



# TSWELOPELE

LOCAL MUNICIPALITY  
A MUNICIPALITY IN PROGRESS

PROJECT NAME	PROJECT NUMBER
<b>PREPARATION AND UPDATING OF A GRAP COMPLIANT ASSET REGISTER FOR A PERIOD OF 3 YEARS.</b>	<b>SCM/TSW/27/2024-2025: COMPILATION OF A GRAP COMPLIANT ASSET REGISTER FOR FINANCIAL YEAR 2024-2025, 2025-2026, AND 2026-2027.</b>

ISSUED BY:

SUPPLY CHAIN MANAGEMENT OFFICE

TSWELOPELE LOCAL MUNICIPALITY

NO.01 BOSMAN STREET

BULTFONTEIN

9670

NAME OF TENDERER	
ADDRESS	
CONTACT NUMBER	
E-MAIL ADDRESS	
TOTAL BID PRICE	
CSD NUMBER	
CLOSING DATE	22 <sup>nd</sup> April 2025

## Table of Contents

### Contents:

INVITATION TO BID .....	3
LETTER OF CONSENT .....	4
TABLE OF CLAUSES .....	20
<b>General Conditions of Contract .....</b>	<b>21</b>
MBD 4 .....	31
MBD 6.1 .....	34
MBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES .....	41
MBD 8 .....	42
MBD 9 .....	44
CERTIFICATE OF INDEPENDENT BID DETERMINATION .....	45
<b>AUTHORITY TO SIGN BID DOCUMENT RESOLUTION BY DIRECTORS / MEMBERS .....</b>	<b>49</b>
FORM OF OFFER AND ACCEPTANCE OFFER .....	50
<b>Acceptance .....</b>	<b>51</b>
<b>Schedule of Deviations .....</b>	<b>52</b>

PLEASE NOTE:

Each page of the tender document and schedules thereto must be initialed by the relevant authorized person in order for the document to constitute a proper contract between the Municipality and the Tenderer.

On acceptance of the tender by the Municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.

Failure to complete all blank spaces in the forms and to attend to the other details mentioned therein may render the tender liable to rejection.

### DETAILS OF BIDDER

FULL NAMES	
COMPANY/ENTERPRISE REGISTRATION NO. OR IDNO.	
POSTAL ADDRESS	
PHYSICAL ADDRESS	
TELEPHONE NO.	
CELL NO. OF CONTACTPERSON	
FAX NO.	
E-MAIL ADDRESS	
CONTACT PERSON	
VAT REGISTRATION NO.	

## INVITATION TO BID

### TSWELOPELE LOCAL MUNICIPALITY RE-ADVERT

#### CONTRACT NO:

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#### INVITATION TO BID FOR BID DESCRIPTION: PREPARATION OF A GRAP COMPLIANT ASSET REGISTER FOR 3 YEARS

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Bid proposals are hereby invited from suitably qualified and accredited service providers who are interested in the GRAP compliant Assets Register for Tswelopele local Municipality.

Bid documents can be downloaded from e-tender portal website: [www.etenderportal.gov.za](http://www.etenderportal.gov.za) and Tswelopele local municipality's website: [www.tswelopele.gov.za](http://www.tswelopele.gov.za).

Proposals will be evaluated on functionality and preferential points system

Bids should score a minimum of 70% for functionality in order to be considered for further evaluation. The bids will be evaluated on the **80/20** preferential points system

Failure to submit the following fully completed document(s) will render the bid null and void:

- A copy of Entity Registration Documents, Certified ID Copy(ies) of Director(s) (not older than 6 months), CSD Registration
- SARS Valid PIN Printout
- Bid documents MBD1, MBD4, MBD6.1, MBD 8 and MDB 9
- Annual Financial Statements (not older than 12 months from advert date)
- Billing Clearance Certificate or Statement of Municipal Accounts confirming that no undisputed municipal accounts are overdue by more than 90 days and letter signed by the bidder declaring that all accounts have been disclosed and no account is more than 90 Days in areas
- In case of a joint venture, an original valid Tax Compliance Document of both partners should be submitted as well as a signed agreement by both parties clearly indicating the lead partner

**Closing date: All tenders must be submitted by 12:00 PM on the 22<sup>nd</sup> of April 2025 to a marked tender box at Bultfontein municipal offices with the following address:**

**No.01 Bosman Street**

**Civic Centre**

**Bultfontein**

**9670**

For any information regarding this tender please consult Mr. Sello Tsoleli at [tsoleli@tswelopele.org](mailto:tsoleli@tswelopele.org) and office telephone: 0518531111 during office hours.

**Mr. L Leseane**

**MUNICIPAL**

**MANAGER**

## LETTER OF CONSENT

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The Municipal Manager  
 Tswelopele Local Municipality  
 No.01 Bosman Street  
 Bultfontein  
 9670

Sir/Madam

**Granting of authority to request information from any legal entity relevant to this Bid**

I/we acknowledge that the information herein contained shall constitute the basis on which my/our Bid is to be considered. I/we grant approval that any source regarding this Bid may be fully investigated and that all such information shall be of material Tswelopele Local Municipality and directly relevant to the consideration of our Bid.

I/we \_\_\_\_\_ grant my/our consent to such source to provide confidential information.

I/we warrant that all the information herein contained is to the best of my/our knowledge and belief true and correct in all material respects and I/we am /are not aware of any information which, should it become known to Tswelopele Local Municipality, would affect the consideration of my/our Bid in any way.

Tswelopele Local Municipality wishes to inform you that all information regarding your personal matters is treated as strictly as confidential.

Please tick the appropriate box.

	<b>I/We hereby consent to the above</b>
	<b>I/We hereby withhold consent and fully understand the implications and ramifications of my/our decision and will not hold the Tswelopele Local Municipality responsible for not considering my/our Bid.</b>

Signature: .....

Date: .....

Name of Witness: ..... Signature: .....

Date: .....

INVITATION TO BID MBD 1					
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TSWELOPELE LOCAL MUNICIPALITY					
BID NUMBER:	SCM/TSW/27/2024-2025	CLOSING DATE:	22 April 2025	CLOSING TIME:	12h00pm
DESCRIPTION	PREPARATION OF A GRAP COMPLIANT ASSET REGISTER FOR A PERIOD OF 3 YEARS.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE SUBMITTED TO A MARKED TENDER BOX AT THE FOLLOWING ADDRESS:  No.01 Bosman Street Bultfontein 9670  Tender documents are obtainable on e-tender portal and tswelopele.gov.za					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS	<input type="checkbox"/> Yes <input type="checkbox"/> No		MILITARY VETERAN	<input type="checkbox"/> Yes <input type="checkbox"/> No	
/SERVICES /WORKS OFFERED?					
<b>TOTAL NUMBER OF ITEMS OFFERED</b>					
<b>SIGNATURE OF BIDDER</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			<b>TOTAL BID PRICE</b>	<b>R</b>	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>DATE</b>		
DEPARTMENT					
CONTACT PERSON			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
TELEPHONE NUMBER	FINANCE	CONTACT PERSON	MR S Tsoleli		
FACSIMILE NUMBER	MR S TSOLELI	TELEPHONE NUMBER	051 853 1111		
E-MAIL ADDRESS	0518531111	FACSIMILE NUMBER			

**PART B****TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER: .....

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

DATE: .....



## EVALUATION CRITERIA

Bids will be evaluated as follows:

PRE-QUALIFYING COMPLIANCE CRITERIA (FAILURE TO PROVIDE THE FOLLOWING MAY RESULT IN YOUR BID BEING DISQUALIFIED):

- A copy of Entity Registration Documents, Certified ID Copy(ies) of Director(s) (not older than 6 months), CSD Registration
- SARS Valid PIN Printout
- Bid documents MBD1, MBD4, MBD6.1, MBD 8 and MDB 9
- Annual Financial Statements (not older than 12 months from advert date)
- Evidence that the municipal rates and taxes or municipal charges owed by the preferred bidder or any of its directors to the municipality or municipal entity, are not in arrears for more than three months, in terms of lease agreement, proof that municipal charges owed on the premises are not in arrears for more than 90 days must be attached, lease agreement alone will not be accepted.
- In case of a joint venture, an original valid Tax Compliance Document of both partners should be submitted as well as a signed agreement by both parties clearly indicating the lead partner

Bids which satisfy the above qualifying criteria will be evaluated using a two-stage evaluation as follows: -

A two stage system will apply; 1st stage will be the "Functionality" and the 2nd stage will be for specified goals and Price

### STAGE 1: TECHNICAL / FUNCTIONAL EVALUATION

As a first stage, bids will be evaluated to establish whether they meet the minimum required thresholds for functionality. In this regard, Bidders are required to achieve a functional score of not less than 70% of the total points to proceed to the financial evaluation.

Bids will be evaluated based on the following criteria for Functionality:

bids will be evaluated based on the following criteria for functionality.

COMPETENCE	SCORE	REQUIRED EVIDENCE	SCORE Allocation
1. Qualifications of key personnel (certified copies qualifications not older than 3 months, job profiles (CV), proof of employment and the organizational structure).	40	1 x full time CA (SA) and 1 x qualified civil engineer to lead the team with extensive knowledge (5 years or more) in Local Government Environment  Two professional accountants with Bachelor of Commerce or National diploma in accounting.	40
		1 x full time CA (SA) and 1 x qualified civil engineer to lead the team with relevant knowledge (3 to 4 years) in Local Government Environment  Two professional accountants with Bachelor of Commerce or National diploma in accounting.	20
		1 x full time CA (SA) and 1 x qualified civil engineer to lead the team with minimum knowledge (1 to 3years) in Local Government Environment  Two professional accountants with Bachelor of Commerce or National diploma in accounting.	10
		No relevant experience	0
2. Expertise and Relevant Experience (Provide Audit Reports).	20	Five (5) or more signed appointment and reference letters where a GRAP compliant Fixed Asset Register was not qualified. <i>(reference letters not older than three months)</i>	20
		Three to four (3 to 4) signed appointment and reference letters where a GRAP compliant Fixed Asset Register was not qualified. <i>(reference letters not older than three months)</i>	10
		One to two (1-2) signed appointment and reference letters where a GRAP compliant Fixed Asset Register was not qualified. <i>(reference letters not older than three months)</i>	5
		No contactable references	0
	20	Civil Engineer registered with ECSA.	20
		Civil Engineer not registered with any professional body	10
3. Quality of methodology relevant to assignment step by step with time frames	20	A fully detailed methodology aligned to the Terms of Reference with clear milestones and time frames.	20
		Basic methodology with time frames	10
		Unclear methodology with no time frames	0
Total			100

**NB: Bidders should score a minimum of 70% of the functionality to proceed to the next stage. Bidders not scoring any points on any of the areas will not be considered even if the bidder scored the minimum 70% required.**

## CONTRACT FORM (TO BE FILLED IN BY TSWELOPELE LOCAL MUNICIPALITY)

By signing this *Contract Form* Tswelopele local Municipality (also referred to as the 'Purchaser'):

1. accepts your bid under reference number **SCM/TSW/27/2024-2025**, awarded on the for the **PREPARATION OF A GRAP COMPLIANT ASSET REGISTER FOR A PERIOD OF 3 YEARS**.
2. Undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of a valid invoice accompanied by a signed progress report.

DESCRIPTION OF SERVICES.	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Print name(s):  
(Municipal Manager)

\_\_\_\_\_  
Date

### WITNESSES

1. ....

2. ....

DATE.....

Preparation of a GRAP Compliant Asset Register for a Period of 3 Years

<b>PRICE SCHEDULE</b>
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6.1. PSPs are requested to follow the model below so that proposals can easily be comparable:

APPOINTMENT OF SERVICE PROVIDER FOR ASSET MANAGEMENT SERVICES TO TSWELOPELE LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS							
No.	Product	Unit Price	Quantity/ Hours	Year 1	Year 2	Year 3	Total Amount
				R	R	R	R
2	Information Gathering						
3	Gap Analysis Reconciliation						
4	Verification						
5	Data Validation						
6	Financial Reporting						
7	Compile Asset Management Plan (and FAR)						
8	Provide Audit Support						
9	Disbursement						
SUB-TOTAL							
VAT							
GRAND TOTAL							

NB: Escalation for the second and the third year will be CPI based

Preparation of a GRAP Compliant Asset Register for a Period of 3 Years

- 6.2. Disbursements / travelling costs shall be kept to actual costs (up to maximum of 10% of the Total). The onus rest with the PSP to provide original proof of expenditure. Failure to prove actual expenditure may result in the claim being rejected.
- 6.3. The proposal must also include cost for 'provision on landfill sites'; deeds download; etc. in their total costs in item 7 above. PSP will be expected to share the complete set of information regarding the 'deeds download' so to minimize costs/duplication on related services such as valuation roll.
- 6.4. PSP must provide the total cost of the project and not provide estimates as this makes it difficult to compare prices during evaluation. For example, a PSP who quote R750 000 and then indicate/states that "additional hours will be billed at actual costs" [to which cost to such hours cannot be determined at the evaluation stage will be eliminated]. Thus, if PSP quote R750 000, the project must be executed fully at the maximum cost of R750 000. Therefore, if the total price for the services cannot be determined at the evaluation stage, PSP will be regarded as non-responsive and be eliminated.
- 6.5. For each and every invoice submitted, the Municipality will retain 10% of the invoice value [excluding VAT]. This amount will be paid out accordingly after submission of the 'close-out report'. This will exclude costs claimed at actual costs such as deeds download.
- 6.6. It should be noted that the 10% retention will also be used as part for consequence management. In this regard, the retention may not be paid out at the end of the project should there be obvious errors in the audit report qualifications (if any) that could been avoided if due care and diligence was exercised by the PSP. The retention maybe used to correct such discrepancies by the appointed Service Provider or another Service Provider [where the appointed Service Provider is unable to do so].
- 6.7. Travelling / claim for kilometers must be quoted at the rates as provided by the Department of Transport on a month-to month basis for 'private vehicles.
- 6.8. Criteria to determine functionality will entail: qualification and skills based on project personnel's curriculum vitae; reference of similar work / general experience in compilation of FAR; experience in compiling FAR specifically for local municipality; methodology of compiling the FAR, preparation of the audit file and skills transfer plan; etc. [the full details are entailed in the latter part of this section].
- 6.9. All invoices will be accompanied by a Progress Report and the Municipality has up to 30 days to make payment (from date of receipt of invoice and not from invoice date as Service Provider sometimes fail to submit invoices on time);
- 6.10. PSP will be subjected to functionality and technical capability / ability of the PSP to perform / render the required services successfully. PSPs who scores less than 70% at this stage will not qualify for the next stage;
- 6.11. The municipality understands that companies [as juristic persons] do not compile FAR but the individual employees [natural person] compile FAR. Accordingly, major emphasis will be on the individual employees to be seconded to the project. This is to guard against companies which have a proven track record over the years, to which there is no more adequate skills/personnel to sustain such. Nonetheless, the municipality also understand that companies [juristic person] may hold methodologies that have proven to be

## Preparation of a GRAP Compliant Asset Register for a Period of 3 Years

successful into FAR compilation. Accordingly, such will also be considered in the evaluation/adjudication.

Also take note of the following points:

- The municipality reserves the right not to accept the bidder with the lowest price.
- The service provider should include a breakdown of the hourly tariff applicable for any ad-hoc projects that may be requested.

## BID SPECIFICATIONS

### 1. INTRODUCTION

The objectives of the Municipal Finance Management Act, 2003 as amended (MFMA) are to secure accountability and to regulate financial management in the public sector, thereby ensuring that revenue, expenditure, assets and liabilities are managed efficiently and effectively.

Section 63 1(a) of the MFMA assigns responsibility to the accounting officer for the management, including the safeguarding and the maintenance of the assets, while section 63 2(c) requires the maintaining of a system of internal control of assets, including an asset register.

One of the major requirements of good internal control is to safeguard assets. Best practice requires that assets be appropriately secured and maintained, used for the purposes intended, periodically accounted for, and properly disposed.

### 2. OVERALL GOALS/OBJECTIVES

The objectives of this bid are to appoint a suitable service provider, with competent and skilled personnel that can provide an appropriate asset management services and transfer skills to Tswelopele Local Municipality asset management staff.

The successful bidder will work closely with the asset management unit and shall report to the head of the finance department.

### 3. SCOPE OF WORK

The winning bidder / service provider will be responsible for:

1. Management of project, communication and coordination of activities between the municipal departments to ensure successful completion of the project. This will also require regular feedback sessions.
2. A knowledgeable application of mSCOA that can be transformed from the service provider's system application to be in line with the municipalities' method of application.
3. Update and improve the municipal hierarchies in line with GRAP and the Government Immovable Asset Management Act (GIAMA) requirements.
4. Assist in the review of the municipality's policies on an annual basis that includes changes in GRAP and if necessary, proposer changes to documentation with reference to changes for approval by council.
5. Analyze and inform the municipality of the effect of changes in the municipal policy on existing assets and provide a GRAP analysis to the municipality based on changes in GRAP and findings raised by the Auditor General.
6. Provision of a well-documented methodology to illustrate GRAP compliance in all aspects of the municipalities accounting policy and assets management policy.
7. Tracking of all project expenditures and liabilities to be capitalized.
8. Review of all maintenance accounts for capital expenditure.
9. Tracking and monitoring of all municipal projects, donated assets, self-constructed assets and transferred assets by function or other.

**Preparation of a GRAP Compliant Asset Register for a Period of 3 Years**

10. Verification of all assets completed or in progress of completion quarterly.
11. Componentization of additions as and when the project is completed i.e. completed capital projects and donated assets.
12. Valuation of additions with enough support for the valuations, as and when required.
13. Verification methodology to verify all municipal assets and schedule of how and when verifications will be performed:
  - a. Impairment assessment
  - b. Condition assessment
  - c. Evidence reports
  - d. Skills utilized
14. Geographic asset tags for system use and pinpoint location of the asset for asset verification or tracking.
15. Data integrity checks and updates to ensure data maintenance and relevance.
16. Financial Asset Register update and maintenance.
17. Upgrade of WIP register.
18. Statutory reviews of the asset register detail;
  - a. RUL reviews
  - b. EUL reviews
  - c. Residual values
  - d. Raise and / or reversal of impairments
  - e. Revaluations
19. Reconciliation of all PPE assets to relevant indicators e.g. buildings to land deeds information, valuation rolls and servitudes.
20. Land reconciliations and tracking of movements.
21. Investment property register tracking and valuation:
  - a. Valuation of new assets
  - b. Liaison with the municipality in the use of land and municipalities intent with land
  - c. Tracing of reclassification of use of assets
  - d. Property division tracking and recognition
  - e. Financial treatments and disclosure on register
22. Land inventory registers and valuation.
23. Land held for sale classification and tracking.
24. Land valuations per different valuation methods required by GRAP.
25. Identification and recognition of heritage assets.
26. Supporting schedules and evidence files:
  - a. Document management
  - b. Photo's
  - c. Drawings
  - d. Spatial files
  - e. Invoices
  - f. Available / remaining budget amounts



27. Technical reporting:
  - a. Current capacity and replacement costs
  - b. Asset replacement reports
28. Provision of support for financial statement drafting:
  - a. Disclosure breakdowns and details
  - b. Asset summary reports
  - c. Events occurring during the year
  - d. Proposed Journals
  - e. Disclosure reviews
  - f. Supporting schedules
  - g. Financial valuation reports
  - h. Assets verification reports
29. Rehabilitation provision report analysis and update of effect on the asset registers.
30. Analysis of any self-produced assets and process for capitalization of depreciation, salaries, borrowing cost, transaction costs, and asset test costs etc. as allowable per GRAP.
31. Assessment of maintenance for the creation of replacement assets and accounting treatment thereof.
32. Asset Management System implementation.
33. Skills transfer and proof of transfer including methodology to be applied
34. Provide system/ APP to assist in asset verification
35. Review and advise with assets
36. Updating and Maintenance of Standard operating procedures for Movables
37. Develop / Review / Assist in Asset Management Plan and Strategy
38. Assist in preparation and Maintenance of PAAP
39. Address all (with support) prior year audit findings
40. Always have designated personnel available anytime (preferably monthly)

## CONDITIONS OF TENDER

**ALL TENDER CONDITIONS AND/OR INSTRUCTIONS SET OUT BELOW MUST BE STRICTLY ADHERED TO, FAILING WHICH THIS TENDER SUBMISSION WILL BE DECLARED NON- RESPONSIVE.**

- 6.1 No tender will be considered unless submitted to a marked tender box at No.01 Bosman Street, Bultfontein 9670 (Tswelopele Local Municipality)
- 6.2 Any portion of the tender document not completed will be interpreted as 'not applicable'. Notwithstanding the foregoing, failure to complete any compulsory portion of the tender document may result in the tender being declared non-responsive.
- 6.3 The municipality reserves the right to accept:
  - 6.3.1 the whole tender or part of a tender or any item or part of any item, or to accept more than one tender (in the event of a number of items being offered), and municipality is not obliged to accept the lowest or any tender;
  - 6.3.2 a tender which is not substantially or materially different from the tender Specification.
- 6.4 The municipality shall not consider tenders that are received after the closing date and time for such a tender.
- 6.5 The municipality will not be held responsible for any expenses incurred by Tenderers in preparing and submitting tenders.
- 6.6 The municipality may, after the closing date, request additional information or clarification of tenders in writing.
- 6.7 A Tenderer may request in writing, after the closing date, that the tender offer be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of the municipality after consideration of the reasons for the withdrawal.
- 6.8 The municipality reserves the right to adjust arithmetical errors in the extension of rates and totals in the quote, and the bidder will be informed of the effect of any corrections on his quotation sum prior to the award of the contract. In no case will quote rates be adjusted when correcting such errors.
- 6.9 Telegraphic quotations or quotations by facsimile will not be accepted for consideration except for the instance as indicated above where the employer needs to have amendments to the quotation.
- 6.10 **Resolutions and Authorities**  
A tender submitted:
  - 6.10.1 by a registered company may not be considered unless accompanied by a resolution by the Directors of the company authorizing the tender to be made and the signatory to sign the tender on the company's behalf **{{(16) Authority to Sign Bid Document to be submitted}}**;

**Preparation of a GRAP Compliant Asset Register for a Period of 3 Years**

- 6.10.2 by a registered close corporation may not be considered unless accompanied by written authority from all the members of the close corporation authorizing the tender to be made and the signatory to sign the tender on the close corporation's behalf **{{(16) Authority to Sign Bid Document to be submitted}};**
- 6.10.3 by a partnership/consortium/joint venture may not be considered unless accompanied by written from all parties to the partnership/consortium/joint venture authorizing the tender to be made and the signatory to sign the tender on the partnership/consortium/joint venture's behalf.
- 6.11 **Partnerships/Consortiums/Joint Ventures**  
In the case of partnerships/consortiums/joint ventures, a copy of the partnership/consortium/joint venture agreement must be submitted with the tender document.
- 6.12 **Validity Period**
  - 6.12.1 Any tender submitted shall remain valid, irrevocable and open for written acceptance by the municipality for **a period of 90 days** from the closing date or for such extended period as may be applicable.
  - 6.12.2 The tender amount will not be amended during the aforesaid validity period.
  - 6.12.3 The aforesaid validity period may be extended by the municipality provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.
  - 6.12.4 Bidders who fail to respond to such a request before the validity of their tender expires, or who decline such a request shall not be considered further in the evaluation process.
  - 6.12.5 In the event that an appeal in terms of the Systems Act 32 of 2000, is received, the validity period of the tender shall be deemed to be extended until finalization of the appeal; unless the bidder has requested in writing that its tender be withdrawn. The provisions in respect of withdrawal as set out in clause 6.8 above will apply to such withdrawal.
- 6.13 Unauthorized alterations and additions in the nature of statement of interpretation of this bid document must be avoided. If any such amendments are made or if the bid document is not properly completed, it will cause the bid to be invalid. Any point of difficulty or doubt must be cleared with the municipality. Should any query be found to be of any significance, the municipality will inform all bidders accordingly.
- 6.14 **Tax clearance**
  - 6.14.1 No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).
  - 6.14.2 Tenderers are therefore required to obtain a valid Tax Verification PIN from the local SARS office where such Tenderer is registered for income tax/VAT purposes.

6.15 The municipality will publish the results of this bid on the municipal website.

## GENERAL CONDITIONS OF CONTRACT

### *General Conditions of Contract*

#### **NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1.	Definitions
2.	Application
3.	General
4.	Standards
5.	Use of contract documents and information inspection
6.	Patent Rights
7.	Performance security
8.	Inspections, tests and analyses
9.	Packing
10.	Delivery and documents
11.	Insurance
12.	Transportation
13.	Incidental Services
14.	Spare parts
15.	Warranty
16.	Payment
17.	Prices
18.	Variation orders
19.	Assignment
20.	Subcontracts
21.	Delays in the supplier's performance
22.	Penalties
23.	Termination for default
24.	Anti-dumping and countervailing duties and rights
25.	Force Majeure
26.	Termination for insolvency
27.	Settlement of Disputes
28.	Limitation of Liability
29.	Governing language
30.	Applicable law
31.	Notices
32.	Taxes and duties
33.	Transfer of contracts
34.	Amendments of contracts
35.	Prohibition of restricted practices

## General Conditions of Contract

### 1. Definitions

#### 2. The following terms shall be interpreted as indicated:

- 2.1 "Closing time" means the date and hour specified in the tender documents for the receipt of Tenders.
- 2.2 "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.
- 2.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 2.4 "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.
- 2.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 2.6 "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.
- 2.7 "Day" means calendar day.
- 2.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 2.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 2.10 "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.
- 2.11 "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.
- 2.12 "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.
- 2.13 "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 Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 2.14 "GCC" means the General Conditions of Contract.
- 2.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 2.16 "Imported content" means that portion of the tender price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African

place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the Tender will be manufactured.

- 2.17 “Local content” means that portion of the tender price, which is not included in the imported content provided that local manufacture does take place.
- 2.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value- adding activities.
- 2.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 2.20 “Project site,” where applicable, means the place indicated in tender documents.
- 2.21 “Purchaser” means the organization purchasing the goods.
- 2.22 “Republic” means the Republic of South Africa.
- 2.23 “SCC” means the Special Conditions of Contract.
- 2.24 “Services” means those functional services ancillaries 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.
- 2.25 “Supplier” means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 2.26 “Tort” means in breach of contract.
- 2.27 “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.
- 2.28 “Written” or “in writing” means hand-written in ink or any form of electronic or mechanical writing.

### **3. Application**

- 3.1 These general conditions are applicable to all Tenders, contracts and orders including  
  
Tenders 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 tender documents.
- 3.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 3.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

### **4. General**

- 4.1 Unless otherwise indicated in the tender documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a Tender. Where applicable a non-refundable fee for documents may be charged.
- 4.2 Invitations to Tender are usually published in locally distributed news media and on the Tswelopele Local Municipality website.



## 5. Standards

- 5.1 The goods supplied shall conform to the standards mentioned in the tender documents and specifications.

## 6. Use of contract document and information inspection

- 6.1 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.
- 6.2 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.
- 6.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 6.4 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.

## 7. Patent Rights

- 7.1 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.
- 7.2 When a supplier developed documentation / projects for the Tswelopele Local Municipality, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the Tswelopele Local Municipality.

## 8. Performance security

- 8.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 8.2 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.
- 8.3 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 tender documents or another form acceptable to the purchaser; or a cashier's or certified cheque
- 8.4 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.

## **9. Inspections, tests and analyses**

- 9.1 All pre-tender testing will be for the account of the bidder.
- 9.2 If it is a Tender 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.
- 9.3 If there are no inspection requirements indicated in the tender 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.
- 9.4 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.
- 9.5 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.
- 9.6 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.
- 9.7 Any contract goods may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected 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 supplier's 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.
- 9.8 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.

## **10. Payment**

- 10.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 10.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 10.3 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.
- 10.4 Payment will be made in Rand unless otherwise stipulated.

## **11. Prices**

- 11.1 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 Tender, with the exception of any price adjustments authorized or in the purchaser's request for Tender validity extension, as the case may be.
- 12. Variation orders**
- 12.1 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.
- 13. Assignment**
- 13.1 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.
- 14. Subcontracts**
- 14.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the Tender. Such notification, in the original Tender or later, shall not relieve the supplier from any liability or obligation under the contract.
- 15. Delays in the supplier's performance**
- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.
- 15.5 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.
- 16. Penalties**

- 16.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall,

without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

#### **17. Termination for default**

- 17.1 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 judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 17.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

#### **18. Antidumping and countervailing duties and rights**

- 18.1 When, after the date of Tender, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or antidumping 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 favorable 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, Oris to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

#### **19. Force Majeure**

- 19.1 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.
- 19.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## 20. Termination for insolvency

- 20.1 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.

## 21. Settlement of Disputes

- 21.1 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.
- 21.2 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.

## 22. Limitation of Liability

- 22.1 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 22.2 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.
- 22.3 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.

## 23. Governing Language

- 23.1 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.

## 24. Applicable law

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

**25. Notices**

- 25.1 Every written acceptance of a Tender 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 Tender or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 25.2 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.

**26. Taxes and duties**

- 26.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 26.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 26.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a Tender SARS must have certified that the tax matters of the preferred bidder are in order.
- 26.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**27. Transfer of contracts**

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

**28. Amendment of contracts**

- 28.1 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.

**29. Prohibition of restricted practices**

- 29.1 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.
- 29.2 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.
- 29.3 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 another 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.



MBD 4

<b>DECLARATION OF INTEREST</b>
--------------------------------

**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 favoritism, 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 authorized 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?

3.12.1 If yes, furnish particulars.

**YES / NO**

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principal 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

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAMES)

.....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I  
 ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE  
 TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## MBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

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

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

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

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

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

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  
Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years

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:

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

Where

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

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

Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years

### 3.2.1. POINTS AWARDED FOR PRICE

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

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

80/20                      or                      90/10

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.)***

Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years

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)

#### 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 Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years

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: .....

.....

.....

.....



### Specified Goals to be calculated as follows:

Bids will be evaluated in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA) and the associated Preferential Procurement Regulations of 2022, which stipulate a 80/20 preference point system for acquisition of goods or services for Rand value equal to or above R0.00 and up to R50 million.

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race:

Black-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100%Black-owned enterprise	8	3	CSD Report and ID Copy
41-50% Black-owned enterprise	6	2	CSD Report and ID Copy
31-40%Black-owned enterprise	4	1	CSD Report and ID Copy
21-30% Black-owned enterprise	2	0	CSD Report and ID Copy
0-20% Black-owned enterprise	1	0	CSD Report and ID Copy

Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of gender:

Women-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100% Women-owned enterprise	4	3	CSD Report and ID Copy
31-50% Women-owned enterprise	3	1	CSD Report and ID Copy
11-29% Women-owned enterprise	2	1	CSD Report and ID Copy
1-10% Women-owned enterprise	1	1	CSD Report and ID Copy

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of disability:**

Disability-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100% Disabled-owned enterprise	4	2	ID Copy, CSD Report and medical certificate
31-50% Disabled-owned enterprise	3	1	ID Copy, CSD Report and medical certificate
11-29% Disabled-owned enterprise	2	1	ID Copy, CSD Report and medical certificate
1-10% Disabled-owned enterprise	1	0	ID Copy, CSD Report and medical certificate

**Points for the specific goals for contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of youth:**

Youth-owned	Number of points on 80/20 points system	Number of points on 90/10 points system	Required Proof
51-100% Youth-owned enterprise	4	2	CSD Report and ID Copy
31-50% Youth-owned enterprise	3	1	CSD Report and ID Copy
11-29% Youth-owned enterprise	2	1	CSD Report and ID Copy
1-10% Youth-owned enterprise	0	0	CSD Report and ID Copy

### 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 BY THE SERVICE PROVIDER)

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

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

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

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

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

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

Item	Question	Yes	No
4.1	<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><b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <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><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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

CERTIFICATION:

I, THE UNDERSIGNED (FULL NAMES).....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**

## MBD 9

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

MBD 9

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

## MBD 9

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 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

Js9141w 4



TRACK RECORD OF TENDERING ENTITY	
----------------------------------	--

The following is a Statement of Work of similar nature recently successfully executed by myself / ourselves: previous letters of appointment need to be attached. Signature compulsory below.

<b>Employer</b>	<b>Contact Person and Telephone Number</b>	<b>Nature of Work</b>	<b>Value of Work (inclusive of VAT)</b>	<b>Date Delivered Expected to be Completed</b>

SIGNATURE: .....  
(of person authorized to sign on behalf of the Bidder)

DATE: .....

### Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years

<b>DEMONSTRETED EXPERIENCE</b>
--------------------------------

NAME OF TENDERING ENTITY	AREA OF SPECIALISATION	RELEVANT EXPERIENCE	EXPERIENCE- FROM DATE to DATE

<b>AUTHORITY TO SIGN BID DOCUMENT RESOLUTION BY DIRECTORS / MEMBERS:</b>
--

**Resolution for completion by Directors (if the Bidder is a (Pty) Ltd or Ltd) or Members (if the Bidder is a CC)**

NAME OF TENDERER:

\_\_\_\_\_

Meeting held at \_\_\_\_\_

(Place)

On \_\_\_\_\_ (date)

RESOLVED THAT:

1. The Bidder submits a bid to the Tswelopele Municipality in respect of Bid No: **TSW/ 01/ 25**

2. Mr./MS \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ and who will signal follows:

\_\_\_\_\_

(SPECIMEN SIGNATURE)

be, and is hereby, authorized to sign the tender and any and all other documents and/or correspondence in connection with and relating to the tender, as well as to sign any contract and or all documentation resulting from the award of the tender.

**Note: The resolution must be signed by all the directors /members of the Tenderer. Should the space provided below not be sufficient for all directors/members to sign, please attach a separate sheet to this schedule in the same format.**

No	Name	Capacity	Signature
1			
2			
3			
4			
5			

Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years

## FORM OF OFFER AND ACCEPTANCE

### C1.1 FORM OF OFFER AND ACCEPTANCE OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a Contract for the Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years.

SERVICES: PREPARATION OF A GRAP COMPLIANT FIXED ASSET REGISTER FOR PERIOD OF 3 YEARS.

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

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Service Provider 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

.....

.....

.....Rand (in words);

R..... (in figures)

This offer may be accepted by the Employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the Service Provider in the conditions of Contract identified in the Contract Data.

Signature:.....Name: .....

Capacity: .....

For the tenderer: .....

.....

(Name and domicilium citandi et executandi)

**Name and Signature of Witness:**.....**Date:**.....

## Acceptance

By signing this part of this form of offer and acceptance, the Employer identified below accepts the tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of Contract identified in the Contract Data. Acceptance of the tenderer's offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the Contract that is the subject of this agreement.

The terms of the Contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this agreement)

Part C2 Pricing Data (see volume 2)

Part C3 Scope of work.

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C3 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed, signed copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding Contract between the parties.

**Signature(s):** .....

**Name(s)**..... **Capacity:**

**MUNICIPALITY MANAGER**

**FOR TSWELOPELE LOCAL MUNICIPALITY**

(Name and domicilium citandi et executandi)

Name and Signature of Witness: ..... Date: .....

**OFFICIAL STAMP:**



## Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents' issues by the Employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final Contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1 Subject \_\_\_\_\_

Details \_\_\_\_\_

2 Subject \_\_\_\_\_

Details \_\_\_\_\_

3 Subject \_\_\_\_\_

Details \_\_\_\_\_

4 Subject \_\_\_\_\_

Details \_\_\_\_\_

By the duly authorized representatives signing this schedule of deviations, the Employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the Contract between the parties arising from this agreement.

For the tenderer:

**Signature(s):**..... **Name(s):**.....

**Capacity:** .....

**FOR TENDERER:**

.....

.....

(Name and domicilium citandi et executandi)

**Name and Signature of Witness:**.....

**Date:** .....

**Signature(s):** .....

**Name(s):** .....

**Capacity:** **MUNICIPALITY MANAGER**

**FOR TSWELOPELE LOCAL MUNICIPALITY**

(Name and domicilium citandi et executandi)

Name and Signature of Witness: ..... Date: .....

**OFFICIAL STAMP:**



**COMPANY DOCUMENTS**

Preparation of a GRAP Compliant Fixed Asset Register for period of 3 years