



## **TERMS OF REFERENCES**

**VHEMBE DISTRICT MUNICIPALITY  
P/BAG X5006  
THOHOYANDOU  
0950**

**TEL: (015) 960 2000  
FAX: (015) 960 1017**

### **TECHNICAL SERVICES DEPARTMENT**

**REQUEST FOR THE APPOINTMENT OF SERVICE  
PROVIDER TO REVIEW WATER SAFETY PLANS**

**BID NUMBER: VDM/TECH/18/03/2025/03**

**NAME OF BIDDER .....**

**TOTAL AMOUNT.....**





## REQUEST FOR TENDERS/PROPOSALS

### VHEMBE DISTRICT MUNICIPALITY

BID NUMBER	DESCRIPTION	BID FEE	DOCS AVAILABLE	COMPULSARY BRIEFING SESSION	CIDB GRADING	CLOSING DATE	TECHNICAL ENQUIRIES
VDM/CORP/29/08/2024/01	Supply and Delivery of Personal Protective Clothing (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	27th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	6th June 2025 at 12H00	General Manager : Corporate Services Ms Maputla T.M.D at 015 960 2000
VDM/COMM/19/03/2024/01	Supply and Delivery of disaster management uniform (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	28th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	6th June 2025 at 12H00	General Manager : Community Services Mr Makoma M at 015 960 2000
VDM/TECH/12/08/2024/02	Procurement, Commissioning and installation of 4 x 3 phase generators at ward 35 (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	3 EP or higher	6th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/TECH/16/08/2024/01	Request for panel of service providers to supply and delivery of Laboratory instruments and consumables/chemicals reagents for the period of 36 months (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	2nd July 2025 at 10h00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
RFP/VDM/PLAN/12/08/2024/01	Proposal for conducting an abattoir feasibility study (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	30th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	6th June 2025 at 12H00	General Manager : Development Planning Ms Maganya H at 015 960 2000
RFP/VDM/PLAN/04/10/2024/02	Request for feasibility study proposal for Songozwi heritage site convention centre (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	30th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	6th June 2025 at 12H00	General Manager : Development Planning Ms Maganya H at 015 960 2000
RFP/VDM/PLAN/04/10/2024/01	Request for feasibility study proposal for convention Centre (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	30th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	6th June 2025 at 12H00	General Manager : Development Planning Ms Maganya H at 015 960 2000
VDM/TECH/24/04/2024/01	Refurbishment of Malamulele east water treatment works (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	4th June 2025 at 10h00 at the entrance of Vhembe District Municipality	7ME or Higher	2nd July 2025 at 12h00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/MM/17/07/2024/01	Request for appointment of service provider to supply and implement a fully integrated cloud based internal audit software solution with maintenance and support for a period of 36 months (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	3rd June 2025 at 10h00 at the entrance of Vhembe District Municipality	None	2nd July 2025 at 12H00	Manager : Internal Audit Ms Kharidzha M at 015 960 2000
VDM/TECH/12/09/2024/01	Purchase, Delivery and installation of water level indicators for the selected reservoir (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	3 CE or Higher	9th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/TECH/28/08/2024/01	Request for supply and installation of 53 bulk meters with valves, supply only 67 bulk meters with valves and supply only 18 ball valves (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	4 CE or Higher	9th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/TECH/14/10/2024/01	Panel of service providers to supply and install yard connection meters for the period of 36 months (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	2nd July 2025 at 12h00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/TECH/14/10/2024/02	Request for purchase and delivery of water leaks repair materials (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	9th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/PLAN/29/08/2024/01	Request for fencing of Bungeni heritage site (re-advert)	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	2 GB or higher	9th June 2025 at 12H00	General Manager : Development Planning Ms Maganya H at 015 960 2000
VDM/TECH/18/03/2025/01	Request for the appointment of service provider to review wastewater risk abatement plan	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	10th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/TECH/18/03/2025/02	Request for the appointment of service provider to supply and install sodium hypochlorine dosing system at Albasini water treatment works	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	10th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/TECH/18/03/2025/03	Request for the appointment of service provider to review water safety plans	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	29th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	10th June 2025 at 12H00	General Manager : Technical Services Mr Maluleke W at 015 960 2000
VDM/CORP/12/03/2025/01	Supply, Delivery and Installation of Network Infrastructure	R1991.00 Non Refundable or Freely Downloaded in the Vhembe District Municipality Website	19th May 2025	27th May 2025 at 10h00 at the entrance of Vhembe District Municipality	None	6th June 2025 at 12H00	General Manager : Corporate Services Ms Maputla T.M.D at 015 960 2000

Complete Tender document sealed in an envelope marked the above mentioned bids, Must be deposited in the bid box, next to the entrance of Vhembe District Municipality Offices, next to Khoroni Hotel (Former Venda Tusk Hotel) wherein the bids will be opened in public.

The following documents are required and shall form part of the bid: CSD summary report, Tax clearance compliance status letter or tax clearance compliance number, Company Registration Certificate, Proof of Purchased tender document receipt (for only purchased tender documents), Bidders Certified copy of ID Document and Proof that the bidder municipal business account or any of the directors municipal account is not in arrears (N.B. Municipal Clearance not older than three month) or NB: Letter from Traditional authority indicating that they are not paying Municipal rates and taxes and CIDB Certificate where applicable

Late bid, telegraphic, e-mails or telefax transmission documents will not be accepted. Vhembe District Municipality reserves the right to accept a tender as a whole or in part and does not bind itself to accept the lowest or any tender.

**NB: All service providers/bidders are requested to pre-number and initial their documents before submission**

**No bid will be accepted from person in the service of the state.**

Administrative enquiries can be directed to Supply Chain Practitioners of Vhembe District Municipality at telephone number (015) 960 2075/2093/2107/2163 & 2168.

**VHEMBE DISTRICT MUNICIPALITY**  
PRIVATE BAG X 5006  
THOHOYANDOU 0950

**Mr KUTAMA Z.N**  
(MUNICIPAL MANAGER)





## VHEMBE DISTRICT MUNICIPALITY

APPOINTMENT OF SERVICE PROVIDER TO REVIEW WATER SAFETY PLAN		
WATER SYSTEMS	UNIT PRICE	TOTAL PRICE
1. Damani		
2. Dzindi		
3. Dzingahe		
4. Elim		
5. Luphephe Nwanedi		
6. Makhado		
7. Malamulele		
8. Musina		
9. Mutale		
10. Mutshedzi		
11. Nzhelele		
12. Tshakhuma		
13. Tshedza		
14. Tshifhire Murunwa		
15. Vondo		
16. Xikundu		
<b>SUB-TOTAL</b>		
<b>VAT@ 15%</b>		
<b>GRAND-TOTAL</b>		

NB: The total price should include presentation for all documents.



**VHEMBE DISTRICT MUNICIPALITY**

**APPOINTMENT OF SERVICE PROVIDER TO REVIEW WATER SAFETY PLAN**

**Evaluation Criteria**

**1. Experience & References**

No.	Proof of experience in developing/reviewing Water Safety Plan. NB proof of experience should be attached (signed appointment letter/purchase order and signed delivery note.	Weighting	Score
		<b>50 points</b>	
1.		<b>25 points</b>	
2.		<b>25 points</b>	
		<b>SUB-TOTAL: 50 POINTS</b>	

**2. TECHNICAL REFERENCE**

No.	Technical goal		Weighting	Score
1	Qualifications in Water Management (Water care, Community Water and Sanitation, Water Engineering, Integrated Water management or equivalent)  Degree or higher: 30  Diploma: 20  Certificate: 10	Team member	30	
2	SACNASP registration certificate (Microbiology, Chemistry or equivalent)	Team member	20	
	<b>SUB-TOTAL:</b>		<b>50</b>	
	<b>PRICE</b>		<b>80</b>	
	<b>SPECIFIC GOALS</b>		<b>20</b>	
	<b>HDI-CSD</b>		<b>10</b>	
	<b>Locality</b> <b>-04 points within the district</b> <b>-02 points within Limpopo province</b>		<b>04</b>	



	<b>-01 point within south Africa( CSD report will be used to verify the locality of the bidder</b>		
	<b>Youth-ID or CSD</b>	<b>02</b>	
	<b>Women –ID or CSD</b>	<b>02</b>	
	<b>Disability( attach proof from the doctor-medical certificate)</b>	<b>02</b>	

**Minimum functionality: 75 points**

## TERMS OF REFERENCE: REVIEW OF WATER SAFETY PLAN

### WATER SYSTEMS:

Water system	ID	Treatment works	Capacity(ML/d)
1. Damani	3091	Damani WTW	4
2. Dzindi	3097	Dzindi WTW	5.2
3. Dzingahe	3098	Dzingahe WTW	1.5
4. Elim	312	Boreholes	Unknown
5. Luphephe Nwanedi	2819	Nwanedi WTW	2.4
6. Makhado	318	Albasini WTW	10.36
7. Malamulele	1545	Malamulele WTW	21.6
8. Musina	319	Boreholes	Unknown
9. Mutale	320	Mutale WTW	13
10. Mutshedzi	317	Mutshedzi WTW	8.6
11. Nzhelele/Khalavha	314	Khalavha WTW	5
12. Tshakhuma	3099	Tshakhuma regional WTW	4
		Tshakhuma Damview	1.2
13. Tshedza	893	Tshedza WTW	1.4
14. Tshifhire Murunwa	316	Tshifhire Murunwa	8.6
15. Vondo	3092	Vondo WTW	53
		Phiphidi WTW	2
16. Xikundu	3085	Xikundu WTW	20
		Mhinga WTW	3

### QUALIFICATIONS:

- Qualifications of the team members in Water Treatment Practice, Community Water and Sanitation, Analytical chemistry, Water care, Water management or equivalent.

### EXPERIENCE

- Detailed Proof of experience signed appointment letter/purchase order accompanied by signed delivery note/completion certificate will be highly recommended.

### SPECIFICATION

- Planning and initiation
- Supply system hazards and risk identification
- Risk characterization and analysis
- WSP document development
- WSP document presentation



## **REVIEW WATER SAFETY PLAN**

**Steps to be followed but not limited to:**

### **Step 1: Water supply system assessment**

- ❖ Team assembled to conduct WSP.
- ❖ Intended use of water established

### **Step 2: Risk assessment**

- ❖ Hazard identification (biological, chemical, physical or radiological) from source to consumer.
- ❖ Hazardous event identification.
- ❖ Risk of hazard causing harm to population

### **Step 3: Risk Management**

- ❖ Control measures applied
  - ❖ Operational monitoring
  - ❖ Management procedures (corrective actions and incident/emergency response).
  - ❖ Supporting programmes
  - ❖ Record keeping and documentation.
  - ❖ Validation and verification
- 
- The results of the verifications exercise should be used to evaluate and review the water safety plan to see whether the field assessments identified need modifications.
  - This requires analysis of the verification data to see if there are any deficiencies in the WSP.
  - If verification shows that microbial contamination is detected despite the presence of control measures within their critical limits, this immediately indicates that control measures have been identified incorrectly, the critical limits are inappropriate or the control measures are insufficient.
  - Internal or third party (independent) verification is recommended for the development of institutional relationships.

**During the review, the following question should be addressed:**

- How well is the WSP working?

- Were the necessary management plans undertaken adequate?
- If not, which areas require improvement to provide long-term sustainability of the WSP?

## DOCUMENTATION AND REPORTING:

The report must include but not limited to:

WSP planning process	<ul style="list-style-type: none"> <li>• There should be clear indication that the Water Services Institution conducted a water safety planning process and not only drafted a document.</li> <li>• There should be clear reference to the specific water supply system at hand and not only global risk management measurements put in place</li> </ul>
Risk assessment	<p>a) The Risk Assessment must cover catchment, treatment and reticulation</p> <p>b) The Water Services Institution (WSI) must provide information on findings of the Risk Assessment (and detail Risk Prioritisation method followed) for the specific water supply system including water resource quality. Format not important but it should be proven not to be a desktop study</p> <p>c) The Water Safety Planning process must include (adequate) Control Measures for each significant hazard or hazardous event identified</p> <p>d) A Water Quality Analyses conducted for at least 95% of the SANS 241 list of determinands (min 80%) (SANS 241: 2015). This is to verify whether treatment technology is adequate to treat the raw water to comply with national standard limits</p> <p>e) The WSI to proof implementation of mitigation measures from previous Water Safety Plans</p>
Monitoring programme	<p>a) Prove Operational Monitoring is:</p> <p>i) Informed by the Risk Assessment</p> <p>ii) Required sites to monitor: Raw water, after filtration (per process unit) and final water</p> <p>iii) Determinands (minimum): pH, turbidity and disinfectant residual</p> <p>iv) Frequency of analyses: at least every 8 hours</p> <p>v) Equipment used + calibration records</p> <p>b) Prove Compliance Monitoring is:</p> <p>i) Informed by the Risk Assessment and SANS 241: 2011 compliant</p> <p>ii) Monitoring programme is registered on BDS</p> <p>iii) Actual monitoring occur according to registered BDS monitoring programme (&gt;80%)</p> <p>iv) Required sites to monitor: Water works final &amp; distribution network + Frequency of analyses: Water works final according SANS 241: 2011;</p>



	distribution network according SANS 241: 2011 v) Coverage of population served must at least be 80%
Credibility of DWQ data	<ul style="list-style-type: none"> <li>a) Certificate of Accreditation for applicable methods OR Z-scores results ( z-scores must be <math>\geq -2</math> &amp; <math>\leq 2</math> are acceptable) in a recognised Proficiency testing Scheme</li> <li>b) DWQ Data credibility on the BDS (Blue Drop Certified Data)</li> </ul>
Incident Management	<p>Protocol to specify:</p> <ul style="list-style-type: none"> <li>1) Alert levels</li> <li>2) Response times</li> <li>3) Required actions</li> <li>4) Roles &amp; responsibilities</li> <li>5) Communication vehicles/methods and</li> <li>6) Must include response on possible risks identified in the Risk Assessment of the Water Safety Planning process</li> </ul> <p>b) Incident Register to include:</p> <ul style="list-style-type: none"> <li>7) Date, location and description of incident</li> <li>8) Action taken and date of resolution</li> <li>9) Outcome of cause investigation</li> </ul>

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ENTITY)

BID NUMBER: .....

CLOSING DATE: .....

CLOSING TIME: .....

DESCRIPTION: .....

The successful bidder will be required to fill in and sign a written Contract Form (MBD 7).

BID DOCUMENTS MAY BE POSTED TO:

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

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

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS - (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)



THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER

CODE.....NUMBER.....

CELLPHONE NUMBER

FACSIMILE NUMBER  
NUMBER.....

CODE

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2)

YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)  
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)  
A REGISTERED AUDITOR

☐  
☐  
☐

(Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED?

YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE

OF

BIDDER

DATE

CAPACITY

UNDER

WHICH

THIS

BID

IS

SIGNED

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity:

Contact Person: .....

Tel: .....

Fax: .....

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO;

Contact Person: .....

Tel: .....

Fax: .....



# PRICING SCHEDULE - FIRM PRICES (PURCHASES)

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

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

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

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

ITEM NO. (average)	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY *(ALL APPLICABLE TAXES INCLUDED)
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Required by:	.....
At:	.....
Brand and Model	.....
Country of Origin	.....

Does the offer comply with the specification(s)?	*YES/NO
If not to specification, indicate deviation(s)	.....
Period required for delivery	*Delivery: Firm/Not firm
Delivery basis	.....

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

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

\*Delete if not applicable

# PRICING SCHEDULE - NON-FIRM PRICES (PURCHASES)

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

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

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

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

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

- At:

- Brand and model:

- Country of origin:

- Does the offer comply with the specification(s)?

- If not to specification, indicate deviation(s):

- Period required for delivery:

- Delivery:

\*YES/NO.

\*Firm/Not firm

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

\*Delete if not applicable



### PRICE ADJUSTMENTS

NON-FIRM PRICES SUBJECT TO ESCALATION

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

$$P_{\dot{a}} = (1 - V) P_i \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + V P_t$$

Where:

Pa

(1-V) PL

D1, D2..

 $R_1, R_2, \dots$ 

R10, R20

VPI

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

The following index/indices must be used to calculate your bid price: \_\_\_\_\_

3. The following Index/Indices must be used to establish the value of the property in terms of the above-mentioned form:
- |                       |                       |                       |
|-----------------------|-----------------------|-----------------------|
| Index..... Dated..... | Index..... Dated..... | Index..... Dated..... |
| Index..... Dated..... | Index..... Dated..... | Index..... Dated..... |
| Index..... Dated..... | Index..... Dated..... | Index..... Dated..... |
- PRICE IN TERMS OF ABOVE-MENTIONED FORM

[illegible][illegible]

B

## PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1.

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

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO R.O.E	AMOUNT FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2.

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

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

DECLARATION OF INTEREST

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. ....

<sup>1</sup>MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

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



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

3.9.1 If yes, furnish particulars.....

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

3.10.1 If yes, furnish particulars.

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

3.11.1 If yes, furnish particulars

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

3.12.1 If yes, furnish particulars.

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

3.13.1 If yes, furnish particulars.

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

3.14.1 If yes, furnish particulars:

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

Full Name	Identity Number	State Employee Number

Signature

Date

Capacity

Name of Bidder

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

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

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

### 1. GENERAL CONDITIONS

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

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

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

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

- a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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



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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$
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:

80/20	or	90/10
$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$

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	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
		HDI=10 Locality=04 • 04 points within the district 02 point within Limpopo Province 01 point within South Africa(CSD report of the bidder will be used to verify the locality of the bidder Youth=02 Women=02 Disability( Attach proof the Doctor)=02		HDI=10 Locality=04 • 04 points within the district 02 point within Limpopo Province 01 point within South Africa(CSD report of the bidder will be used to verify the locality of the bidder Youth=02 Women=02 Disability( Attach proof the Doctor)=02
HDI				
Locality				
Youth				
Women				
Disability				

#### 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: .....



## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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

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

### 1. General Conditions

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

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

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)



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

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

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

## 2. Definitions

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



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

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

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

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

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

**LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

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

**IN RESPECT OF BID NO. ....**

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

**NB**

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

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

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011;
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

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

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

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the

Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



# CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

## PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

- (i) Bidding documents, viz
  - Invitation to bid;
  - Tax clearance certificate;
  - Pricing schedule(s);
  - Technical Specification(s);
  - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
  - Declaration of Interest;
  - Declaration of bidder's past SCM practices;
  - Certificate of Independent Bid Determination;
  - Special Conditions of Contract;
  - General Conditions of Contract; and
- (ii) Other (specify).....
- (iii) Other (specify).....

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

### WITNESSES

1. ....

2. ....

DATE: .....

# CONTRACT FORM - RENDERING OF SERVICES

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

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

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

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....

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

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

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

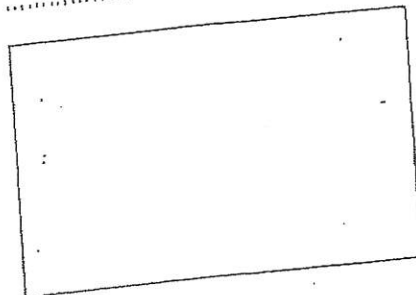
4. I confirm that I am duly authorised to sign this contract.

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1 .....

2 .....

DATE: .....



# CONTRACT FORM - SALE OF GOODS/WORKS

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

## PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Special Conditions of Contract;
    - General Conditions of Contract; and
  - (ii) Other (specify)
  - (iii)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I undertake to make payment for the goods/works as specified in the bidding documents.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

### WITNESSES

1 .....

2 .....

DATE: .....

# CONTRACT FORM - PURCHASE OF GOODS/WORKS

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

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

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

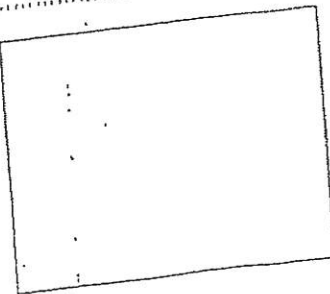
4. I confirm that I am duly authorized to sign this contract.

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1. ....

2. ....

DATE .....

# CONTRACT FORM - SALE OF GOODS/WORKS PART 2 (TO BE FILLED IN BY THE SELLER)

1. I ..... in my capacity as ..... dated ..... for the purchase of  
accept your bid under reference number ..... goods/works indicated hereunder and/or further specified in the annexure(s).
2. I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

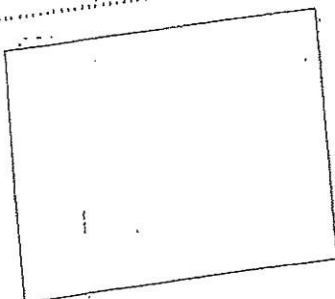
4. I confirm that I am duly authorized to sign this contract.

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1. ....

2. ....

DATE .....



# DECLARATION OF BIDDER'S PAST SUPPLY CHAIN

- 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 governmental, 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.

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

4.3.1	If so, furnish particulars:	
4.4	Does the bidder or any of its directors owe any municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	<input type="checkbox"/> <input type="checkbox"/>
4.4.1	If so, furnish particulars:	
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.7.1	If so, furnish particulars:	

### CERTIFICATION

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

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

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of Bidder

1e367bW

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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



6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

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.

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

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 29 of 1996 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

.....  
Position

.....  
Date

.....  
Name of Bidder

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