of such by-laws and regulations to the Tshwane Municipality and other authorities specified therein.
- b) The Contractor shall comply with all the requirements prescribed in the Specifications.

## **29. DUMPING**

The Contractor shall not dump any material in any place without the prior approval of or on the instructions of the Tshwane Municipality Official. The Contractor will be liable for any fines imposed for dumping in any but the prescribed places.

## **30. WATER AND SANITATION**

The Contractor shall make his own arrangements with regard to water and sanitation as may be required for his employees. The arrangement must be within the legal framework of the country.

### **31. CAMP AND WATCHMEN**

The Contractor shall be responsible for making his own arrangements in this regard.

### **32. SECURITY**

Trucks will be operational on CoT property and must comply with all the security arrangements. The contractor must provide security for his/her own trucks, staff, the households and the personal belongings that are loaded, transported and offloaded.

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY</b>					
BID NUMBER:	HS 03-2025/26	CLOSING DATE:	24 February 2026	CLOSING TIME:	10:00
DESCRIPTION	Tender for the appointment of service providers for relocation of households to designated areas within the City of Tshwane for a period of three (3) years as and when required.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

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

<b>Tshwane House</b>					
<b>Supply Chain Management</b>					
<b>320 Madiba Street</b>					
<b>Pretoria CBD</b>					
<b>0002</b>					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes  <input type="checkbox"/> No

<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Human Settlements
CONTACT PERSON	Ipfi Davhana	CONTACT PERSON	Nthabiseng Malada
TELEPHONE NUMBER	012 358 2994	TELEPHONE NUMBER	012 358 8672
EMAIL ADDRESS	ipfid@tshwane.gov.za	EMAIL ADDRESS	nthabisengno@tshwane.gov.za



## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION</b>	
1.1	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
3.1	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</b>	

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

DATE: .....

**PRICING SCHEDULE: FIRM PRICES (PURCHASES)**

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

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

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

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

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

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

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

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

\* Delete if not applicable

**PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)**

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

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

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

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

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

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

## PRICE ADJUSTMENTS

### A. NON-FIRM PRICES SUBJECT TO ESCALATION

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

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

Where:

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

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

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

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

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


**B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

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

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

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

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

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

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

## DECLARATION OF INTEREST

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

<sup>1</sup> 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.

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

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

3.9.1 If yes, furnish particulars. ....

.....

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

3.10.1 If yes, furnish particulars. ....

.....

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

3.11.1 If yes, furnish particulars. ....

.....

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

3.12.1 If yes, furnish particulars. ....

.....

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

3.13.1 If yes, furnish particulars. ....

.....

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

3.14.1 If yes, furnish particulars: ....

.....



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

Full Name	Identity Number	State Employee Number

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

## 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. **\*YES / NO**

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, furnish particulars

.....  
 .....

4.1    Will any portion of goods or services be sourced from outside **\*YES / NO**

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

4.1 If yes, furnish particulars

.....  
.....

#### **CERTIFICATION**

**I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM  
IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS  
DECLARATION PROVE TO BE FALSE.**

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

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

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

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

### 1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	Points
<b>PRICE</b>	90
<b>SPECIFIC GOALS</b>	10
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender

is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

Specific goals	90/10 preference point system	Number of points claimed (90/10 system) (To be completed by the tenderer)
BB-BEE score of companies <ul style="list-style-type: none"> <li>Level 1</li> <li>Level 2</li> <li>Level 3</li> <li>Level 4</li> <li>Level 5</li> <li>Level 6</li> <li>Level 7</li> <li>Level 8</li> <li>Non-compliant</li> </ul>	<ul style="list-style-type: none"> <li>4 Points</li> <li>3.5 Points</li> <li>3 Points</li> <li>2.5 Points</li> <li>2 Points</li> <li>1.5 Points</li> <li>1 Point</li> <li>0.5 Points</li> <li>0 Points</li> </ul>	
EME and/ or QSE	1 Point	
At least 51% of Women-owned companies	1 Point	
At least 51% owned companies by People with disability	1 Point	
At least 51% owned companies by Youth	1 Point	
Local Economic Participation <ul style="list-style-type: none"> <li>City of Tshwane</li> <li>Gauteng</li> <li>National</li> </ul>	2 Points 1 Point 1 Point	

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

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number:  
.....

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....  
.....



## CONTRACT FORM: RENDERING OF SERVICES

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

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

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **HS 03-2025/26** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, *viz*
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

**CONTRACT FORM: RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....  
2 .....

DATE: .....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

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

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid: **HS 03-2025/26**

**TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR RELOCATION OF HOUSEHOLDS TO DESIGNATED AREAS WITHIN THE CITY OF TSHWANE FOR A PERIOD OF THREE (3) YEARS AS AND WHEN REQUIRED.**

(Bid Number and Description)

in response to the invitation for the bid made by:

**CITY OF TSHWANE MUNICIPALITY**

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

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



# **THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

July 2010

#### NOTES

The purpose of this document is to:

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

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

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

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## General Conditions of Contract

### 1. Definitions

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

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

### **1. Application**

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

### **3. General**

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

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

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

## **9. Packing**

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

## **10. Delivery and documents**

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

<b>11. Insurance</b>	11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
<b>12. Transportation</b>	12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
<b>13. Incidental services, services</b>	13.1	<p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</li> <li>(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</li> <li>(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</li> </ul>
	13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
<b>14. Spare parts</b>	14.1	<p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> <li>(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</li> <li>(b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</li> <li>(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul>
<b>15. Warranty</b>	15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
	15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the



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

- |   |  |
|---|--|
| 15.3  | The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.   |
| 15.4  | Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.   |
| 15.5  | If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.  |
| <b>16. Payment</b>                              | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p>  |
| <b>17. Prices</b>                               | 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.  |
| <b>18. Contract</b>                             | 18.1 No variation in or modification of the terms of the contract shall be made <b>amendments</b> except by written amendment signed by the parties concerned.   |
| <b>19. Assignment</b>                           | 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.   |
| <b>20. Subcontracts</b>                         | 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.   |
| <b>21. Delays in the supplier's performance</b> | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> |

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated

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

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

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

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

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

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

#### **24. Anti-dumping and countervailing duties and rights**

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

#### **25. Force Majeure**

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

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

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

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

Js General Conditions of Contract (revised July 2010)

## SERVICE LEVEL AGREEMENT

entered into between

### THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(Hereafter referred to as the “**City**”)

Herein Represented by:

In his capacity as:

(Duly authorised hereto)

**AND**

Registration Number:

(Hereinafter referred to as the “**Service Provider**”)

Herein Represented by:

In his capacity as:

(Duly authorised hereto)

## **SERVICE LEVEL AGREEMENT**

entered into between

### **THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

a municipality as described in section 2 of the Local Government: Municipal Systems Act, 2000 and as contemplated in section 155 of the Constitution of the Republic of South Africa, 1996 as a category A municipality, or the Assignee, if applicable, herein represented by \_\_\_\_\_, as delegated and in his capacity as the Acting Chief Operating Officer duly authorised thereto under and by virtue of a resolution passed on 01 August 2022, and who by his signature hereto warrants that he is properly authorised to sign this Agreement.

(Herein referred to as the “**CITY**”)

**AND**

### **REGISTRATION NUMBER:**

Herein represented by \_\_\_\_\_, in his capacity as Director duly authorised thereto under and by virtue of a resolution of the Board passed on \_\_\_\_\_ a copy of which is annexed as Annexure “**B**”, and who by his signature hereto warrants that he is properly authorised to sign this Agreement

(Herein referred to as the “**SERVICE PROVIDER**”)

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**ANNEXURE “A” APPOINTMENT LETTER**

**ANNEXURE “B” BOARD RESOLUTION**

**ANNEXURE “C” SCOPE OF THE WORK**

**RECORDAL:**

**WHEREAS** the City requires the Service Provider to relocate families, building material and their belongings to designated areas and the rearrangement of families in certain areas within the jurisdiction of the City.

**WHEREAS** the City wishes to appoint \_\_\_\_\_ as a Service Provider;

**AND WHEREAS** the Service Provider wishes to provide such Services;

**AND WHEREAS** the Service Provider has indicated that it has the necessary expertise, skills and capabilities to provide the Service;

**NOW THEREFORE**, the Parties have agreed to enter into this Agreement, in terms of which \_\_\_\_\_ shall provide the Services in the Service Areas, to the City in accordance with the terms and subject to the conditions of this Agreement:

## 1. DEFINITIONS

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

**“Agreement”** means this Service Level Agreement and shall include any annexures and/or schedules and/or attachments and/or appendices and/or any addenda hereto or incorporated herein by reference, as amended from time to time;

**“Business Day”** means any day from Monday to Friday, excluding Public Holidays as defined in the Public Holidays Act 36 of 1994 (“Public Holidays Act”) as amended from time to time;

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

**“City”** means the City of Tshwane Metropolitan Municipality, a metropolitan municipality established in terms of section 12 of the Local Government: Municipal Structures Act 117 of 1998;

1.5 **“Commencement date”** means the date on which the Service Provider starts work as agreed between the City and the Service Provider, the Parties;

**“Contact Persons”** means persons identified by the Parties as persons who are responsible for the execution of the Agreement and whose names are set out in clause 28 and who can be substituted in writing from time to time;

**“Contract Price”** shall mean the amount reflected as the Contract Price in clause 9 below,

**“Contract Period”** shall mean the Period of 36 (thirty-six) months as reflected in the Appointment Letter dated \_\_\_\_\_ and \_\_\_\_\_ read with the signed Appointment Letter attached herewith as Annexure **“A”**;

**“Effective Date”** means the date when the last signing party signs the agreement.

**“Intellectual Property”** means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world, introduced and required by either Party to give effect to their obligations under this Agreement, owned in whole or in part by, or licensed to either Party prior to the Commencement Date or developed after the Commencement Date, and includes all further additions and improvements to the Intellectual Property, otherwise pursuant to this Agreement;

**“Month”** means a calendar month;

**“Parties”** means City and Service Provider, and “Party” means either of them as the context requires;

**“Services”** means Services to be provided by the Service Provider to the City as detailed in clause 8 below;

**“Service Provider”** means a company duly incorporated in accordance with the company laws of the Republic of South Africa with company registration number:

**“Signature Date”** means the date on which the last party signed the agreement;

**“Subcontract”** means any contract or Agreement or proposed contract between the Service Provider and any third party whereby that third party agrees to provide to the Service Provider the Services or any part thereof;

**“Subcontractor”** means the third party with whom the Service Provider enters into a Subcontract;

**“Tax Invoice”** means the document as required by section 20 of the Value Added Tax Act No. 89 of 1991, as amended from time to time; and

**“VAT”** means Value Added Tax as defined in terms of the Value Added Tax Act of 1991.

## **2. INTERPRETATION**

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

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

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

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

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

The expiry or termination of this Agreement shall not affect provisions of this Agreement which expressly provide that they will operate after any such expiry or termination of this Agreement. Provisions of necessity shall continue to have been effective after such expiry or termination of this Agreement, notwithstanding that the clauses themselves do not expressly provide for this.

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

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

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

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

### **3. APPOINTMENT**

The City hereby appoints the Service Provider, who accepts such appointment, as stated in the Appointment Letter dated \_\_\_\_\_, with effect from the commencement date, attached herewith as Annexure “A”, to provide the Services as set out in the Scope of Work attached herewith as Annexure “C” and in accordance with the terms and subject to the conditions of this Agreement.

### **4. PURPOSE OF THE AGREEMENT**

The Purpose of this Agreement is to -

formalise and regulate the working relationship between the Parties;

set out the roles and responsibilities of the Parties; and

define the process and procedures to be followed by the Parties.

### **5. RELATIONSHIP**

Nothing in this Agreement shall constitute or be deemed to constitute a partnership or joint venture between the Parties. Furthermore the Service Provider acknowledges and agrees that its status under this Agreement is that of an independent Service Provider and its status shall in no way be deemed to be that of an agent or employee of the City, for any purpose whatsoever, and the Service Provider shall have no authority or power to bind the City or to contract in the name of the City, or create a liability against the City in any way or for any purpose.

### **6. DURATION**

This Agreement shall commence on the Effective Date and shall subsist for a period of 36 (thirty-six) months, with effect from the commencement date, unless terminated earlier pursuant to clause 23 below.

### **7. CONTACT PERSON**

The work to be performed by the Service Provider hereunder will be supervised by City's Contact Person referred to in clause 28 below.

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

The Contact Persons shall liaise and update each other on the progress of the Services rendered and shall endeavour to resolve and remedy any problems or disputes that may arise in relation to the Services.

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

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

## **8. SCOPE OF GENERAL SERVICES**

The Service Provider shall, for the duration of this Agreement, thirty-six (36) Months, provide the Services set out below and in details in the attached Scope of Work marked as Annexure" C" including but not limited to;

Relocation and rearrangement of households from the informal settlements to a formalised areas (Within 25km radius) at the successful bidder' tender rate.

For the relocation of households exceeding 25km the bidder will be paid R7 per km travelled.

Demolishing of structures, including on-loading, transportation and off-loading of structural materials to a designated area and;

Rebuilding of a maximum of 30m<sup>2</sup> temporary shelters at the designated relocation areas.

## 9. PRICE AND PAYMENT

The City shall pay to the Service Provider the total amount of ( \_\_\_\_\_ rands only) exclusive of VAT as stated in the Appointment Letter, attached herewith as Annexure “A”

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

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

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

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

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

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

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



**Bank:**

**Account Type:**

**Account No:**

**Branch No:**

Failure to comply with the clauses above may result in late payment of the total amount of an invoice by the City to the Service Provider. The City shall not be liable for any costs or damages suffered by the Service Provider because of such late payment.

## **10. SERVICE LEVELS**

The Service Provider recognises that the City has entered into this Agreement relying specifically on the Service Provider's representations regarding service levels including, *inter alia* -

capacity allocations in accordance with the Service to be provided; and

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

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

Amongst others, the Service Provider shall comply with and provide the Services as set out in Clause 8 above.

## **11. WITHHOLDING OF PERFORMANCE**

The Service Provider may not, under any circumstances, including, without limitation, non-payment by the City, withhold any Services from the City during the currency of this Agreement, unless it validly terminates this Agreement in terms of clause 24 below.

## **12. PENALTIES**

Should the Service Provider fail to comply with its obligations in terms of this Agreement, the City may:

Exercise its rights in terms of clause 24 below; alternatively

Impose a penalty on the Service Provider as stated hereunder exercise in clause 12.4 below.

An election of any of the above by the City shall not mean that the City has waived any other rights which the City might have in law.

Should the City elect to impose a penalty on the Service Provider, the City shall provide the Service Provider with a written notice requiring the Service Provider to remedy the default within 7 (seven) days from the date of delivery of the notice.

Should the Service Provider fail to remedy the default within 7 (seven) days after receiving the notice, then the City shall be entitled, without prejudice to any alternative or additional right of action or remedy available to the City and without further notice, to impose a penalty below;

Should any truck doing work in terms of this contract break down or become defective, or unavailable due to driver and assistant driver being absent, fuel shortage or the stoppage is due to any inefficiency on the part of the Contractor or his employees so causing a delay of work at any time of day, then the following procedure in applying the penalties will be adopted:

No payment will be made for downtime.

No vehicle shall be removed from site without prior approval.

The contractor is required to replace a non-functional vehicle as soon as possible, within 24 hours.

Failure to remedy the default will result in immediate cancellation of the allocation of work.

On reporting for duty, the truck shall carry sufficient fuel to complete the allocated tasks. Should any truck not work because of a lack of fuel, a penalty amounting to R1000,00 per day will apply.

Should the truck report on site and is not in a working order, the truck will be referred to the testing centre. A penalty amounting to R1500,00 per day will apply until these defects are fixed, and no payment will be made for this period.

A contractor is responsible for reporting all breakdowns to the Tshwane Municipality official as soon as possible on the same day.

Without prejudice to any of the Tshwane Municipality's other remedies or rights in terms of this Contract, should the Contractor for any reason whatsoever fail to provide the truck, or driver or assistant driver as required, within 48 hours, in terms of the Specification, the Contractor shall pay a penalty of R1000,00 a day for every breach. For purposes of this clause, every failure to provide truck or driver on a particular day as required by the Tshwane Municipality Official shall be regarded as a separate breach.

At the end of each month the Tshwane Municipality Official shall set out in a certificate or invoice the amount owed by the Contractor under sub-clause (a), and the amount shall be deducted from the Contractor's monthly payments.

The Tshwane Municipality shall be entitled to claim damages in lieu of a penalty.

Should there be a dispute as to whether the failure to deliver was caused by the City or was the Service Provider's fault such a dispute shall be dealt with in accordance with clause 24 below.

## **13. SERVICE PROVIDER'S WARRANTIES AND INDEMNITIES**

### **13.1 Service Warranties**

The Service Provider warrants that in relation to each Service provided in terms of this Agreement -

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

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

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

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

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

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

it will act with promptness and diligence and in a skilful manner and in accordance with the practices and

professional standards of operations while performing Services or similar to the Services;

that its Services will in all aspects comply with industry norms and best practice to the satisfaction of the City with regard to materials and workmanship;

it will use and adopt any standards, processes and procedures required under this Agreement;

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

it is free from any defects in material and workmanship;

it will maintain and cause to be maintained the highest standard of workmanship and care in undertaking the Services;

it will maintain and cause to be maintained the highest standard of care and diligence in providing the Services, maintenance, and support; and

it will ensure that all applicable laws are observed.

### **13.2 Indemnity**

The Service Provider hereby indemnifies the City against any claim which may be brought against the City by the Service Provider's personnel or a third party arising from the execution of this Agreement alternatively which arises against the City as a result of the Service Provider's breach of any of the provisions of this Agreement, provided that the City shall notify the Service Provider in writing within a reasonable time, and in any event not less than 14 (fourteen) Business days of the City becoming

aware of any such claim to enable the Service Provider to take steps to contest it and shall provide the Service Provider with such reasonable assistance as may be necessary to enable the Service Provider to defend the claim to the extent only that it is in a position to render such assistance. The Service Provider may, within 5 (five) Business Days of receipt of written notice from the City aforesaid, elect in writing to contest such a claim in the name of the City and shall be entitled to control the proceedings in regard thereto, provided that the Service Provider indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

## **14. THE SERVICE PROVIDER'S PERSONNEL**

### **14.1 Liability for Criminal Acts of Employees**

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

### **14.2 Character of Employees**

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

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

14.3 The City shall conduct all reasonable background checks into the Service Provider's employees from time to time, where it deems it necessary to do so.

## **15. STATUTORY AND EMPLOYMENT ISSUES**

### **15.1 The Service Provider shall comply with all Road Traffic Legislation**

- a. All trucks must at all times fully comply with the Road Traffic Act (Act 93 of 1996)
- b. Any truck which in the opinion of the Council Official is not capable of performing the duties prescribed in terms of the specification, owing to its mechanical condition, shall on the written instruction of the Official, be taken to the Tshwane Municipality's Mechanical Workshop for testing. If the truck is found to be faulty no payment shall be made to the Contractor from the day on which the tests were carried out and be removed from the list until such time as it shall have been repaired to the satisfaction of the Mechanical Inspector. The Contractor shall then make an appointment with Tshwane Municipality qualified inspector; giving notice to have the truck re-examined before it can be re-admitted to the contract and the schedule. If any truck is not re-admitted after 14 days, the penalty clause will apply.
- c. The Contractor shall ensure that for the duration of this contract his/her truck is being operated in terms of this contract, will have all the necessary valid documents relating to the trucks, drivers and assistant drivers and these documents shall be made available to the Tshwane Municipality Official on request. The City will inspect any or all of the trucks tendered for purposes of adjudication. The inspection will only be conducted or limited to service providers gone through four stages of the evaluation criteria.
- d. All items of trucks accepted on the contract may be inspected by the Tshwane Municipality Official at any time. The truck will be checked to ensure that it complies in all respects with the Tshwane Municipality's requirements as detailed in the tender documents.

- e. All trucks must be inspected before recommendation and acceptance. All accepted items of the trucks on the contract may be inspected by the qualified official or inspectors randomly at any given time for the duration of the contract.
- f. The contractor shall supply the Tshwane Municipality with a complete list of all his company fleet numbers, for all types of trucks' accepted on the contract.
- g. Any truck found by the Tshwane Municipality to be unsuitable shall be removed immediately by the contractor.
- h. A truck's body which allows the load to spill out is not to be used.
- i. All the trucks with fixed equipment such as locking devices on movable body panels must be maintained in good working order at all times and must be kept in substantially the same condition as when accepted by the Tshwane Municipality for this contract in terms of the conditions. The decision as to whether a body is suitable or not will be taken by the Tshwane Municipality Officer, whose decision will be final and binding.
- j. Trucks shall be free from leaks of any type of fluid.
- k. At all times the trucks shall be kept in a fully roadworthy condition
- l. All trucks accepted for this contract are required to be available as and when required (48 hours notification), for the duration of the contract. All trucks must have a visible registration or unique fleet number.
- m. Proof that the aforesaid trucks are comprehensively insured must be submitted within seven days after the CoT requested the information.
- n. A certified copy of a public vehicle driver's license(s) of the driver(s) of the aforesaid vehicle(s) and assistant drivers must be submitted when requested by the CoT
- o. Contractors who for any reason can no longer meet the supply requirements must indicate in writing.



## **15.2 The Service Provider shall comply with all employment legislation**

The Service Provider warrants that it has full knowledge of all relevant statutory, collective and other stipulations applicable to the relationship with its personnel and its relationship with the City. This includes, but is not limited to, the Labour Relations Act, the Basic Conditions of Employment Act, 1977, the Employment Equity Act, 1998 and any other applicable employment legislation currently in force.

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

## **15.3 No employment**

The Service Provider warrants that none of its personnel shall be regarded as employees of the City. The Service Provider shall assist to defend and bear all costs in the event that the City is required to defend a claim, whether civil or employment related, instituted against it by the Service Provider's personnel should the City defend the matter, the Service Provider hereby indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

#### **15.4 Occupational Health and Safety Act, (Act No. 85 of 1993).**

The Service Provider shall be responsible for ensuring compliance with all the provisions of the Occupational Health and Safety Act, No. 85 of 1993 and it indemnifies the City against any claim which may arise in respect of such Act by its personnel against the City.

The successful service provider shall appoint a suitably qualified Occupational Health and Safety Officer, registered with the South African Council for the Project and Construction Management Professions (SACPCMP).

#### **16.SUB-CONTRACTING**

The Service Provider may not Subcontract the whole of or any portion of the Services in terms of this Agreement to any third party without the prior written consent of the City.

In the event the Service Provider wishes to Subcontract the whole of or any portion of the Services in terms of this Agreement, it shall apply to the City in writing for consent to do so.

In its application, the Service Provider shall give the name of the Subcontractor, the Subcontractor's obligations, the proposed date of commencement of the Subcontract which shall include the fees payable to the Subcontractor, and a report of the background security check on the Subcontractor's suitability, financial and otherwise.

The City may, in its sole and absolute discretion refuse consent to Subcontract. In the event the City approves the Subcontracting of the whole of or any portion of the Services in terms of this Agreement, then -

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

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

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

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

## **17. CONFIDENTIALITY**

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

The information provided by the City in the context of this Agreement is Confidential Information and the Service Provider shall take all reasonable measures to keep the information confidential and will only use the information for the purpose for which it was provided.

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

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

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

the information was received from a third party not in breach of an obligation of confidentiality.

The Parties agree to hold each other's information in the strictest confidence and not to make use thereof other than for the performance of the obligations under this Agreement document.

The Service Provider should not use the name of the City in any media publication for promotional purposes without prior written approval of the City.

## **18. INTELLECTUAL PROPERTY RIGHTS**

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

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

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

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

In the event the City becomes aware of any such infringement, the Service Provider shall, at its cost, defend the City against any claim that the Services infringe on any such third party's Intellectual Property Rights, provided that the City gives notice to the Service Provider of such claim and the Service Provider controls the defence thereof. The Service Provider further indemnifies the City against, and undertakes that it will pay all costs, damages, and attorney fees, if any, finally awarded against the City in any action which is attributable to such claim and will reimburse the City with all costs reasonably incurred by the City in connection with any such action.

Should any claim be made against the City by any third party in terms of clause 18.5 above, the City shall give the Service Provider written notice thereof within 3 (three) days of becoming aware of such claim to enable the Service Provider to take steps to contest it.

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

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

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

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

withdraw the subject of infringement.

## **19. FORCE MAJEURE**

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

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

In the event of circumstances arising which the other Party believes that it constitutes a Force Majeure ("the Affected Party") then such Affected Party shall send, within 5 (five) days from the interrupting circumstances, a written notice of the interrupting circumstances specifying the nature and date of commencement of the interrupting event to the other Party. The Parties shall agree, in writing, to suspend the implementation of this Agreement for a specific period ("Agreed Period").

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

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

## **20. CESSION**

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

## **21. CHANGE OF CONTROL / CIRCUMSTANCE**

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

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

The Service Provider shall further notify the City of any material changes or circumstance which might have led the City to appoint the Service Provider to Provide the Services. If any material changes or circumstance occurs, and the Service Provider fails to inform the City of such a change or circumstance, the Service Provider shall be deemed to have breached a material term of this Agreement and the City shall be entitled to cancel the Agreement on 1 (one) month's prior notice.

## **22. BREACH**

Subject to clause 21.3 above, should either Party commit a breach of any terms of this Agreement ("the Defaulting Party") then the affected Party ("Aggrieved Party") shall be entitled to inform the Defaulting Party in writing to remedy such failure or default within 5 (five) Business Days and should the Defaulting Party fail to remedy the breach within 5 (five) Business Days after receipt of the notice the so Aggrieved Party shall be entitled, without prejudice to any of its rights under this Agreement or law to -

immediately terminate this Agreement without giving written notice and claim damages (which shall include legal costs on an attorney/client scale); or

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

impose penalties as provided for in clause 12 above.

In addition to any other remedies for breach of contract which are set out in this Agreement, the Tshwane Municipality shall be entitled to regard any breach of this contract as a material breach entitling it to:

- a. Either perform the Contractor's duties itself or appoint another contractor to do so, and in both cases hold the Contractor liable for any additional expenditure incurred thereby over and above the rates agreed upon in terms of this contract and/ or forthwith cancel the contract and/or recover any damages it may have sustain consequent to any such breach.
- b. To facilitate the administration of this clause the Tshwane Municipality Official shall set out the number of damages suffered by the Tshwane Municipality through exercising its powers under this clause in a certificate and the Contractor shall pay the Tshwane Municipality the amount so certified.
- c. In particular, and without prejudice to the generality of the remedy set out in subparagraph above, the Tshwane Municipality shall be entitled to regard the following acts as material breaches of contract.
- d. If the Contractor or any person employed by or associated with him, or, in the case of a Company, a Director or shareholder or person similarly associated with such Company, either directly or indirectly gives or offers to give any gratitude, reward or commission or other bribe to any Tshwane Municipality or any person in the employment of the Tshwane Municipality.
- e. If the Contractor should be convicted on any charge including dishonesty, bribery, or corruption.
- f. If the Contractor or his employee shall supply false information to the Tshwane Municipality on any document required to be completed in terms of this contract such as time sheets, invoices, and delivery notes.
- g. The Tshwane Municipality shall at any time be entitled to invoke the provisions of this clause, notwithstanding that it may previously have disregarded any particular breach or breaches of this contract by the Contractor that it may previously have accorded to the Contractor,



expressly or by implication, permission to perform otherwise than strictly in accordance with his obligations hereunder.

## **23. EARLY TERMINATION**

The City shall have the right to terminate this Agreement by giving 30 (thirty) days' notice in writing to the Service Provider of its intention to terminate the Agreement.

## **24. DISPUTES**

Save for clause 21 above or any other clause in this Agreement which provides for its own remedy, should any dispute arise between the Parties in respect of or pursuant to this Agreement, including, without limiting the generality of the foregoing, any dispute relating to -

the interpretation of the Agreement;

the performance of any of the terms of the Agreement;

any of the parties' rights and obligations;

any procedure to be followed;

the termination or cancellation or breach of this Agreement; or

The rectification or repudiation of this Agreement; then any Party may give the other Party written notice of such dispute, in which event the provisions below shall apply.

Within 7 (seven) days of the declaration of such dispute, the Parties representatives or their nominated persons shall meet in the spirit of goodwill and endeavour to resolve the dispute, failing which (and without prejudice to any other alternative dispute resolution to which the Parties may agree, either prior to or concurrently with arbitration) the provisions of this clause 26 above shall apply.

If the Parties are unable to resolve the dispute within 14 (fourteen) days of the notice of the dispute (or such longer period as they may have agreed to in

writing), then either Party may, on written notice to the other Party, require that the dispute be submitted to and decided by arbitration, in terms of the Arbitration Act, 42 of 1965 of South Africa (“the Arbitration Act”).

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

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

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

If the arbitration is -

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

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

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

Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the arbitration has been demanded, then the arbitrator shall be nominated at the request of either of the Parties, by the president for the time being of the Legal Practice Council of South Africa.

Should the Parties fail to agree whether the dispute is of a legal, accounting or other nature within 7 (seven) days after the arbitration has been demanded, then it shall be deemed to be a dispute of a legal nature.

The arbitrator may -

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

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

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

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

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

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

Notwithstanding the provisions of clauses 26.1, 26.2, 26.3, 26.4, 26.5, 26.6 and 26.7 above, in the event of either Party having a claim against the other Party for a liquidated amount or an amount which arises from a liquid document, or for an interdict or other urgent relief, then the other Party having such a claim shall be entitled to institute action therefore in a court of law rather than in terms of the above clauses, notwithstanding the fact that the other Party may dispute the claim.

The provisions of this clause 26 are severable from the rest of this Agreement and shall remain in effect even where this Agreement is terminated or cancelled for any reason.

## **25. LAWS AND JURISDICTION**

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

The Parties consent to the jurisdiction of the Magistrate's Court, in terms of section 45 of the Magistrate's Court Act, 1944 (Act 32 of 1944), in the event of any actions arising from this tender.

## **26. NOTICES AND COMMUNICATIONS**

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

### **THE CITY:**

Office of the City Manager  
Tshwane House  
2nd Floor, Block D  
320 Madiba Street  
Pretoria, 0001  
P O Box 440  
Pretoria, 0001  
Fax: 086 214 9544  
Email: [citymanager@tshwane.gov.za](mailto:citymanager@tshwane.gov.za)  
Attention: Sello Chipu  
Telephone: 012 358 4780  
Email: [Selloc@tshwane.gov.za](mailto:Selloc@tshwane.gov.za)

## THE SERVICE PROVIDER:

Attention:

Telephone:

Cellphone:

Fax:

Email:

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

Any notice given and any payment made by any Party to another Party (hereinafter referred to as "the addressee") which -

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

is posted by prepaid registered post to the addressee at the addressee's *domicilium* shall be deemed, until the contrary is proved by the addressee, to have been received on the 7<sup>th</sup> (seventh) day after the date of posting; or

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

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

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

## **27. GENERAL AND MISCELLANEOUS**

### **27.1 SOLE RECORD OF AGREEMENT**

This Agreement constitutes the sole record of the Agreement between the Parties regarding the subject matter hereof. No Party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.

### **27.2 NO AMENDMENT EXCEPT IN WRITING**

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

### **27.3 WAIVERS**

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

### **27.4 SURVIVAL OF OBLIGATIONS**

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

## **27.5 APPROVALS AND CONSENTS**

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

## **28. EXECUTION**

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

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

Signed at...\_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2023

For and on behalf of

**THE CITY OF TSHWANE**

**METROPOLITAN MUNICIPALITY**

**Duly represented by:**

**In his capacity as: Acting Chief Operating Officer**

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2022

For and on behalf of

**Duly represented by:**

**In his capacity as:**



**ANNEXURE “A”**

**APPOINTMENT LETTER**

## **ANNEXURE “B”**

### **RESOLUTION OF THE BOARD**

Resolution by made at a meeting held at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_.

#### **NOTED:**

THAT intends to enter into an Agreement with the City of Tshwane Metropolitan Municipality in terms of which (the “Agreement”) on the terms and subject to the conditions of this Agreement to which this resolution is attached as Annexure “B”.

#### **RESOLVED:**

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

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

\_\_\_\_\_

**Read and Confirmed**

**Chairman/Company Secretary**