



TOR 01/11/2023

**TERMS OF REFERENCE:
SUPPLY AND DELIVERY OF CARPENTRY AND GENERAL
BUILDINGS MAINTENANCE MATERIALS AS AND WHEN REQUIRED
FOR 12 MONTHS PERIOD**

QUOTATION SUBMITTED BY:

Company Name: _____

Physical Address: _____

Postal Address: _____

Contact details: _____

Contact Person: _____

SCM queries: Sihle Mndaweni -035 902 1037

E-mail: simndaweni@mhlathuze.co.za

Technical queries: Samukele Ntuli -035 902 1125

E-mail: santuli@mhlathuze.co.za

NOTE:

*Mhlathuze Water reserves the right of not accepting any material that may be deemed poor quality or not SABS approved.

TABLE OF CONTENTS

Section	Page
SBD1 FORM.....	3
PART A	3
PART B	4
1 BACKGROUND.....	ERROR! BOOKMARK NOT DEFINED.
2 SCOPE OF WORKS.....	ERROR! BOOKMARK NOT DEFINED.
3 DELIVERY OF MATERIALS	ERROR! BOOKMARK NOT DEFINED.
4 CONTRACT DATA	ERROR! BOOKMARK NOT DEFINED.
5 'AS AND WHEN REQUIRED' CONTRACTS	ERROR! BOOKMARK NOT DEFINED.
6 EVALUATION CRITERIA	ERROR! BOOKMARK NOT DEFINED.
7 LIST OF RETURNABLE DOCUMENTS/ SCHEDULES.....	ERROR! BOOKMARK NOT DEFINED.
8 PRICING SCHEDULE/ BOQ	ERROR! BOOKMARK NOT DEFINED.
9 FORM OF OFFER AND ACCEPTANCE	ERROR! BOOKMARK NOT DEFINED.
10 SERVICE LEVEL AGREEMENT (SLA).....	ERROR! BOOKMARK NOT DEFINED.

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 2 of 16

TERMS OF REFERENCE:
SUPPLY AND DELIVERY OF CARPENTRY AND GENERAL BUILDINGS MAINTENANCE MATERIALS AS AND
WHEN REQUIRED FOR 12 MONTHS PERIOD

SBD 1 FORM

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SUPPLY AND DELIVERY OF CARPENTRY AND GENERAL BUILDINGS MAINTENANCE MATERIALS AS AND WHEN REQUIRED FOR 12 MONTHS PERIOD							
BID NUMBER:	TOR01/11/2023	ISSUE DATE:	20 January 2023	CLOSING DATE:	02 February 2023	CLOSING TIME:	12h00
DESCRIPTION	Supply And Delivery Of Plumbing, Carpentry And General Buildings Maintenance Materials As And When Required						
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							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]							

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 3 of 16

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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 1.3 BELOW.	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE: _____

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 4 of 16

1. BACKGROUND

Mhlathuze Water (MW) is a water board, established in terms of the Water Services Act, 1997 (Act No. 108 of 1997). Its core operations concern the supply of bulk water and the disposal of bulk waste water. It is a State Owned Entity listed in Schedule 3B of the Public Finance Management Act, 1999 (PFMA) (Act No. 1 of 1999).

It is Mhlathuze Water Maintenance section's objective to ensure the availability of critical building maintenance spares or materials for employed artisan plumbers and handyman can repair all defects within reasonable response time to ensure all Mhlathuze Water facilities are available and safe for continued use.

2. SCOPE OF WORKS

The appointed supplier will be expected supply and deliver to Mhlathuze Water building maintenance materials or spares as and when required for a duration of 12 months (1-year).

The building maintenance materials or spares as per the Bill of Quantities is categorized as:

- Carpentry Materials (doors, handles, locksets, paints, etc.)
- General Buildings Maintenance Materials (cement, sand, concrete stones, bricks, etc.)

3. DELIVERY OF MATERIALS

- The appointed supplier must ensure that any required materials or spares are **delivered within at least 5 hours after being requested** by Mhlathuze Water representative.
- All deliveries of materials shall be made between 07h30 - 16h30 from Monday - Friday only to the address: Corner of Battery Bank & South Central Arterial, Alton, Richards Bay, 3900 or unless agreed with the MW representative as and when required.
- The appointed supplier must ensure **to receive a written request** from Mhlathuze Water representative before any delivery is made.
- Upon delivery of materials as and when required, the appointed supplier must ensure that a **delivery note with a clear description of the delivered material and quantity is signed** by Mhlathuze Water representative. A copy of the signed delivery note must attached to submitted invoices for payment to be processed.

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 5 of 16

4. CONTRACT DATA

The Contract Data consist of two parts. Part 1 contains information provided by the Employer, while Part 2 contains information to be provided by the Service Provider. The following Contract Data applies to this Contract:

Part 1: Data Provided by the Employer

Clause	Contract Data
1	<p>The Employer is: MHLATHUZE WATER</p> <p>The authorized and designated representative of the Employer is:</p> <p>Name : Samukele Ntuli</p> <p>The address for receipt of communication is:</p> <p>Telephone : 035 – 902 1125</p> <p>E-Mail : santuli@mhlathuze.co.za</p> <p>Address : P.O. Box X1047 RICHARDS BAY 3900</p>
2	Contract Period is 12 Months
3	Mhlathuze Water Head Office, Alton, Richards bay
4	The Supplier is to commence with the Services upon signing of the appointment letter.
5	Interim settlements of disputes is to be by Adjudication
6	Final settlement is by Arbitration
7	If the parties fail to agree on an adjudicator, the adjudicator is nominated by the Association of Arbitrators (SA)

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 6 of 16

Part 2: Data Provided by the Supplier

Clause	Contract Data
1	<p>Name of Supplier:</p> <p>_____</p> <p>Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone:</p> <p>_____</p> <p>Email:</p> <p>_____</p> <p>The authorised and designated representative of the Supplier is:</p> <p>Name:</p> <p>_____</p> <p>Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone:</p> <p>_____</p> <p>Email:</p> <p>_____</p>

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 7 of 16

- **END OF SECTION** -

5. 'AS AND WHEN REQUIRED' CONTRACTS

- 1.1 Purchase orders will be placed on the Supplier/Service provider(s) from time to time as and when Goods/Services are required.
- 1.2 Mhlathuze Water reserves the right to place purchase orders until the last day of the contract for deliveries to be effected, within the delivery period / lead time specified, beyond the expiry date of the contract under the same terms and conditions as agreed upon.
- 1.3 Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements with the Supplier.
- 1.4 Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by Mhlathuze Water. Material supplied earlier than specified may not be paid for or may be returned by Mhlathuze Water, with the Supplier being held liable for all expenses so incurred, e.g. handling and transport charges.
- 1.5 If the delivery period offered by the Respondents is subject to a maximum monthly production capacity, full particulars must be indicated in Section 4 [*Pricing and Delivery Schedule*]
- 1.6 The Respondent must state hereunder its annual holiday close down period [if applicable] and whether this period has been included in the delivery lead time offered:

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 8 of 16

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- 1.7 Respondents are required to indicate below the action that the Respondent proposes to take to ensure continuity of supply during non-working days or holidays.

6. EVALUATION CRITERIA

Suppliers will be evaluated ONLY on Price and Preferential points. The following **Evaluation Method** will be used:

80/20 preferential point system for acquisition of goods or services for Rand value equal to or above R30 000 and up to R50 million

6 (1) The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

Where-

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

P_s = points scored for price of tender under consideration;

P_t = price of tender under consideration; and

P_{min} = price of lowest acceptable tender.

(2) Subject to sub-regulation (3), points must be awarded to a tender firm attaining the B-BBEE status level of contributor in accordance with the table below.

B-BBEE Status Level of Contributor	Number of Points		
1	20		
DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 9 of 16

2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

(3) A tenderer must submit proof of its B-BBEE status level of contributor.

(4) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but-

- a) may only score points out of 80 for price; and
- b) Scores 0 out of 20 for B-BBEE.

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 10 of 16

7. LIST OF RETURNABLE DOCUMENTS/ SCHEDULES

Document No.	Document Description	Submitted (Yes/No)
1.	Completed terms of reference (TOR) with each page initialed for acknowledgement of information.	
2.	Supplier's Banking Details	
3.	Proof of Registration on National Treasury's Central Supplier Database (CSD)	
4.	Valid certified copy of B-BBEE Certificate or Sworn Affidavit if a company is a QSE or EME	

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 11 of 16

8. PRICING SCHEDULE/ BOQ

1. CARPENTRY MATERIALS			
Item No.	Description	Quantity	Year 1 Rate
1.1	Timber Exterior Solid Doors Framed and Lugged Flush Door (813 x 2032 x 40mm)	1 No.	
1.2	Timber Interior Solid Door 1/2 Hour Fire Masonite Door (813 x 2032mm)	1 No.	
1.3	White Gypsum 595x595mm suspended Ceiling Tiles (6s pack)	1 No.	
1.4	White Gypsum 1195x595mm suspended Ceiling Tiles (6s pack)	1 No.	
1.5	Stainless Steel Aluminium Ventilation Louvre (300 x 300mm)	1 No.	
1.6	Chrome-plated 3-lever Lockset (Union or equivalent)	1 No.	
1.7	Chrome-plated Cylinder Lockset with steel pressed Handles	1 No.	
1.8	Stainless steel Tube lever Handle with keyhole escutcheon	1 No.	
1.9	Black Aluminium window Wedge Handle	1 No.	
1.10	Zinc-plated steel 1.0mm inset cabinet Hinge	1 No.	
1.11	Stainless steel aluminium window Hinge friction Stay	1 No.	
1.12	Aluminium door 100mm sinkless Hinges (2s) (Natural colour)	1 No.	
1.13	Chrome finish steel 450mm Ball-bearing Drawer Slide	1 No.	
1.14	Silver Steel medium-duty Door-Closer (Union or equivalent)	1 No.	
1.15	1L Timber high-gloss Varnish (oak colour)	1 No.	
1.16	5L Gloss Enamel Paint-Brilliant white colour (Dulux or equiv.)	1 No.	
1.17	20L Roadmarking Paint- Yellow colour (Plascon or equiv.)	1 No.	
1.18	20L Prominent Paint Exterior for roof (Cosmos colour)	1 No.	
1.19	750ml Thinners (cleaning solution)	1 No.	
TOTAL COST OF CARPENTRY MATERIALS			
2. TRAVEL ALLOWANCE FOR DELIVERIES TO SITES OR EXTERNAL WATER SCHEMES			
Item No.	Description	Quantity	Year 1 Rate
2.1	Kilometer Rate for delivery of materials to outside 20km-radius sites and external Water Schemes (Nkandla, Jozini, etc.)	1km	
RATE PER KM COST			

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 12 of 16

3. BUILDING GENERAL MATERIALS			
Item No.	Description	Quantity	Year 1 Rate
3.1	Cement 32.5N 50kg bag (NPC or equivalent)	1 No.	
3.2	Plaster sand (40kg pre-packed bag)	1 No.	
3.3	River/umgeni sand (40kg pre-packed bag)	1 No.	
3.4	Cement brick- standard size (7Mpa) (50 units pack price)	1 No.	
3.5	5L Sikalastic-560 Liquid Applied Membrane (Sika or equiv.)	1 No.	
3.6	5L Hydroproof Waterproofing with membrane (abe or equiv.)	1 No.	
3.7	5kg Wall and Floor Tile Grout (dark grey)	1 No.	
3.8	5L Brick & Masonry Cleaner	1 No.	
3.9	20kg Rapid Setting Flexible Tile Adhesive	1 No.	
3.10	Galvanized Z200 IBR roof sheet (0.58mm thick x 4.5m length)- Kingfisher Blue colour	1 No.	
3.11	Painting Tray & Roller Set	1 No.	
3.12	Unspecified/Unlisted Materials Cost Mark-up Percentage (%)	%	% Only
TOTAL COST OF GENERAL BUILDING MATERIALS			

SUMMARY	
TOTAL COST : CARPENTRY MATERIAL + BUILDING GENERAL MATERIAL + TRAVEL	
VAT @ 15%	
TOTAL SUM OF RATES CARRIED FORWARD TO THE FORM OF OFFER	

Note 1: No other forms of this BOQ shall be accepted as part of tender submission.

Note 2: Prices submitted shall be fixed for the 12 months contract duration.

Note 3: All materials or spares delivered must SABS or SANS approved or be of acceptable quality and standard.

Note 4: There could be necessary or critical spares or material that may be required to be supplied however omitted on the above BOQ- for this the sale price and mark-up % added will have to be indicated on the invoice/delivery note.

SIGNATURE: _____

DATE: _____

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 13 of 16

9. FORM OF OFFER AND ACCEPTANCE

OFFER

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

Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period

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

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

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

Main Offer:

.....

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

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

Signatures

Name(s)

Capacity

Date

for the Bidder

Names & signatures of witnesses

Signatures

Name(s)

Date

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 14 of 16

ACCEPTANCE

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

The terms of the contract, are contained in

Part T2	Returnable Documents
Part C1	Agreements and Contract Data, (which includes this Agreement)
Part C2	Pricing Data
Part C3	Scope of Work

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

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

Signatures _____

Name(s) _____

Date _____

for the Purchaser _____

Names & signatures of witnesses

Signatures _____

Name(s) _____

Date _____

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 15 of 16

10. SERVICE LEVEL AGREEMENT

The successful bidder or supplier will be required to sign a service level agreement with the employer before commencing with the required services described under this contract.

DESCRIPTION	CONTRACT No.	DATE	PAGE No.
Supply And Delivery Of Carpentry And General Buildings Maintenance Materials As And When Required For 12 Months Period	TOR 01/11/2023	January 2023	Page 16 of 16