



POLOKWANE MUNICIPALITY

BID NUMBER: PM22-25/26

TENDER DESCRIPTION:	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF SPECIALIZED ELECTRICAL TESTING EQUIPMENT FOR A PERIOD OF THREE (03) YEARS
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NAME OF BIDDER:

CSD NUMBER:

CONTACT NUMBER

EMAIL ADDRESS:

TOTAL BID AMOUNT:

Document Prepared by:

Polokwane Municipality
Corner Landdros Mare and Bodenstein Street
Polokwane
0699

CLOSING DATE: **27 January 2026 @ 10H00**

Documents must be deposited in the bid box not later than **10:00 on 27 January 2026** when bids will be opened in public.

Bidders must contact the following officials for any enquiries:

- Technical enquiries: Technical enquiries: Mr. Wimpie Redelinghuys/ Mr. Dennis Mokoala 015 290 2280/015 290 2271; WimpieR@polokwane.gov.za/dennism@polokwane.gov.za
- Supply chain enquiries: Mr. Tiro Pilusa: (015 290 2148) tirop@polokwane.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. Polokwane Municipality does not bind itself to accept the lowest or any other bid in whole or in part.

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 and The Preferential Procurement Regulation, 2022 and related legislation, 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.
2. If the bid document is completed using a pencil. 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;
 - (b) 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
 - (c) 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 Polokwane Municipality supply chain management system.
9. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.

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

“Polokwane Municipality is committed to maintaining the highest standards of honesty, integrity and ethical conduct and has adopted a zero tolerance to fraud and corruption. Thus, Polokwane municipality urges all stakeholders and potential service providers to exercise extreme caution and be vigilant of imposters in the name of the Polokwane Municipality.

Service Providers are reminded of the importance of verifying the authenticity of any requests for personal information and avoid engaging with unsolicited communications, particularly those involving financial matters or the promise of tenders and jobs. Any suspicious activity, including fraudulent calls or messages, should be reported immediately to the relevant authorities and the police for investigation. Polokwane Municipality does not request potential service providers to pay any gratification to individual in any way whatsoever in exchange for the appointment to render services for the Municipality.”

Signed by Bidder



**PART A
INVITATION TO BID
MBD1**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	PM22-25/26	CLOSING DATE:	27 January 2026	CLOSING TIME:	10:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF SPECIALIZED ELECTRICAL TESTING EQUIPMENT FOR A PERIOD OF THREE (03) YEARS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT Polokwane Municipality, Civic Centre, corner Bodenstein and Landdros Mare Street not later than 10:00 on 27 January 2026 .					
An official and compulsory briefing session will not be applicable for this project					
The Bid box is generally open 24 hours, 7 days a week.					
Completed Bid document, fully priced and signed must be sealed in an envelope marked " Bid number and Bid description"					
Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.					
Bids documents containing the Conditions of Bid and other requirements in terms of the Supply Chain Management Policy will be downloaded from e-tender Publication Portal at www.etenders.gov.za at no fee.					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Mr. Wimpie Redelinghuys/ Mr. Dennis Mokoala
CONTACT PERSON	Mr. Tiro Pilusa	TELEPHONE NUMBER	015 290 2280/015 290 2271
TELEPHONE NUMBER	015 290 2148	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	WimpieR@polokwane.gov.za/dennism@polokwane.gov.za
E-MAIL ADDRESS	tirop@polokwane.gov.za		

PART B
TERMS AND CONDITIONS FOR BIDDING

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

**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:

SCHEDULE OF CONTENTS

	BID NOTICE
	RESPONSIVENESS AND EVALUATION CRITERIA
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FORM "B"	GENERAL UNDERTAKING BY THE BIDDER
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FORM "D"	GENERAL PROCEDURES
FORM "E"	SPECIAL CONDITIONS OF CONTRACT (IF ANY)
FORM "F"	BID SPECIFICATIONS
MBD 3.1	SCHEDULE OF PRICES
MBD 6.1	PREFERENTIAL PROCUREMENT FORM
ANNEXURE "A"	EVALUATION PROCESS AND CRITERIA
MBD 4	DECLARATION OF INTEREST
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MBD 8	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
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BID NO: PM22-25/26

BID DESCRIPTIONS: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF SPECIALIZED ELECTRICAL TESTING EQUIPMENT FOR A PERIOD OF THREE (03) YEARS

BUSINESS UNIT: ENERGY SERVICES: PLANNING & CONSTRUCTION

Bids are hereby invited for the **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF SPECIALIZED ELECTRICAL TESTING EQUIPMENT FOR A PERIOD OF THREE (03) YEARS**

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration

THIS BID IS SUBJECT TO THE, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATION, 2022, AND THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

The Municipality shall adjudicate and award bids in accordance with preference points of 80/20-point system, 80 points for the price and 20 points for specific goals. Prospective bidders must accept that the bid will be adjudicated, according to the said legislation. Bids will remain valid for 90 (ninety) days. The Council also reserves the right to negotiate further conditions and requirements with the successful bidder

N.B: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE [AS DEFINED IN REGULATION 1 OF THE LOCAL GOVERNMENT: MUNICIPAL SUPPLY CHAINS MANAGEMENT REGULATIONS]

**MS. THUSO NEMUGUMONI
CITY MANAGER
CIVIC CENTRE
LANDDROS MARE STREET**

RESPONSIVENESS AND EVALUATION CRITERIA

POLOKWANE MUNICIPALITY WILL CONSIDER NO BID UNLESS ITS MEETS THE FOLLOWING RESPONSIVENESS CRITERIA

- The bid must be properly received in a sealed envelope clearly indicating the description of the service and the bid number for which the bid is submitted.
- The bid must be deposited in the relevant bid box as indicated on the notice of the bid on or before the closing date and time of the bid.
- A valid Central Supplier Database Number (CSD)
- Bid forms must be completed in full and each page of the bid initialed.
- Submission of a Joint Venture Agreement, where applicable, which has been properly signed by all parties.
- Proof of payment of municipal rates and taxes or letter from tribal authority or valid lease agreement must be attached.
- Complies with the requirements of the bid and technical specifications.
- Adheres to Pricing Instructions.
- Comply in full and observe the requirements of the Notice to Bidders

EVALUATION OF BIDS

- a) All bids received shall be evaluated in terms of the Supply Chain Management Regulations, Polokwane Municipality Supply Chain Management Policy (on request from Municipality), the
 - a) preferential procurement regulation, and other applicable legislations.
- The Council reserves the right to accept all, some, or none of the bids submitted – either wholly or in part – and it is not obliged to accept the lowest bid.

PLEASE NOTE

The City Manager may reject the bid or quote of any person if that person or any of its directors has:

- a) The person committed a corrupt or fraudulent act during the procurement process or in the execution of the contract, or
- b) An official or other role player committed any corrupt or fraudulent act during the procurement process or in the execution of the contract that benefited that person.
- c) Failed to pay municipal rates and taxes or municipal service charges and such rates, taxes and charges are in arrears for more than three months;
- d) Failed, during the last five years, to perform satisfactorily on a previous contract with the Polokwane Municipality or any other organ of State after written notice was given to that bidder that performance was unsatisfactory;
- e) Abused the supply chain management system of the Municipality or have committed any improper conduct in relation to this system;
- f) Been convicted of fraud or corruption during the past five years;
- g) Willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- h) 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) or has been listed on National Treasury's database as a person prohibited from doing business with public sector.

- a) Bid to supply and deliver to Polokwane Municipality all or any of the supplies and to render all the articles, goods, materials, services or the like described both in this and the other Schedules to this Contract;
- b) Agree that we will be bound by the specifications, prices, terms and conditions stipulated in those Schedules attached to this bid document, regarding delivery and execution;
- c) Further agree to be bound by those conditions, set out in Forms, MBD's, SBD's and the Annexures attached hereto, should this bid be accepted in whole or in part;
- d) Confirm that this bid may only be accepted by the Polokwane Municipality by way of a duly authorized Letter of Acceptance; and,
- e) Declare that, the relevant authorized person thereto will initial each page of the bid document and amendments.
- f) Declare that all information provided in respect of the bidder as well as the bid documents submitted are true and correct.
- g) Declare that documentary proof regarding aspects of the bid process or accidental thereto will, when required, be submitted to the satisfaction of the Municipality.

Signature of the Bidder:

Name of Bidder:

Professional Registration No, if any, attach proof)

Address:

Date: _____

As Witness: 1.

Particular of Sole Proprietors and partners in partnerships

Name	Identity Number	Personal Income Tax Number

(Attach of identity Document, if bidder is a Sole Proprietor and/or partners in partnership)

State in cases where the bidder is a Company, Corporation of Firm by what authority the person signing does so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We the undersigned am/are authorized to enter into this contract of behalf of:

by virtue of _____

dated _____ a certified copy if which is attached to this bid.

Signature of authorized person: _____

Name of Firm: _____

Postal Address: _____

Date:

As witness: 1. _____

2. _____

Please Note:

The prices at which bids are prepared to supply the goods and materials or perform the services must be placed on the column on the Form provided for that purpose.

Failure on the part of the bidder to sign the Form of Bid and initial each page of this bid document will result in a bid being disqualified.

Bank account details of bidder:

Bank: _____

Branch: _____

Branch Code: _____

Accounting Number: _____

Type of Account: _____

PROOF THAT MUNICIPAL ACCOUNT IS PAID IN FULL TO BE ATTACHED (ARRANGEMENTS MADE WITH COUNCIL WILL BE TAKEN INTO CONSIDERATION).

**NOTE: THE AUTHORIZED SIGNATORY MUST SIGN ANY ALTERATIONS TO THE
BIDDER DOCUMENT IN FULL**

**ANY COMPLETION OF THE BIDDER DOCUMENT IN ERASABLE INK WILL NOT BE
ACCEPTED**

BIDDING INFORMATION

Details of person responsible for bidding process

Name _____

Contact number _____

Address of office submitting bid _____

Telephone _____

Fax no _____

E-mail address _____

VAT Registration Number _____

AUTHORITY FOR SIGNATORY

Signatories for close corporation and companies shall conform their authority by attaching to this form a duly signed and dated copy of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on _____ 20____

Mr/Ms. _____

Has been duly authorized to sign all documents in connection with the bid for

Contract _____ No _____

And any Contract, which may arise there from on behalf of

Signed on behalf of the company: _____

In his/her capacity as: _____

Date: _____

Signature of signatory _____

As witness: 1. _____

2. _____

GENERAL UNDERTAKINGS BY THE BIDDER

DEFINITION

1. **"Acceptable bid"** means any bid, which in all respects, complies with conditions of bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Regulation (of 2011).
2. **"Chairperson"** means the chairperson of the Polokwane Municipality Bid Adjudication Committee.
3. **"Municipal Manager"** means the Municipal Manager of the Municipality.
4. **Committee"** refers to the Bid Adjudication Committee.
5. **"Council"** refers to Polokwane Municipality.
6. **"Member"** means a member of the Bid Adjudication Committee.
7. **Service providers"** refers to the bidders who have been successful in being awarded Council contracts.
8. **SMMes"**(Small, medium and Micro Enterprises) refers to separate and distinct business entities, including co- operative enterprises and NGOs, managed by one owner or more, as defined in the National Small Business (Act 102 of 1996.
9. **Contract"** refers to legally binding agreement between Polokwane Municipality and the service provider.
10. **Bid** "means a written offer in a prescribed or stipulated form in response to an invitation by the Municipality for the provision of services or goods.
11. **Contractor"** means any natural or legal person whose bid has been accepted by the Council.
12. **"Closing time"** means the date and hour specified in the bid documents for the receipt of bids.
13. **"Order"** means an official written order issued for the supply of goods or the rendering of a service in accordance of the accepted bid or price quotation.
14. **"Written" or "in writing,"** means hand written in ink or any form of mechanical writing in printed form.
15. **"Highest acceptable tender"** Means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders
16. **"Historically Disadvantaged Individual (HDI)"** means a South African Citizen (1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and/or (2) Who is a female; and /or (3) Who has a disability; Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI;
17. **"Lowest acceptable offer"** Means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders
18. **"Specific goals"** Means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged

by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994

19. **“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

INTERPRETATION:

1. In this agreement clause headings are for convenience and shall not be used in its interpretation and, unless the context clearly indicates a contrary intention:
2. An expression which denotes:-
3. Any reference to any statute, regulation or other legislation or official policy shall be a reference to that statute, regulation or other legislation or national policy as at the signature date, and as amended or re-enacted from time to time;
4. When any number of day is prescribed, such shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day;
5. Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

I/we hereby tender:

To supply all or any of the supplies and/or to render all or any of the services described in the attached documents {Forms, Schedule(s) and/or Annexure(s) to the Polokwane Municipality.

On the terms and conditions and accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and incorporated into, this bid);

At the prices and on the terms regarding time for delivery and/or execution inserted therein.

I/we agree further that:

The offer herein shall remain binding upon me/us and open for acceptance by the Polokwane Municipality during the validity period indicated and calculated from the closing time of the bid.

This bid and its acceptance shall be subject to the terms and conditions contained in the Forms, Scheduled(s) and/or Annexure(s) attached hereto with which I am /we are fully acquitted.

Notwithstanding anything to the contrary in the Form(s), Schedule(s) and /or Annexure(s) attached hereto:

If I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, the Polokwane Municipality may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and the Municipality;

In such event, I/we will then pay to the Municipality any additional expenses incurred by the Municipality for having either to accept any less favourable bid or, if new bids have to be invited, the additional expenditure incurred by the invitation of new bids and by the subsequent acceptance of any less favourable bid;

The Municipality shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfillment of this or any other bid or contract;

Pending the ascertainment of the amount of such additional expenditure the Municipality may retain such monies, guarantee or deposit as security for any loss the Municipality may sustain, as determined hereunder, by reason of my/our default.

Any legal proceedings arising from this bid may in all respects be launched or instituted against me/us and if/we hereby

undertake to satisfy fully any sentence or judgment which may be obtained against me/us as a result of such legal proceedings and I/we undertake to pay the Polokwane Municipality legal costs on an attorney and own client;

If my/our bid is accepted that acceptance may be communicate to me/us by letter or facsimiles and that proof of delivery of such acceptance to SA Post Office Ltd or the production of a document confirming that a fax has been sent, shall be treated as delivery to me/us.

The law of the Republic of South Africa shall govern the contract created by the acceptance to this tender.

I/we have satisfied myself/ourselves as to the correctness and validity of this tender, that the price(s) and rate(s) quoted cover all the work/items(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

I/we accept full responsibility for the proper execution and conditions defaulting on me/us under this agreement as the principal(s) liable for the fulfillment of this contract.

I/we declare that I/we have participated /no participated in the submission of any other bid for the supplies/services described in the attached documents. If your answer here is yes, please state the names(s) of the other Bid(s) involved: _____

General Conditions of Contract

1 DEFINITION

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 goods 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 component 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 goods 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, component 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 “Supplier” means the successful bidder who is awarded the contract to maintain and Administer the required and specified service(s) to the State.

1.26 “Tort” means in breach of contract.

1.27 “Turnkey” means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.

1.28 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), 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 goods, 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 nonrefundable fee for documents may be charged.

3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information inspection

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GC Clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent Rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of Patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder 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:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque.

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspections 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 goods 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 goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Goods 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 goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods 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 goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods 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 22 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 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

13. Incidental Services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

(a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

(b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified, 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: (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;

(b) in the event of termination of production of the spare parts:

(i) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.

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 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, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the Delivery note and upon fulfillment of other obligations stipulated in the contract. 16.3

Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.3 Payment will be made in Rand unless otherwise stipulated.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration

and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 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 goods are required, or the supplier's services are not readily available. 21.4 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 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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, sum calculated on the delivered price of the delayed goods or unperformed 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 service 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 associate 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 supplier as having no objection and proceed with the restriction.

23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser 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. Antidumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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, supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without

compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) The parties shall continue to perform their respective obligations under the contract Unless they otherwise agree; and

(b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) 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

(b) 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.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and

Other such levies imposed outside the purchaser's country. 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

34. Amendment of contracts

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices

35.1 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.

35.2 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 section 59 of the Competition Act No 89 Of 1998.

35.3 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.

GENERAL PROCEDURES

1 General Directives

- 2.1 The following general procedures contained in this document have been laid down by the Council and are applicable to all bids, orders and contracts, unless otherwise approved by the Council prior to the invitation of the bids.
- 2.2 Where applicable, special conditions or procedures are also laid down by the Council to cover specific supplies or services.
- 2.3 Where such special conditions or procedures are in conflict with the general conditions and procedures, the special conditions or procedures shall apply.
- 2.4 The bidder shall satisfy himself/herself with the conditions and circumstances of the bid. By bidding, the bidder shall deem to have satisfied himself/herself as to all the conditions and circumstances of the bid.
- 2.5 Formal contract are concluded with the contractors only where this requirement is stated in the bid invitation.
- 2.6 All bids with regard to the bidding of a service e.g. materials, cleaning services; professional services, etc. shall be subject to the negotiation of a Service Level agreement between the successful contractor and the Municipality. The acceptance of this Service Level Agreement is subject to the approval by the Council of the Municipality.
- 2.7 The written acceptance of bid shall be posted to the bidder or contractor concerned by registered or certified mail.

2 Issuing of bid documents

On the date that the advertisement appears in the Municipality's Tender Bulletin, and or media, prospective bidders may request copies of the tender documentation.

The Supply Chain Management Unit will keep a register and potential bidders should sign for receipt of the bid documentation. If a fee is payable, an official receipt must be issued before the bid document is handed to the bidder.

No bid responses from any bidder should be accepted if sent via the Internet, e-mail or fax.

Only the Supply Chain Management Unit will have direct communication between the potential bidders and will facilitate all communication between potential bidders and the Municipality with regard to any advertised bid. No line function staff should be allowed to

communicate with potential bidders without the approval by the Manager: Supply Chain Management Unit.

The Supply Chain Management Unit will only consider request for the extension of the closing dates of advertised bid if the postponed date can be advertised in the media used to advertise before the original closing date. The closing time may be postponed only if all potential bidders can be advised of the postponed time, in writing, before the original closing time.

The decision to extend the closing date or time rests with the Manager: Supply Chain Management Unit, who must ensure compliance with all relevant rules and regulations and must confirm prior to the action being taken.

3 Payment of bid documents

Bids documents containing the Conditions of Bid and other requirements in terms of the Supply Chain Management Policy will be downloaded from e-tender Publication Portal at www.etenders.gov.za at no fee.

4 Public Invitation for competitive bids

The following are procedures for the invitation of competitive bids:

- 4.1 Invitation to prospective providers to submit bids must be by means of a public advertisement in the national treasury publication portal www.etenders.gov.za, the website of the municipality or any other appropriate ways (which may include an advertisement in Polokwane Municipality Notice board)

5 Public advertisement must contain the following:

The closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (Vat included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper; subject to (iii) below; and

- 6 Accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- 7 Bids submitted must be sealed.

8 The following information must appear in any advertisement:

- Bid number;
- Description of the requirements;
- The place where the bid documents can be obtained;
- The date, time and venue where site inspection/briefing session will be (if applicable);
- Closing date and time;
- The fee applicable that must be paid before the bid documents will be issued; and
- The name and telephone numbers of the contact person for any enquiries

9 Site meetings of briefing sessions (if applicable)

A fully explanatory site inspection must be conducted before the close of the bids to ensure that the bidders understand the scope of the project and that they can comply with the conditions and requirements.

It should be a condition that prospective bidders attend a site inspection and non-attendance should invalidate a bid, where a site inspection/briefing session is applicable.

10 Handling of bids submitted in response to public invitation

10.1 Closing of bids

All bids will close at **10H00** on a date as stipulated on the advertisement, which must be reflected in the bid document.

Bids are late if they are received at the address indicated in the tender documents after the closing date and time.

A late bid should not be admitted for consideration and where practical should be returned unopened to the bidder accompanied by explanation.

10.2 Opening of bids

Bids are opened in public as soon as possible after the closure in the presence of the Manager: Supply Chain Management or his/her delegate.

The official opening the bids should in each case read out the name of the bidder and the amount of the bid.

The bid should be stamped with the official stamp of the Municipality and endorsed with the signatures of the person opening it and of the person in whose presence it was opened.

Bids should be recorded in a register kept for that purpose.

10.3 Validity Period of the bids

The validity periods should not exceed 90 (ninety) days and is calculated from the date of bid

closure endorsed on the front cover of the bid document.

Should the validity period expires on a Saturday, Sunday or Public holiday, the bid must remain valid and open for acceptance until the closure on the following working date.

10.4 Consideration of bids

- The Council takes all bids duly admitted into consideration.
- The Council reserves the right to accept the lowest or any bid received.
- The decision by the Municipality regarding the awarding of a contract must be final and binding

10.5 Evaluation of bids

The following are criteria against which all bids responses will be evaluated:

11 Compliance with bid conditions;

12 Meeting technical specifications and comply with bid conditions;

13 Financial ability to execute the contract; and

- (i) Only bidders who are registered in the relevant professional body will be considered. This requirement will remain in force as long as it is a requirement of that specific professional body.
- (ii) The Joint Ventures, all companies, which are part of the joint venture, must be registered with the professional body. The company that meets the requirement of professional body will be considered.

14 Evaluation of bids on functionality and price

14.1 All bids received will be evaluated on price and specific goals.

- I. Only bid with the highest number of points will be selected.

15 Acceptance of bids

Successful bidders must be notified at least by registered post of the acceptance of their bids, but that acceptance however, will only take effect after completion of the prescribed contract form.

The successful service provider will be required to sign the service level agreement.

Unsuccessful bids should not be returned to bidders, but should be placed on record for audit purposes.

A register or records should be kept of all bids accepted

17 Publication of bids results

The particulars of the successful bidders should be published in the Municipality's Tender Bulletin, website as well as the newspaper on which the bid was advertised.

18 Cancellation and re-invitation of bids

I. In the event that in the application of the 80/20 preference point system as stipulated in the bid documents, all bids received exceed the estimated Rand Value of R50 000 000.00, the bid invitation must be cancelled. If one or more of the acceptable bid(s) received are within the R50 000 000.00 threshold, all bids received must be evaluated on the 80/20 preference point system

II. In the event that, in the application of the 90/10 preference point system as stipulated in the bid documents, all bids received are equal to or below R50 000 000.00, the bid must be cancelled. If one or more of the acceptable bid(s) received are above the R50 million threshold, all bids received must be evaluated on the 90/10 preference point system

If a bid was cancelled as indicated above, the correct preference point system must be stipulated in the bid documents of the re-invited bid.

Municipal Manager may, prior to the award of a bid, cancel the bid if:

Due to changed circumstances, there is no longer a need for the services, works or goods requested.

Municipal Manager must ensure that only goods, services or works that are required to fulfil the needs of the institution are procured. Or

Funds are no longer available to cover the total envisaged expenditure.

Municipal Manager must ensure that the budgetary provisions exist prior to inviting bids: or

No acceptable bids are received (If all bids received are rejected, the institution must review the reasons justifying the rejection and consider making revisions to the specific conditions of contract, design and specifications, scope of the contract, or a combination of these, before inviting new bids)

BID NUMBER: PM22-25/26

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF SPECIALIZED ELECTRICAL TESTING EQUIPMENT FOR A PERIOD OF THREE (03) YEARS

SPECIAL CONDITIONS OF CONTRACT

- a) Delivery of these goods shall be at the Electrical Workshop at **98 Vermikuliet Street, Laboria, Polokwane.**
- b) Induction to be provided by service provider at time of delivery.
- c) Brochure to be provided with tender document submission and before ordering of equipment for approval by City of Polokwane.
- d) Maximum delivery time of equipment must not exceed Three (03) months.
- e) The equipment shall be ordered as and when required

BID NUMBER: PM22-25/26

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER OF SPECIALIZED ELECTRICAL TESTING EQUIPMENT FOR A PERIOD OF THREE (03) YEARS

1. DURATION OF THE PROJECT

The duration of the project will be **three (3) years** after the signing of the service level agreement

2. DETAILED SPECIFICATIONS:

SCOPE

This specification covers the City of Polokwane (CoP)'s minimum requirements for the supply, delivery and off-loading of the following Low, Medium and High Voltage equipment (Portable cable fault Equipment, Electrical Testing Equipment, Portable Electrical tools including specialised field test sets and other listed products and services), over a 3-year period as and when required.

A. SCOPE OF WORK:

- 1) SUPPLY AND DELIVER OF ONE THREE PHASE UNIVERSAL RELAY TEST SET AND COMMISSIONING TOOL
- 2) ANNUAL CALIBRATION OF THREE PHASE UNIVERSAL RELAY TEST SET AND COMMISSIONING TOOL FOR THE END OF THE SECOND AND THIRD YEAR
- 3) SUPPLY ONE PORTABLE 16kV CABLE FAULT LOCATOR WITH ACCESSORIES
- 4) ANNUAL CALIBRATION OF PORTABLE 16kV CABLE FAULT LOCATOR FOR THE END OF THE SECOND AND THIRD YEAR
- 5) SUPPLY 25kV DC PRESSURE TESTER
- 6) SUPPLY INSULATION TESTER (500 – 10 000VOLTS)
- 7) SUPPLY TRANSFORMER TEST SET INCLUDING TAN-DELTA
- 8) ANNUAL CALIBRATION OF TRANSFORMER TEST SET INCLUDING TAN-DELTA FOR THE END OF THE SECOND AND THIRD YEAR
- 9) SUPPLY POWER QUALITY RECORDER
- 10) ANNUAL CALIBRATION OF POWER QUALITY RECORDER FOR THE END OF THE SECOND AND THIRD YEAR
- 11) SUPPLY THERMAL SCANNER
- 12) SUPPLY MULTI METER TESTER
- 13) SUPPLY THREE HIGH VOLTAGE PHASE COMPARATORS / LIVE LINE TESTER / VOLTAGE DETECTOR WITH THREE 90° BEND ADD-ONS
- 14) SUPPLY TELESCOPIC LINK STICK 12M
- 15) SYPPLY 12 METER FIBERGLASS EXTENSION LADDERS (ESKOM SPEC)

SPECIFICATIONS FOR SCOPE OF WORK

1) SUPPLY AND DELIVER OF ONE THREE PHASE UNIVERSAL RELAY TEST SET AND COMMISSIONING TOOL

Technical Specifications

Description	Requirement
Power Supply	
Nominal Voltage	100 V - 240 V, 1 phase
Permissible Voltage Range	85 V - 264 V
Nominal Frequency	50 Hz / 60 Hz
Permissible Frequency Range	45 Hz - 65 Hz
Power Consumption	2300VA at 230V
Rated Current	12A at 115V / 10A at 230V
Connection	Standard AC sockets (IEC 60320)
Weight	
Weight	max. 18 kg
Hardware	
General	

All functions should be combined in one hardware unit
 The unit shall be of a robust and sturdy construction
 Electronic components: No potentiometers are allowed
 No moving elements or elements that are susceptible to damage, i.e. controls elements or displays on the face plate are permissible

Output Amplifiers

The amplifier stages are to be fully electronic, i.e. not via transformer
 All current amplifiers to be fully protected and proof against any open-circuit-, overload-, overburden- and over-temperature- condition. Any such condition is to be immediately displayed in all active software modules. Except for an over-temperature condition an automatic shutdown of the amplifiers is NOT permissible
 All voltage amplifiers to be fully protected and proof against any short-circuit-, overload-, overburden- and over-temperature- condition. Any such condition is to be immediately displayed in all active software modules. Except for an over-temperature condition an automatic shutdown of the amplifiers is NOT permissible
 All amplifiers to use linear amplification elements and to be dc-coupled
 Ability to generate dc and ac signals
 The amplifiers, low-level outputs, the measurement inputs and the main power supply to be galvanically isolated from each other and earth (2kV insulation voltage)

Voltage Amplifiers

Setting range	4x 0..300V _{rms} (L-N), 3x 0..520V _{rms} (L-L)
Single phase operation	1x 0..600V _{rms} (L-L)
Output power	3x 100VA at 100..300V (L-N) or 1x 200VA at 100..300V (L-N) or 1x 275VA at 200..600V (L-L)
Maximum load current	3x 1A _{rms} ; 1x 2A _{rms}
Accuracy	error < 0.03% of reading (0..300V) + 0.01% of range

THD+N	< 0.015%
Connection	4mm Banana sockets amplifier combination plug (3xV and 3xI)

Current Amplifiers

Setting range	3x 0...32A _{rms}
Single phase operation	1x 0...64A _{rms}
DC (LL-LN)	1x 0...+/-64A
Output power	3x 430VA at 25A 1x 500VA at 40A (LL-LN) or

Maximum compliance voltage (L-N)/(L-L)	35V _{pk} / 70V _{pk}
Accuracy	error < 0.05% of reading (0..32A) + 0.02% or range
THD+N	< 0.05%
Connection	4mm Banana sockets generator combination plug (3xV and 3xI)
Independent amplifiers	The three current amplifiers are to be independent from the four voltage amplifiers

Low-level signal Generators

	6 additional analog low level signals to control external amplifiers or to test relays with low-level input, e.g. from Rogowski coils, linear voltage or linear current sensors must be provided. To allow for expandable options from 6 to 12 outputs. Full simulation of Rogowski coil signal (i.e. first order differential of signal) to be performed in hardware. Together with 10 internally used signal generators the system should provide 16 independent signal channels in total
Output settings range	0 ... 10 V _{pk}
Accuracy	<0.025%
Overload Protection	Yes
	The quantities displayed in the software must be saleable for primary or secondary voltages (or currents).

Signal Generation

All outputs to be continuously and independently adjustable in amplitude, phase (0 to +/- 360°) and frequency.

Able to generate continuous sine waves with a frequency between 10 and 1kHz and to generate transient files with a bandwidth from dc up to 3 kHz.
Frequency error to be less than 0.5 ppm.
Phase error to be less than 0.02°

Binary Inputs

Number of inputs	10 inputs at five galvanic isolated groups (2kV insulation voltage) Pick-up and drop-out of potential-free contacts or dc voltages of up to 600Vdc. Trigger levels to be adjustable
Mode/Trigger criteria	600V
Max. Input Voltage	< 100 µs
Max. error / Sample rate	inputs capable of counting number of pulses up to 3kHz.
Counting function	4mm Banana sockets
Connection	

Analogue Inputs for Measurement

Number	10 inputs at five galvanic isolated groups (2KV insulation voltage)
Input ranges	100mV, 1V, 10V, 100V, 600V
Accuracy	<0.06%
Bandwidth	dc..10kHz
Sampling frequency	3.16kHz, 9.48kHz and 28.44kHz
Overload protection	Yes
Recording buffer	300s for 1 channel at 3kHz, 3.5s for 10 channels at 28kHz
Connection	4mm Banana sockets

Analog low level measuring inputs for transducer testing

Direct current range	Range 1: 0 ... ±1 mA Range 2: 0 ... ±20 mA
Direct voltage range	0 ... ±10 V
Max. error	< 0.003%
Connection	4mm Banana sockets

Auxiliary DC supply to power test objects

Range	Range 1: 0 ... 264 Vdc, 0.2A Range 2: 0...132 Vdc, 0.4A Range 3: 0...66 Vdc, 0.8A
Power	max. 50W
Max. error	< 2%

Binary output contacts

Number	4
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Breaking capacity	300V, 8A, 2000VA or 50W
Type	Software controlled dry contacts that can be used to switch ac or dc
Time Synchronization	The test set should be able to synchronise to a GPS clock via a 1pps or IRIG B signal. Timing accuracy for 1pps / IRIG-B: 1 μs. Maximum distance between GPS receiver and test equipment for 1pps signal: 40m. Test set needs to be synchronise to the IEEE 1588 Precision Time Protocol (PTP) via Ethernet. Timing accuracy for PTP: 100ns. Maximum distance between GPS receiver and test equipment for PTP: 2000m. IEEE 1588 / PTP clock to be powered over Ethernet (PoE), i.e. no separate power supply should be necessary.
Interface to PC	Interface to the IBM compatible PC via Ethernet interface OR USB 10/100Mbit/s copper (autosensing, auto crossover) via RJ45 connector Note: Centronics parallel port (Lpt) and/or serial RS232 ports are not permissible as modern laptops do not provide such ports. Two Ethernet communications ports to support communication on a process bus (IEC61850-8-2 (GOOSE), IEC61850-9-2LE (Sampled Values) and UCA2.0) AND station bus at the same time. Communications card to support IEEE 1588 / Precision Time Protocol (PTP) to synchronize the test set to a PTP enabled Grandmaster clock in the substation for End-to-end tests / Synchrophasor tests.
Software	To be installed on the existing Testing Laptop Computer and fully functional testing during training.

Manual Control Function

Direct entry of actual relay settings into test software. Test specific parameters (e.g. set I1 to 110% of I>>) must be automatically re-adjusted according to the entered relay settings.

Manual and independent adjustment of amplitude, phase angle and frequency for all generator outputs. Graphical display of natural voltages and currents in a vector diagram.

Direct entry sequence components and graphical display in a vector diagram

Direct entry of impedances and graphical display in a R/X diagram

Direct entry of power and graphical display in P/Q diagram

Ramping and stepping of any of the above quantities: one, two or three phases at the same time

Pulse ramping function for any of the above quantities

Synchronized switching of multiple variables at the same instance in time.

Timing function for pick-up and drop-out measurements.

On-line Reporting Function

Synchronise generator outputs to any third party signal, e.g. mains frequency.

State Sequencer Function

Direct entry of actual relay settings into test software. Test specific parameters (e.g. set I1 to 110% of I>>) must be automatically re-adjusted according to the entered relay settings.

Manual testing.

Fully automatic testing.

Ability to generate test sequences from any number of states. Each state consists of any combination of voltage, current, frequency and any binary output state.

Graphical display of natural voltages and currents in a vector diagram.

Graphical display of voltages, currents and binary signals over time.

Direct entry sequence components and graphical display in a vector diagram
 Direct entry of impedances and graphical display in a R/X diagram
 Direct entry of power and graphical display in P/Q diagram
 Define trigger conditions for each state either in fixed time or dependent upon a logical combination of the binary inputs for accurate timing measurements.
 Synchronization to GPS / PTP and other digital timing pulses.
 Automatic assessment of test results (Pass / Fail) with actual results and deviation from nominal.

Linear Ramping and Pulse Ramping Functions

Direct entry of actual relay settings into test software. Test specific parameters (e.g. set I1 to 110% of I>>) must be automatically re-adjusted according to the entered relay settings.
 Manual testing.
 Fully automatic testing.
 Ability to linearly ramp up to two independent variables (e.g. voltage and frequency) at the same time, while keeping the other quantities at a defined constant value.
 Ability to ramp a single variable in a pulsed fashion i.e. ramped quantity shall be set back to a predefined value between every step to allow the relay to reset.
 Graphical display of natural voltages and currents in a vector diagram.
 Graphical display of voltages, currents and binary signals over time.
 Define trigger conditions for pick-up / drop-out measurements upon a logical combination of the binary inputs.
 Synchronization to GPS / PTP and other digital timing pulses.
 Automatic assessment of test results (Pass / Fail) with actual results and deviation from nominal.

Overcurrent Relay Testing

Direct entry of actual relay settings into test software. Test specific parameters (e.g. test points) must be automatically re-adjusted according to the entered relay settings.
Manual testing.

Fully automatic testing.
Testing of the operating characteristic (trip time vs. I_{test}) for all types of fault (earth faults, phase faults, negative sequence and zero sequence faults)
Display of overcurrent characteristic and test points in I/t diagram.

Determination of the pick-up and drop-out current for all fault types.
Determination the pick-up and drop-out of directional characteristic for directional overcurrent relays.
Breaker simulation: Simulate the 52a and 52b auxiliary contacts of a breaker with the binary outputs, switch the currents off at zero crossing of current after a trip signal has been received.
Characteristic formulae: IEC255-4, BS142 and IEEE PC37.112-1995, I^2t characteristics to be supported.
Definition of custom characteristics must be possible.
Automated testing of the directional characteristics with flexible directional boundary definition capabilities with graphically displayable directional plane.
Automatic assessment of test results (Pass / Fail) with actual results and deviation from nominal.

Frequency and Voltage Relays Testing

Direct entry of actual relay settings into test software. Test specific parameters (e.g. test points) must be automatically re-adjusted according to the entered relay settings.

Manual testing.

Fully automatic testing.
Generation of ramps for amplitudes,
phase angles and frequency.

Pick-up, timing and stability tests.
Graphic and tabular display of relay
pick-up and drop-out vs. time.
Automatic assessment of test results
(Pass / Fail) with actual results and
deviation from nominal.

Accessories

Generator combination cable	To combine 3xV and 3xI into one test lead, 8x 4mm banana plugs
Measurement leads	12 x 2 m; 2 mm ²
	South African Power cord
Other accessories:	Connection lead from test set to PC

Various connection accessories
Hardcover carrying cases for test hardware with retractable handle and wheels
Soft Bag for test set and accessories

Instruction Manual

Software for report downloading and configuration as well as offline test sequence generation.

2) ANNUAL CALIBRATION OF THREE PHASE UNIVERSAL RELAY TEST SET AND COMMISSIONING TOOL FOR THE END OF THE SECOND AND THIRD YEAR

The Three Phase Universal Relay Test Set must be calibrated at an accredited and approved test authority as specified by the supplier of the test equipment.

3) SUPPLY ONE PORTABLE 16kV CABLE FAULT LOCATOR WITH ACCESSORIES **3.1) SPECIFICATION FOR 16kV SURGE GENERATOR / THUMPER**

1. Description

This unit is used for the location of faults in power cable network and it generates voltages from 0 volts up to 16 Kilovolts (kV). This must be able to work in conjunction

with pre-location unit and pinpoint location equipment to locate the position of cable faults. It must meet NRS 048 Quality of supply requirements.

2. Physical Characteristics

Weight must be less than 80 Kg

3. Instrument capabilities

- Must be able to generate high voltages from 0V up to 16 kV with a minimum prove test-current of 20mili Ampere and minimum burn-current of 125mili Ampere for 20 Seconds.
- The storage energy of the capacitor must at least be 1000 Joules
- The instrument must be able to be discharge into a faulty cable at adjustable intervals.
- The unit must have internal system to discharge both itself and cable under test when it is turned off.
- Surge generator supplied must be equipped with an earth-lock system on both the input and output side, which must lock the surge generator out from being turned on if the earthing is inadequate on either the input or output side.
- The unit must also be able to perform insulation resistant tests up to selected output levels (0 -5; 8 or 16kV)
- The unit must be able to perform impulse current method (sim) as well as Arc-echo (surge current method)

Power source

Supply Voltage 220 – 240 VAC

Supply Current 10A

Output Voltage 16kV

Surge Energy 800j -1100j at 16kV

Voltage Level Switched between 0 - 5; 8 or 16kV

4. Accessories

- Test cables - 20m, 6mm² HT lead with high current clamps (screened by 6mm²).
- Earth cable - 20m, 25mm² green / yellow earth wire
- Mains lead - 20m, 2.5mm² 3 core cable.

3.2) ACCESSORIES: (SPECIFICATION FOR ACOUSTIC LISTENING SET TO ASSIST PORTABLE SURGE GENERATOR)

1. General description

The instrument specified shall be capable of pinpointing location of electrical cable faults by utilizing both the acoustic as well as the magnetic signals present during surge fault locating techniques.

2. Scope

- The unit shall be robust, compact, portable, and simple to operate and designed to pinpoint locate cable faults in networks up to and including 132 kV.
- The instrument shall be designed to receive both the acoustic and magnetic signals present during surge cable fault location.
- The unit shall consist of two parts namely the Receiver and Microphone with interchangeable feet for different ground conditions.
- The headphone driving amplifier in the instrument shall be capable of driving headphones with impedances as low as 8 ohms. The headphone interface should be such that any standard stereo headphone can be used such as the type available from any electronics utility store.
- The headphone supplied should be of the type that fully enclose the ears of the operator and cut out most ambient noise. The headphone should be made up of plastic and easily cleanable (wipe off with cloth)
- The instrument shall be powered by generally available batteries (with operating time of approximately 16 hours or better) which shall be accessible from the outside of the enclosure.

3. Performance features

- Acoustic amplifier
- The unit shall have excellent acoustic characteristics with a switchable filter against ambient noise and auto ranging digital readout for relative distance to the fault.
- Magnetic amplifier
- The unit shall be capable of receiving magnetic signals which are present along the cable under test. The operator shall have the capability to amplify or attenuate the signal to enable him to locate the position of the cable path under test. The receiver shall have a bar graph to indicate the magnetic field strength.

TECHNICAL SPECIFICATIONS

- Distance measurement

- The instrument shall be capable of measuring the time interval between the two signals present and the result shall be digital displayed as a relative time difference to the fault.
- Display
- The receiver shall have an LCD display that indicate the acoustic as well as the magnetic signal strength of the signal received. It will have an indication for the battery condition as well.
- Transmitter and receiver
- Both will be rugged built for field operations and must be water proof.

4. Technical data

- Amplification adjustable range
Acoustic channel 0 - 65 dB or better
Magnetic channel 0 – 50 dB or better
- Acoustic display range
0 – 99.9 ms with overflow display greater than 100 dB.
- Frequency range with filter
Acoustic 100Hz - 1.5 kHz or better
Magnetic 270Hz - 1.5 kHz or better
- Power supply
Batteries with operation time of approx. 16 hours or better.
- Weight
Not more than 1.5Kg with batteries.

5. Accessories

The unit shall complete with the following standard accessories:

- Instrument case.
- One receiver.
- One ground sensor with extension piece / two ground sensors
- At least one stereo headset with stereo plug.
- All necessary connection cables (at least 1.5m).
- Operator manual in English.
- One (new) set of batteries.
- One handle with extension piece.

4) ANNUAL CALIBRATION OF PORTABLE 16kV CABLE FAULT LOCATOR FOR THE END OF THE SECOND AND THIRD YEAR

The Portable 16kV Cable Fault Locator must be calibrated at an accredited and approved test authority as specified by the supplier of the test equipment

5) SUPPLY 25kV DC PRESSURE TESTER
SPECIFICATION FOR DC PRESSURE TESTER

1. Description

25kV-DC prove tester use the input voltage through a step-up transformer to obtain the high AC voltages. In case of DC output the AC must be rectified through a suitable rectifier capable of withstanding the high voltages. This unit shall use AC to deliver 25kV DC kV with a minimum prove test-current 250m Amp for 30 seconds and burn-current of 200mili Ampere for 30seconds.

2. Features

- Supply voltage 220-240VAC
- Supply current $\leq 10A$
- Weight $\leq 50kg$
- Meters Current and voltage
- Voltage Level Adjustable
- Output burn Current 200mA continuous for 30 seconds
- Output Test Current 250mA continuous for 30seconds
- Output voltage $\geq 25kVDC$

3. Accessories

- Test cables - 20m, 6mm² HT lead with high current clamps (screened by 6mm²).
- Earth lead - 20m, 25mm² green / yellow earth wire
- Mains lead - 20m, 2.5mm² 3 core cable.

6) SUPPLY INSULATION TESTER (500 – 10 000VOLTS)

SPECIFICATION FOR 500 VOLT TO 10 000V INSULATION TESTING UNIT

6.1 Physical characteristics

- Rugged utility hard case
- Large digital/analog LCD for easy viewing

6.2 Equipment capabilities

- Output voltage of 500 Volt to 10kV DC.

- Selectable test voltages in 50 V steps from 250 V to 1000 V, and 100 V steps above 1000 V
- Visual graphing of results through real-time.
- Easy creation of test result documentation through drag and drop report creation.
- Automatic calculation of Dielectric Absorption (DAR) and Polarization Index (PI).
- Capacitance and leakage current measurement
- Start and stop the test remotely a safe distance away from any operating or energized equipment.

7) SUPPLY TRANSFORMER TEST SET INCLUDING TAN-DELTA

SPECIFICATION FOR POWER TRANSFORMER TEST SET FOR POWER SYSTEM EQUIPMENT IN THE HV/MV AND LV NETWORK.

7.1 Applications:

- Electrical Tests on Power Transformers
- Pure Three Phase Testing
- Testing of Power Transformers on Three and Single Phase Mode
- Auto transformers with or without tertiary
- All kinds of vector groups: YD, DY, ZD, DZ, 1 - 12
- Phase-shifting transformers.
- Ratio Test
- Magnetization currents
- Static Winding Resistance
- Dynamic Winding Resistance
- Short Circuit Impedance
- Demagnetization
- Tan-Delta / Capacitance Tests
- Data Management Functions:
- Data Management Functions
- Tests are to be performed manually or automatically (user selectable).
- The test system must have **THREE** independent phases of AC voltage output as well as **THREE** independent phases of DC current outputs.
- The voltage and current outputs shall be stabilized and regulated, i.e. the wave shape of the currents and voltages in terms of amplitude and frequency shall be independent of the quality of the mains supply. The unit shall be operable from a portable generator. Units utilizing an internal variac are not permissible.
- The unit shall include adequate precautions for safety: Emergency Off, bright ON and OFF lights, keyboard lock, earth wire connection check, optional facility for Deadman button.
- The unit shall have optionally a front-panel control with back-lit colour and touch-sensitive LCD screen

- Test reports are to be generated on-line and automatically and to be user customizable.
- The test system shall be controllable from PC in order to achieve fully automatic tests.
- **Physical characteristics**
 - Multipurpose variable knob for high or low input levels
 - Plastic/aluminium/ casing (IEC 60068-2-6 and IEC 60068-2-27)
 - Hardcover Transport case
 - Ethernet interface or USB connector for computer connection
 - Safety power button

Functional Tests

- **Supported Assets**
 - Three phase and single phase transformers
 - Auto transformers with or without tertiary
 - All kinds of vector groups: YD, DY, ZD, DZ, 1 - 12
 - Phase-shifting transformers
- **Ratio Test**
 - All measurements to be performed on all three phases simultaneously and automatically
 - All tap positions to be measured with the tap-changer controlled automatically from the test set for all tapping up and tapping down operations
 - Measurements: Voltage ratio measurement, vector group phase shift and excitation current
 - Calculations: Ratio deviation
 - Assessment: Automatic assessment according to IEC, i.e. pass is when the ratio deviation $< 0.5\%$
 - Graphics: VTR vs. tap position, VTR deviation vs. tap position, vector group phase angle vs. tap position, excitation current vs. tap position
- **Static Winding Resistance**
 - All measurements to be performed on all three phases simultaneously and automatically
 - All tap positions to be measured with the tap-changer controlled automatically from the test set for all tapping up and tapping down operations
 - Measurements: Winding resistance vs. tap position
 - Assessment: Automatic assessment according to IEC, i.e. pass is when the resistance between the phases deviated by $> 2\%$
 - Graphics: Static winding resistance

- **Short Circuit Impedance**
 - Short Circuit Impedance to be measured for a number of taps (typically minimum, nominal and maximum tap).
 - No need to apply an external short circuit on the LV winding of the transformer, i.e. the short circuit should be applied internal to the test equipment, with allowance made for the test leads.
 - Frequency Response of Stray Losses (FRSL) measurement to be possible
- **Demagnetization**
 - Test equipment to be able to demagnetize the core of a power transformer. A measurement of the magnetization level before and after de-magnetization is to be displayed.
- **Dynamic Winding Resistance**
 - All tap positions to be measured with the tap-changer controlled automatically from the test set for all tapping up and tapping down operations
 - Test routine is to automatically monitor the charging of the winding inductance and only take a measurement once measured values have stabilized. Also the test routine shall discharge the winding inductance of ALL charge after the test.
 - Measurements: Winding resistance, ripple of tap change current
 - Assessment: Automatic assessment according to IEC, i.e. pass is when the resistance between the phases deviated by >2%
 - Graphics: OLTC Scan for each tap transition superimposed on top of each other; Static winding resistance vs. tap position; ripple vs. tap position
- **Tan-Delta / Capacitance Tests**
 - Two independent measurement inputs should be provided
 - GST and UST tests should be possible for both inputs / switching unused inputs to guard.
 - Tip-up test by varying the voltage in a range of 2kV to 12kV
 - Frequency dependency: Varying the frequency in a range of 15Hz to 400Hz while performing the capacitance and tan-delta measurement.
 - Graphics: Capacitance and Tan-Delta vs. frequency

Software

Operating System

Windows 10 (32bit and 64bit)

Data Management Functions Required:

- Automatic Testing Database for HV plant assets
- Data management functions for locations of assets
- Data management functions for all primary assets (e.g. power transformers, current transformers, circuit breakers, etc.)
- Data management of testing jobs to be done on all primary assets
- Provision of automatic connection diagrams for each type of test
- Flexible tools to select specific tests ON and OFF
- Automatic generation of reports including automatic Pass/Fail assessments
- Back-up of primary assets database with test results.
- Optional centralized database to which multiple users can synchronize their location, asset and job data and test results.

Hardware Specification Requirement:

- **Frequency**

Frequency of AC Signal shall be variable from 15 to 599Hz independent of the mains supply frequency.

Output frequency shall be regulated and independent of mains frequency and/or quality of mains supply.

- **Voltage Outputs**

- AC Range 1 3x 0 - 230V L-N; $I_{load} = 100\text{mA}$
- AC Range 2 3x 0 - 80V L-N; $I_{load} = 16\text{A}$
- AC Range 3 3x 0 - 40V L-N; $I_{load} = 33\text{A}$

- **Current Outputs**

- DC Range 1 3x 0 - 16A; $V_{max} = 113\text{V}$
- DC Range 2 3x 0 - 33A; $V_{max} = 56\text{V}$
- DC Range 3 1x 0 - 100A; $V_{max} = 56\text{V}$

- **Voltage Inputs**

- AC range 0 - 300V
 - Other AC ranges 30V, 3V, 300mV
 - AC amplitude accuracy 0.012% reading + 0.003% range
 - DC range 0 - 424V
 - Other DC ranges 42V, 4.2V, 420mV
 - DC amplitude accuracy 0.01% reading + 0.02% range
- **Current Inputs**
 - AC range 0 - 40A
 - Other AC ranges 4A
 - AC amplitude accuracy 0.04% reading + 0.02% range
 - DC Range 0.56A
 - Other DC ranges 5.6A
 - DC amplitude accuracy 0.04% reading + 0.03% range
- **Ratio Measurements**
 - Main Range 1:1 to 1:10
 - Other ranges 1:10 - 100; 1:100 - 1000; 1:1,000 - 10,000
 - Ratio accuracy 0.03% reading + 0.05% range
- **Resistance Measurements**
 - Range 1 0.1Ω..100Ω with up to 3Adc;
Accuracy <0.1% reading + 0.3% range
 - Range 2 0.1mΩ..10Ω with up to 30Adc;
Accuracy <0.05% reading + 0.05% range
 - Range 3 30μΩ - 30mΩ with up to 100Adc;
Accuracy <0.05% reading + 0.05% range
- Tan-Delta / Capacitance Measurement**
- Output voltage 0 - 12kV
 - Output current up to 300mA for up to 2min
up to 100mA steady state
 - Frequency 15Hz - 500Hz
 - Accuracy Tan-delta < 0.1% of reading + 0.005% " (for readings of
0..10%, 45 - 70Hz, I<8mA)
 - Capacitance Range 1pF ... 80nF at 12kV; 1pF...3μF at reduced
voltage
 - Accuracy Capacitance < 0.05% of reading + 0.1pF for I<8mA

Accessories

- High voltage and low voltage test leads: 15 m combination lead for all three phases and neutral, colour-coded RED, YELLOW, BLUE and Black
- Tap changer control lead Tapping down signal. 15m combination lead for tapping up and
- Connection clamps 4x Red & 4x Black Kelvin clamps
- Grounding cable 1 x 9 m; 6 mm² with connection Clamp
- Other accessories: Power cord
Connection lead from test set to PC
Hardcover carrying cases for test hardware with retractable handle and wheels
Instruction Manual
Software for report downloading and configuration as well as offline test sequence generation.
- Hardcover Transport case A hardcover transport case is to be provided for the test equipment for shipment / courier purposes.

Power Supply

- Nominal Voltage 240 V
- Permissible Voltage Range 215V - 253 V
- Nominal Frequency 50Hz
- Permissible Frequency Range 50Hz
- Power Consumption <3500VA at 230V continuous
- Connection IEC320/C20

Dimensions and Weight

- Size (W x H x D) 600mm x 400mm x 250mm
- Volume max. 55 litre
- Weight max. 20 kg

Environment

- Operating Temperature -10 °C ... +55 °C
- Storage Temperature -30 °C ... +70 °C
- Humidity 5 % ... 95 % r.h. (non-condensing)
- Altitude up to 2,000m operating, up to 12,000m storage

Certificates

- Independent laboratories Test Copies of test certificates from independent test
Laboratory proving compliance with the above standards are to be supplied together with the tender.

Local Support

- Local on-site presentation LOCALLY based engineers (i.e. from the Southern African region) are to present and demonstrate the equipment to our engineers at our companies. substation on our own test application to prove its suitability to operate in local environmental conditions as well as to be able to test our test objects adequately.
- Hotline support hours Local telephonic support to be offered in the hours of 07h00 - 20h00 South African time.
- Email support Email support to be offered with a guaranteed turnaround time of 1 business day.
- Number of units in operation in South Africa 10 units in Southern Africa (separate list of users with contact details to be provided)
- No of back-up units available in South Africa 2
- Calibration facility available in South Africa Yes
- Guaranteed turnaround time for repairs and calibration < 5 working days
- Product training offered in South Africa Training offered every three months in Tshwane

In-house / On-site training to be offered on request
- Warranty on Hardware Minimum of 5 years from date of delivery

8) ANNUAL CALIBRATION OF TRANSFORMER TEST SET INCLUDING TAN-DELTA FOR THE END OF THE SECOND AND THIRD YEAR

The Transformer Test Set Including Tan-Delta must be calibrated at an accredited and approved test authority as specified by the supplier of the test equipment

9) SUPPLY POWER QUALITY RECORDER

SPECIFICATION FOR POWER QUALITY RECORDER

9.1) Description

The power quality recorder, a measurement tool instrument for Voltage harmonics; current load management; Voltage profiles. It must meet NRS 048 Quality of supply requirements.

9.2) Physical Characteristics

- Portable
- Mountable type
- Less than 8 KG
- Metal casing: non-corrosive material

9.3) Equipment/ instrument capabilities

Voltage Inputs

- Must have 4 Differential input channels
- Voltage input range of 300 V rms
- Voltage accuracy 0.1 %(50- 300Vrms)
- VA Loading > 1M Ω (resistive)

Current Inputs

- Galvanic isolated inputs (4 channels)
- Input Range 7.5 A rms
- Resolution 250 μ A rms
- VA Loading < 0.1VA @ 7.5 Arms
- Over-current withstand 50 Arms up to 3 sec
- Continuous over-current withstands 15 Arms

Transducers inputs

- Must have 4 differential inputs.
- Input range 5Vrms
- Accuracy 0.1% (50mV- 5 V rms)
- VA Loading > 1M Ω (resistive)

Other inputs

- 8 Differential Voltage inputs
- Voltage Input range $\pm$ 300 Vdc
- Threshold 12 Vdc (Digital)

Data Analysis and conversion

- Resolution 16 Bits or more
- Sampling Rate 128 x Fundamental Frequency(50 HZ)
- Over sampling $\geq$ 4"
- Must have frequency locking.

Memory storage capacity ≥ 32 Megabytes (Flash RAM)

Communications

- Medium Ethernet 2 x RS232; Direct; Modem; and /

Supply Voltage

- AC Voltage 80-300V(50 HZ)
- DC Voltage 50- 150 V DC

10) ANNUAL CALIBRATION OF POWER QUALITY RECORDER FOR THE END OF THE SECOND AND THIRD YEAR

The Power Quality Recorder must be calibrated at an accredited and approved test authority as specified by the supplier of the test equipment

11) SUPPLY THERMAL SCANNER

SPECIFICATION FOR THERMAL SCANNER

11.1 Physical characteristics

- Rugged casing.
- one-handed, easy-to-use interface
- Less than 2kg

11.2 Device capabilities

- High performance 320x240 thermal imaging camera.
- Measures temperatures from -20 °C to +1200 °C (-4 °F to +2192 °F).
- Faster communication with wireless image transfer directly to PC or smart phone.
- Backlit ruggedized LCD capacitive touchscreen.

12) SUPPLY MULTI METER TESTER

SPECIFICATION FOR MULTI-METER

12.1) Description

The multi-meter must be full-featured, true-rms digital multi-meter in a single compact, handheld unit, which provides maximum versatility for both troubleshooting and preventative maintenance.

12.2) Requirements:

- Handheld unit.
- Rugged utility hard case.
- DC Voltage Range to a maximum of 750volt
- DC millivolts range
- AC Voltage Range to a maximum of 750volt
- AC/DC Milli Ampere range
- AC/DC Ampere range
- Resistance (Ω) range
- Bell/continuity function
- Capacitance Test Function
- Diode test Function
- Temperature measurement function
- Min/Max hold function

12.3) Equipment/ instrument capabilities

- Frequency (Hz).
- Large display with backlight
- Memory storage through application eliminates writing down results, reduces errors and saves data for historical tracking over time.
- Auto power off to save battery power.

13) SUPPLY THREE HIGH VOLTAGE PHASE COMPARATORS / LIVE LINE TESTER / VOLTAGE DETECTOR WITH THREE 90° BEND ADD-ONS

- TECHNICAL SPECIFICATIONS

System	
Voltage (kV)	11kV
Full Scale	
Voltage (kV)	12kV
Total	
Resistance	
(M Ω)	> 6 M Ω
Response	
Time (sec)	1 sec

Neon Threshold	1.2 kV
Operating Temperature	-25 to 55°C
Operating Humidity	20 to 96% RH
Power Source	No Batteries required
Total Length (m)	± 1.1 m
Total Weight (kg)	< 2 kg
Standard Accessories	Carry Case

Add-On Accessories Add-on 90° Bend for supplied Phasing Sticks

- GENERAL SPECIFICATIONS

- Dual colour coded scale (% , Volt AC)
 - Neon Indicator lit when > 1200V AC
 - Measure and Test Phase-Earth and Phase-Phase
 - High Quality fibreglass wound rods
 - Resistive Measurement method
 - Current must be limited to milli-ampere
 - Grounded or Ungrounded Systems
 - Lightweight, robust and compact
 - High immunity to interference fields
 - Silicon Handles
- Specified by Municipalities, Mines and Eskom

14) SUPPLY TELESCOPIC LINK STICK 12M

SPECIFICATION FOR MEDIUM VOLTAGE & HIGH VOLTAGE TELESCOPIC LINK STICK.

1. Description

- 12meter long made up by 8 sections of 1.6meter that fit into one-another, forming the telescopic link-stick.
- The base tube must not exceed 1.6meter in length and 70mm in diameter with a 3.5mm wall thickness of fibreglass.
- The base tube must be closed off with a 3mm thick rubber boot at the bottom.

- The 8th and smallest cylindrical tube must be equipped with a brass TJ casting.
- Must be supplied in a canvas carry bag.

15) SUPPLY 12 METER FIBERGLASS EXTENSION LADDERS (ESKOM SPEC)

SPECIFICATION FOR LOW VOLTAGE 12-METER EXTENTION LADDER.

- 12meter Fiberglass extension ladder
- Must not weigh more than 40kg.
- C -Channel must not be less than 100mm high
- Equipped with 2x spiked feet.
- Equipped with V-runner on the top of the portion that will be extended upwards.
- 10mm rope with pully must be fitted of the left-hand side of the extension ladder.
- The frame of the extension ladder mast be made of 8mm thick fibreglass in a C-channel form.
- The steps must be made from 40mm semi round aluminium with a flat section to step on.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

Name of bidder: _____	Bid number: PM22-25/26
Closing Time: 10:00	Closing date: December 2025

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

ITEM:	DESCRIPTION:	UNIT	QTY:	UNIT PRICE:	DELIVERY PERIOD
1.	SUPPLY AND DELIVER OF ONE THREE PHASE UNIVERSAL RELAY TEST SET AND COMMISSIONING TOOL INCLUDING INDUCTION	Each	1		
2.	ANNUAL CALIBRATION OF THREE PHASE UNIVERSAL RELAY TEST SET AND COMMISSIONING TOOL FOR THE END OF THE SECOND AND THIRD YEAR	Each	1		
3.	SUPPLY ONE PORTABLE 16kV CABLE FAULT LOCATOR WITH ACCESSORIES INCLUDING INDUCTION	Each	1		
4.	ANNUAL CALIBRATION OF PORTABLE 16kV CABLE FAULT LOCATOR FOR THE END OF THE SECOND AND THIRD YEAR	Each	1		
5.	SUPPLY 25kV DC PRESSURE TESTER INCLUDING INDUCTION	Each	1		
6.	SUPPLY INSULATION TESTER (500 – 10 000 VOLTS)	Each	1		
7.	SUPPLY TRANSFORMER TEST SET INCLUDING TAN-DELTA INCLUDING INDUCTION	Each	1		

8.	ANNUAL CALIBRATION OF TRANSFORMER TEST SET INCLUDING TAN-DELTA FOR THE END OF THE SECOND AND THIRD YEAR	Each	1		
9.	SUPPLY POWER QUALITY RECORDER INCLUDING INDUCTION	Each	1		
10.	ANNUAL CALIBRATION OF POWER QUALITY RECORDER FOR THE END OF THE SECOND AND THIRD YEAR	Each	1		
11.	SUPPLY THERMAL SCANNER INCLUDING INDUCTION	Each	1		
12.	SUPPLY MULTI METER TESTER	Each	1		
13.	SUPPLY THREE HIGH VOLTAGE PHASE COMPARATORS / LIVE LINE TESTER / VOLTAGE DETECTOR WITH THREE 90° BEND ADD-ONS	Each	1		
14.	SUPPLY TELESCOPIC LINK STICK 12M	Each	1		
15.	SUPPLY 12 METER FIBERGLASS EXTENSION LADDERS (ESKOM SPEC)	Each	1		
SUB-TOTAL					
15% VAT					
Total:					

NB: Pricing must include delivery, training / demonstration and off-loading of all equipment supplied

Note: Price escalation for the second and third year shall be according to consumer price index(CPI) per annum at the anniversary of the contract and for the duration of the contract.

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

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

The specific goals allocated points in terms of this tender	MEANS OF VERIFICATION DOCUMENTS REQUIRED	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Ownership of 51% or more by persons who are black	CSD/Company registration copy and ID Copies of directors	5	
Ownership of 51% or more by persons who are woman	CSD/Company registration copy and ID Copies of directors	5	
Ownership of 51% or more by persons who are disable	Medical report indicating disability	4	
Ownership of 51% or more by persons who are youth	CSD/Company registration copy and ID Copies of directors	4	
Ownership by persons who are residing within jurisdiction of Polokwane Municipality	municipal rates and taxes statement of account/ signed valid leasing agreement/Letter from tribal authority	2	
Total points claimed		20	

Table 2: Business entity ownership disclosure

Bidders must list all shareholders and provide ownership information in terms of the business entity registration certificate

Full Names	Identity Number	% of ownership	South African (Yes/No)	Race	Gender	Disable (Yes/No)	Youth (Yes/No)	Local enterprise (Yes/No)

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:	
	
	
	

EVALUATION PROCESS AND CRITERIA

BID NO: PM22-25/26

The following evaluation process and criteria will be used to evaluate all bids submitted:

Phase 1. Administrative Compliance – Phase One

1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

1.2 Critical Criteria:

The following critical criteria have been identified for this bid and any non-compliance thereto will lead to the bid being regarded as non-responsive and disqualified from further evaluation:

- Authority to sign filled in full
- All Pages initialed
- Certified ID Copies of All Directors/Members/Shareholders of The Company/Business (If JV, For Both)
- Attach Valid original tax compliance status certificate (if JV, For Both)
- Joint venture agreement (Where applicable)
- Pricing Schedule in black ink
- Signed for all alteration and in the Pricing Schedule
- Central Supplier Database (CSD) report (If JV, For Both)
- Company certificate
- Municipal rates and taxes/Lease agreement/Local tribal authority letter (**For company and all the directors**) not older than three (3) months
- Completed and signed Invitation to bid **(MBD1)**
- Completed and signed declaration of interest **(MBD4)**
- Completed and signed declaration for procurement above R10 million (Including tax) **(MBD5)**
- Completed and signed preference points claim form **(MBD6.1)**
- Completed and signed declaration on past SCM practices form **(MBD8)**
- Completed and signed certificate of independent bid determination **(MBD9)**
- bidder indicated delivery period on pricing schedule

NB: THE BIDDERS THAT MEET THE ABOVE ADMINISTRATIVE COMPLIANCE WILL FUTHUR BE EVALUATED ON PRICE AND SPECIFIC GOALS

Phase 2. Price and Specific goals– Phase Two

The evaluation will be done by using **80/20**-point system as indicated below:

Preference point system	Points
Price	80
Specific Goals	20
Total Maximum Score	100

THE EVALUATION WILL BE DONE USING 80/20-POINT SYSTEM, 80 FOR PRICE AND 20 FOR SPECIFIC GOALS

Notes: Bidders must note that points for specific goals must be claimed in terms with the percentage of ownership within their business entity. The tenderer must indicate how they claim points.)

SPECIFIC GOALS	POINTS ALLOCATED	POINTS SCORED
Ownership of 51% or more by persons who are black	5	
Ownership of 51% or more by persons who are woman	5	
Ownership of 51% or more by persons who are disable	4	
Ownership of 51% or more by persons who are youth	4	
Ownership by persons who are residing within jurisdiction of Polokwane Municipality	2	

Incase ownership of specific goals is below 51% points will be *claimed in terms with the percentage of ownership within their business entity. For example:*

An Entity that has 35% shareholding of able black man who is above age of 35 and residing outside the jurisdiction of Polokwane Municipality. Points will be claimed as follows:

$$\begin{aligned}
 \text{Calculation} &= \frac{\text{Black Ownership}}{100} \times \text{Total number of allocated points} \\
 &= \frac{35}{100} \times 5
 \end{aligned}$$

$$= \frac{100}{1.75}$$

Points to be score for ownership of black person will be 1.75

OR

$$\text{Calculation} = \frac{\text{Black Ownership}}{100} \times \text{Total number of allocated points}$$

$$= \frac{35}{100} \times 3$$

$$= 1.05$$

Points to be score for ownership of black person will be

DECLARATION OF INTEREST

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

-
- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

² 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.

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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
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?

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?

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

* Delete if not applicable

- 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. 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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) Has been requested to submit a bid in response to this bid invitation;
 - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) Prices;
 - (b) Geographical area where product or service will be rendered (market allocation)
 - (c) Methods, factors or formulas used to calculate prices;
 - (d) The intention or decision to submit or not to submit, a bid;
 - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and

conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition

of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE “C”**CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS**

TO: MUNICIPAL MANAGER, POLOKWANE MUNICIPALITY

FROM: _____(Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

Directors/shareholders/ Partner	Physical address of the Business	Municipal Account No.	Physical residential address of the Director/Shareholder/Partner	Municipal Account No.

NB: Please attach certified copy (ies) of ID document(s)

Signatory

Date**Witnesses**

1. _____

Full Names**Signature****Date**

2. _____

Full Names**Signature****Date**

AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL

TO: MUNICIPAL MANAGER, POLOKWANE MUNICIPALITY

FROM: _____ (Name of the Bidder or Consortium)

I, _____ the undersigned, hereby authorise the Polokwane Municipality to deduct the full amount outstanding by the business organisation/Director/Shareholder/Partner, etc. from any payment due by us/me.

Signed at _____ Date _____ Month _____ 20 _____

Print Name: _____

Signature: _____

Thus done and signed for and on behalf of the bidder/Contractor

Signatory

Date**Witnesses**

1. _____

Full Names**Signature****Date**

2. _____

Full Names**Signature****Date**