



eDUMBE MUNICIPALITY

TENDER NO. : EDUMPRO02/2025/26

**CIDB CONTRACTOR GRADING
2EP OR HIGHER**

TENDER DOCUMENT FOR:

REQUEST FOR PROPOSAL FOR THE SERVICE PROVIDER TO DEVELOP A SOLAR PAC SOLUTION FOR THE PROVISION OF CLEAN ENERGY TO EDUMBE LOCAL MUNICIPALITY

| | |
|---|---|
| COMPILED BY: Engineering Department 10 Hoog Street eDumbe 3180 | SCM OFFICES ADDRESS 10 Hoog Street eDumbe 3180 |
| Technical Related Queries Contact Person: Tel N ^o : 034 995 1650 Email: khozase@edumbe.gov.za | SCM Related Queries Contact Person: Tel N ^o : 034 995 1650 Email: nkambulep@edumbe.gov.za |

CLOSING DATE: 03 March 2026 TIME: 12:00

SERVICE PROVIDER'S DETAILS:

| | |
|---------------------------------|--|
| NAME OF SERVICE PROVIDER | |
| CONTACT PERSON | |
| E-MAIL ADDRESS | |
| TELEPHONE NUMBER | |
| FAX NUMBER | |
| PHYSICAL ADDRESS | |

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1. NOTICE



eDUMBE MUNICIPALITY

TENDER NO: EDUMPRO02/2025/26

INVITATION FOR THE SUBMISSION OF TENDERS

Tenders are hereby invited in terms of Section 112 of the Local Government: Municipal Finance Management Act 56 of 2003 read with eDumbe Supply Chain Management Policy to undertake the following:-

| TENDER DESCRIPTION | CIDB | COMPULSORY RETURNABLES |
|--|----------------|---|
| Request for proposal for the service provider to develop a Solar PAC solution for the provision of clean energy to eDumbe Local Municipality | 2 EP or Higher | <ul style="list-style-type: none">• Proof of purchase of tender document• Valid tax pin certificate (original) valid as at date of tender closing• Company / CC / Trust / Partnership / Registration Certificates and Certified copies of identity Document of Directors / Owners / Members / Shareholders• CSD proof of registration• Fully completed MBD 1, 4, 6.1, 8 & 9• Municipal rates statement not older than 3 months at closing date for the business and all directors. Lease agreements where applicable or proof of |

| | | |
|--|--|--|
| | | address where businesses/directors reside in rural areas <ul style="list-style-type: none"> • Proof of singing authority • Workman’s Compensation registration certificate (COIDA) • Valid CIDB Registration certificate |
|--|--|--|

EVALUATION CRITERIA:

Bids will be evaluated for administrative responsiveness thereafter Bids will be evaluated in terms of eDumbe Local Municipality Supply Chain Management Policy two stages.

First stage evaluation is on the functionality criteria where bidders will be required to obtain a minimum score of 65 points each for A& B to qualify for the second stage being the 80/20 preference point scoring system.

Prospective Tenderers are requested to take note that the directives applicable in respect of the **Specific goals** as prescribed in the **Preferential Procurement Regulations, 2022** where 80 points will be scored for price and 20 points will be scored for specific goals as detailed in the tender document.

Specific goals:

| Categories | 80 20 | PROOF REQUIRED |
|---------------------------------------|-------|---|
| Within EDumbe Municipality boundaries | 20 | Municipal rates statement not older than 3 months in the name of the business, Lease agreement or a valid proof of address where business is based in rural areas |
| Within KZN boundaries | 15 | |
| Any other areas in SA | 10 | |

Tender documents can be collected at the Municipal Offices, 10 Hoog Street, eDumbe on Monday to Fridays from 08:30 to 14:30 and will be available for download from eTenders website as well as the eDumbe municipal website. **Tender Documents are for sale at a non-refundable cost of R976.21** EFT payments will be accepted and must be made before 12:00 pm on **Tuesday, 03 March 2026**. Payment may be deposited to eDumbe Municipality as per the following banking details; First National Bank; Account Number 53280005944, Branch: Paulpietersburg , use company name as reference.

There will be no briefing session: for clarity contact Manager Engineering Services – Electrical Mr. N.S. Khoza 034 995 1650 during normal office hours

Late tenders, telegraphic or facsimiled tenders will **NOT** be accepted. Canvassing in the gift of council is strictly prohibited and will lead to disqualification of tenders. eDumbe Local

Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole/ part of the bid.

MR. V.B. MBATHA
ACTING MUNICIPAL MANAGER

2. INSTRUCTIONS AND CONDITIONS OF TENDER

1. RETURN OF DOCUMENT

The completed and signed set of Tender Documents shall be sealed in an envelope endorsed **Request for proposal for the service provider to develop a Solar PAC solution for the provision of clean energy to eDumbe Local Municipality**” must reach the Municipal Manager, eDumbe Municipality, by hand and placed in the Tender Box at the **reception area, 10 Hoog Street, by no later than 12:00 pm** on the date as per advert where they will be opened in public.

NB: Late tenders, telegraphic or facsimile tenders will not be considered.

2. COMPLETION OF DOCUMENTS

The Form of tender must be completed and signed.

All pages allocated signing space must signed

Tenderers will make provision for all machinery, labour, material, equipment and all non-incidentals needed for the execution and completion of the contract in accordance with the tender documents.

3. AUTHORITY FOR SIGNING

Proof of Authority for the Tenderer’s Representative to sign the documents must be submitted with the tender.

4. ACCEPTANCE OF TENDERS

- a. Acceptance of the tender will not comply that the programme, methods and other details will be approved. Final programmes etc. will be submitted to the Director Technical Services, eDumbe Municipality for approval.
- b. The Council does not bind itself to accept the lowest or any other bid and reserves the right to accept the whole part of the bid.
- c. The eDumbe Municipality will not be held responsible for any expenditure or losses incurred in the submittance and compliance of this tender nor of the visit to the site.
- d. The tender of any tenderer who has not conformed to the foregoing instructions will not be considered.
- e. When Council accepts a Proposal, the successful tenderer will be informed and the contract negotiated indicating the financial implications in the main being how and when payment will be made.
- f. In terms of Section 38 of the Supply Chain Management Policy the Council reserves the right to reject any proposal if any municipal rates and tariffs or municipal service charges owed by that Company owner or any of its directors to the municipality or municipal entity or to any other municipality or municipal entity are in arrears for more than 3 (three) months.

- g. Who in last 5 (five) years has failed to perform satisfactory on a previous contract with the municipality or municipal entity or any other organization of state after written notice was given to that Contractor that performance was unsatisfactory.
- h. Canvassing in gift of Council is strictly prohibited and will lead to disqualification of the Proposal
- i. Registration on the Councils Database will be compulsory for the successful bidder. This will only be required after final award of the tender.

5. LIST OF COMPULSORY RETURNABLE DOCUMENTS TO BE SUBMITTED BY TENDERER

- A. Proof of purchase of tender document
- B. Valid tax pin certificate (original) valid as at date of tender closing
- C. Company / CC / Trust / Partnership / Registration Certificates and Certified copies of identity Document of Directors / Owners / Members / Shareholders
- D. CSD proof of registration
- E. Preferential procurement
- F. Declaration of interest
- G. Declaration of Bidders past Supply Chain Management practices
- H. Certificate of Independent Bid Determination
- I. Municipal rates statement not older than 3 months at closing date for the business and all directors. Lease agreements where applicable or proof of address where businesses/directors reside in rural areas
- J. Proof of signing authority
- K. Workman's Compensation registration certificate (COIDA)
- L. Valid CIDB Registration certificate

Other returnable documents required for further evaluation purposes: -

- M. Other returnable documents
- N. Amendments or qualifications by the tenderer if applicable

CATEGORY "A" - FUNCTIONALITY - ELECTRIFICATION PROJECTS

- Experience of bidder = 25 points
- Project team expertise = 35 points
- Quality Control Method = 20

CATEGORY "B" - FUNCTIONALITY - ELECTRICAL SUPPLY / REPAIRS

- Experience of bidder = 30 points
- Qualified electrician and artisan = 25 points
- Proof of Similar Installation = 25 points

6. EVALUATION CRITERIA

This tender will be evaluated based on compulsory returnable documents, functionality, price and specific goals

7. VALIDITY PERIOD

The tender will be valid for a period of **90 days** and that the Tenderer will not retract or change the tender during the period that the eDumbe Municipality is scrutinizing the acceptance thereof.

8. COMPETENCE OF KEY PERSONNEL

To carry out and complete the Work the service provider shall employ only such person as are careful competent and efficient in their various professions. All key personnel presented by the contractor during bidding stage for evaluation purposes must be maintained for the duration of the contract “ no substitution without municipality’s written approval will be allowed”

All construction equipment provided by the service provider shall, when brought on to the site, be regarded as exclusively intended for carrying out the Works and the Contractor shall not remove the same from the Site without the consent in writing of the Employer, which consent shall not be unreasonable withheld. The Contractor shall notify the Employer, in writing, of the name and address of the owner of any such Construction Equipment not owned by the Contractor.

9. PRICE OF TENDER

- a. The price must be firm
- b. **The offer must be all inclusive**, no disbursement or and additional services shall be applicable in this contract.
- c. Tenderers to submit tender prices in accordance with the description, requirements and sections as indicated in the tender documents. No changes of relevant sections in connection with tender documents will be permitted. **The price must be unconditional.**
- d. The tenderer must make provision for all machinery labor, material, equipment and all non-incidentals needed for the execution and implementation of the contract in accordance of the tender document.
- e. The remuneration rates or price shall be subjected to negotiation, if the lowest acceptable bid deemed unreasonable high.
- f. The Municipality reserves the right to contact those who have submitted bids in order to:
 - i. Obtain clarity where information is incomplete or where a lack of clarity exists about technical aspects of the offer;

ii. Obtain confirmation of prices in cases where it is obvious that a written, typed or transcription error, or an error in the unit price has been made.

a) Replacement of key personnel and quality

Replacement or change of key personnel or quality submitted with the bid will not be permitted without Municipality's approval

b) Area of work

Within eDumbe jurisdiction

c) Price of Contract

Tenderers to submit tender prices in accordance with the description, requirements and sections as indicated in the tender documents. No changes of relevant sections in connection with tender documents will be permitted.

d) INSPECTION

The successful tenderer must be acquainted with eDumbe Municipality area. The service provider must make his own arrangements to familiarize themselves with his area of work.

e) AMENDMENTS UPWARD OF TENDERED PRICE

- Tenders must further note and accept that any variance upward of the prices tendered will not be considered by Council as a reason to amend the said tendered price.
- Any attempts to invoke an increase in tendered price will render the tender invalid and it will be discarded.

f) COST OF TENDER

The Council does not hold itself liable for any or all of the costs involved by the tender in compiling a tender. Should a tender withdraw an offer after being given written acceptance thereof all costs of re-advertising will be for that tenderer's account.

g) ALTERNATIVE

Should a tenderer wish to submit an alternative, he may do so subject to the tender being submitted additional to and based on the specifications as listed in the tender document. Any letter or documents describing such alternative must be in duplicate.

h) MANDATORY OBJECTION PERIOD

All administrative actions and decisions taken by the Municipality through its officials may become subject to an appeal process. As such, in terms of Section 62 of the Municipal Systems Act 32 of 2000, a period of fourteen (14) days will be set aside to allow for the submission of appeals against

the award / process of making the award to a particular bidder by any interested party. Except in scenarios where the decision of a duly appointed appeal panel sets aside the appointment of the successful bidder as the service provider for this contract, the appointment will then be confirmed by the municipality in writing.

3. SPECIFICATIONS OF TENDERS

1. BACKGROUND

For eDumbe Municipality is seeking proposals from qualified contractors for the design, supply, installation, and commissioning of a Solar Photovoltaic (PV) System. This initiative aims to harness solar energy to reduce our carbon footprint and promote sustainable energy practices.

2. Project Overview

The project entails the deployment of a Solar PV system at our designated site. The system should be designed to meet our energy needs efficiently while adhering to all regulatory and safety standards. The successful contractor will be responsible for providing a turnkey solution, including the design, procurement, installation, and commissioning of the system.

3. Scope of Work

- Site Assessment: Conduct a thorough assessment of the proposed site to determine the optimal placement of the Solar PV system.
- System Design: Develop a detailed design for the Solar PV system, including all necessary components such as solar panels, inverters, mounting structures, and electrical systems.
- Procurement: Supply all materials and equipment required for the installation of the Solar PV system.
- Installation: Carry out the installation of the Solar PV system in accordance with the approved design and industry best practices.
- Commissioning: Test and commission the system to ensure it is operating at optimal performance.
- Training: Provide training to our personnel on the operation and maintenance of the Solar PV system.
- Documentation: Submit all relevant documentation, including design drawings, test results, and operation manuals.

4. Proposal Requirements

Interested contractors are requested to submit a detailed proposal that includes the following:

- Company Profile: A brief overview of the company, including its experience in designing and installing Solar PV systems.

- Technical Proposal: A detailed description of the proposed Solar PV system, including the design approach, equipment specifications, and installation methodology.
- Project Timeline: A comprehensive project schedule outlining key milestones and the estimated time for completion.
- Financial Proposal: A detailed cost breakdown of the project, including the cost of materials, labor, and any other associated expenses.
- References: Contact information for at least three references from previous clients for whom similar projects have been completed.
- Warranty and Support: Details of the warranty offered on the Solar PV system and the support services available post-installation.

5. **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Administrative responsiveness in line with the listed compulsory returnable's where responsible bids will qualify for first stage evaluations' for functionality.
- Experience and Qualifications: The contractor's experience and expertise in designing and installing Solar PV systems.
- Technical Approach: The feasibility and innovation of the proposed system design and installation methodology.
- Cost: The overall cost-effectiveness of the proposal.
- Project Timeline: The proposed timeline for project completion.
- References: Feedback from previous clients on the contractor's performance and reliability.
- Warranty and Support: The comprehensiveness of the warranty and the availability of post-installation support.

6. **Site Briefing**

There is no site briefing scheduled for this tender.

7. **Submission Details**

Proposals should be submitted into the municipal tender box situated at the reception area of Edumbe Municipality, 10 Hoog Street, Paulpietersburg, 3180 no later than 12H00 on **03 March 2026**.

8. **Conclusion**

We look forward to receiving your proposal and working together to advance our sustainability goals through the implementation of a Solar PV system. Thank you for your interest in this project.

4. FORM OF ACCEPTANCE

Contract No: EDUMPRO02/2025/26

By signing this part of the Form of Offer and Acceptance, the Employer identified below accepts the Tenderers Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract data. Acceptance of the Tender'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.

Signature : _____
DATE : _____

Name (in capitals) : **MR V.B. MBATHA**

Capacity : **ACTING MUNICIPAL MANAGER**

Name of Employer : **eDUMBE MUNICIPALITY**

Address : **10 HOOG STREET**
Paulpietersburg
3180

Witness Signature : _____

Name (in capitals) : _____

Date : _____

5. FORMS TO BE COMPLETED BY THE TENDERER

COMPULSORY DOCUMENTATION

SIGNED ON BEHALF OF TENDERER:

A. PROOF OF PURCHASE OF TENDER DOCUMENT

ATTACH PROOF OF PURCHASE

SIGNED ON BEHALF OF TENDERER:

B. TAX PIN CERTIFICATE

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement, bidders are required to complete in full, the attached form TCC 001. 'Application for Tax Clearance Certificate' and submit it to any SARS branch office nationally. The Tax Clearance Certificate requirements are also applicable to foreign bidders/individuals who wish to submit bids.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with bid.
4. In bids where Consortia/Joint Ventures/ Sub-Contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” forms are available from any SARS branch office nationally or on the website www.sars.gov.za
6. Applications for the Tax Clearance Certificate may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za

SIGNED ON BEHALF OF TENDERER:

C. COMPANY / CC / PARTNERSHIP / JV / SP REGISTRATION CERTIFICATES & ID DOCUMENTS OF ALL DIRECTORS

[NOTE: Registration Certificates for Companies, Close Corporations and Partnerships, or JV Agreements and Powers of Attorney for Joint Ventures, or ID documents for Sole Proprietors must be attached here. Tenderers must include certified ID copies of all directors, members and partners]

In addition to the above, the tenderer must insert here certified copy of identity documents of all directors

ATTACH PROOF TO THIS PAGE

SIGNED ON BEHALF OF TENDERER :

D. PROOF OF CENTRAL SUPPLIER DATABASE REGISTRATION

NOTE: attach full summary of CSD report

ATTACH PROOF TO THIS PAGE

SIGNED ON BEHALF OF TENDERER:

**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 | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- a) “**tender**” mean 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;
- (a) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (b) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (c) “**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
- (d) “**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:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable,

corresponding points must also be indicated as such.

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

| 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) |
|---|---|--|---|---|
| <p>LOCALITY</p> <p>(Proof of Municipal rates statement not older than 3 months / Lease agreement or proof of address / an affidavit where the business is rural based)</p> | N/A | <ul style="list-style-type: none"> • Within Zululand District Municipality = 20 • Within KZN boundaries = 15 • Any other SA areas =10 | N/A | |

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

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

| | |
|---|----------------------------------|
| SIGNATURE(S) OF TENDERER(S) | |
| SURNAME AND NAME: | |
| DATE: | |
| ADDRESS: | |

F DECLARATION OF INTEREST

MBD4

- 1. No bid will be accepted from persons in the service of the state¹.

- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name of bidder or his or her representative:.....
- 3.2 Identity Number:
- 3.3 Position occupied in the Company (director, trustee, hareholder²):.....
- 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.
 -

¹MSCM 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.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....
.....

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

3.11.1 If yes, furnish particulars

.....
.....

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

3.12.1 If yes, furnish particulars.

.....
.....

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

3.13.1 If yes, furnish particulars.

.....
.....

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

3.14.1 If yes, furnish particulars:

.....
.....

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

| Full Name | Identity Number | State Employee Number |
|------------------|------------------------|------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

G DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

MBD 8

- 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>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</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>The Register for Tender Defaulters can be accessed on the National Treasury’s website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</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: | | |
| Item | Question | Yes | No |
| 4.4 | Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.7.1 | If so, furnish particulars: | | |

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

H CERTIFICATE OF INDEPENDENT BID DETERMINATION

MBD 9

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

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

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

I RATES AND MUNICIPAL SERVICES CLEARANCE

In terms of Clause 38 of the Supply Chain Management Policy eDumbe Municipality reserves the right to reject any tender if any municipal rates and tariffs or municipal service charges owed by that tenderer or any of its directors to the municipality or to any other municipality or municipal entity are in arrears for more than 3 (three) months.

Tenderers are required to submit proof of payment of municipal rates and tariffs for the municipality in which the business is situated/ located.

This serves to confirm that my **company's municipal rates and taxes are paid up to date and the following is attached:**

1. An copy of the most recent municipal statement not older than 3 months, indicating the status of payment of all municipal accounts and taxes, electricity, water, refuse, rates and levies, from the Municipality in which jurisdiction it's business is situated or;
2. In the case where the tenderer does not own property/is a tenant for the purpose of its business establishment, the tenderer to provide copy of lease agreement and a recent statement from its landlord certifying that all the tenants payments in respect of all municipal accounts and taxes i.e. electricity, water, refuse, rates and levies are paid up to date or;
3. In a case where the Service Provider cannot supply any of the above. The person would have to obtain a Rate Clearance Certificate from the Municipality that the person resides in. Service Provider would need a certified copy of the ID of all Directors and a certified copy of the company's CK Tendering, to obtain a certificate ; or
4. Tenders who are **not** registered with any municipality for the payment of rates and services due to their location may submit proof of residence / business address certified by a Municipal Councillor, but only if the residence is the same address as the business address; and
5. An copy of the most recent municipal statement not older than 3 months, indicating the status of payment of all municipal accounts and taxes, electricity, water, refuse, rates and levies, from the Municipality for all directors listed for the company

Attach proof to this page in terms of the above

SIGNED ON BEHALF OF TENDERER :

K. WORKMEN'S COMPENSATION

ATTACH VALID WORKMENS COMPENSATION CERTIFICATE ON THIS PAGE

SIGNED ON BEHALF OF TENDERER :

L. CIDB CERTIFICATE

Attach certified copy of a valid CIDB Certificate

SIGNED ON BEHALF OF TENDERER :

M. OTHER RETURNABLE DOCUMENTS REQUIRED FOR FURTHER EVALUATION PURPOSES

N. AMENDMENTS OR QUALIFICATIONS BY TENDERER

| PAGE | DESCRIPTION |
|-------------|--------------------|
| | |

If the tenderer does not wish to make any amendments to the tender documents nor any qualifications to his/her tender, the above space shall be crossed out and the words "NIL" written above the line.

SIGNED ON BEHALF OF TENDERER:

6 FUNCTIONALITY

6.1. CATEGORY “A” - RURAL/ URBAN ELECTRIFICATION PROJECTS

Note: the bidder must achieve minimum of 65 points (81%), in functionality to advance to the next stage of evaluation. 80/20 point system shall apply. If the tenderer does not provide record of previous projects undertaken will be regarded as not having experience to undertake the tendered projects.

| Compulsory Notes: - All key personnel presented here cannot be substituted at the commencement of work or during the contract without municipality’s approval. - Validity for certification is three months for all copies to be certified | | | | |
|--|---|-------|-------------|--|
| Quality aspect | Basis for points allocation | Score | Max. Points | Verification method |
| Experience of Tenderer (Reference name and contact details required) | 3 completed projects of similar scope of works. The project must be of a minimum value of R 2 000 000.00 . | 25 | 25 | Letters of appointment and completion for all projects must be attached and are required to claim points. Failure to submit will result in no score being given. |
| | 2 completed projects of similar scope of works. The project must be of a minimum value of R 2 000 000.00 . | 20 | | |
| | 1 completed project of similar scope of works. The project must be of a minimum value of R 2 000 000.00 . | 0 | | |
| Project team expertise | 1. Site Agent | | 25 | Certified qualification certificates and ID copies of ALL key personnel must be attached and are required to claim points. |
| | <ul style="list-style-type: none"> • Trade tested installation electrician/linesman and at least 5 years post trade test experience of similar scope of works. | 25 | | |
| | <ul style="list-style-type: none"> • Trade tested electrician/linesman and at least 3 years post trade test experience of similar scope of works. | 20 | | |
| | <ul style="list-style-type: none"> • Trade tested electrician/linesman and less than 3 years post trade tested experience of similar scope of works. | 10 | 10 | Signed CVs of ALL proposed key personnel are also required to claim points. Failure to |
| | 2. Foreman | | | |
| <ul style="list-style-type: none"> • 10 years or more years’ experience in similar projects | 10 | | | |
| <ul style="list-style-type: none"> • 5 to 9 years’ experience in similar projects | 05 | | | |

| | | | | |
|-------------------------------|---|----------------------|-----------|--|
| | <ul style="list-style-type: none"> • Less than 5 years' experience in similar projects | 1 | | submit will result in no score being given. |
| Quality Control Method | <p>The Quality Control Method must detail the tenderer's proposed construction site management, safety plan and quality control measures to be employed to ensure completed product is as per design guidelines. It must clearly outline the tenderer's understanding of safety related to similar scope of works (10 <i>pages maximum</i>)</p> <p>Good: Quality Control Method meets all the requirements.</p> <p>Acceptable: Quality Control Method submitted and covers all topics, but shows limited understanding of similar scope of works and not tailor made.</p> <p>No submission: Quality Control Method not submitted or poor and insufficient control.</p> | 20 5 0 | 20 | <p>Quality Plan submission.</p> <p>Failure to submit will result in no score being given.</p> |
| Total | | | 80 | |

6.2 CATEGORY “B” - ELECTRICAL SUPPLY / REPAIRS

Note: the bidder must achieve minimum of 65 points (81%), in functionality to advance to the next stage of evaluation. 80/20 point system shall apply. If the tenderer does not provide record of previous repair etc., it will be regarded as not having experience to undertake the tendered projects.

| Compulsory Notes: - All key personnel presented here cannot be substituted at the commencement of work or during the contract without municipality’s approval. - Validity for certification is three months for all copies to be certified | | | | |
|--|--|--|--------------|------------------|
| FUNCTIONALITY COMPONENT | GUIDELINES FOR CRITERIA APPLICATION | VERIFICATION METHOD | Score | Max Point |
| Experience of the bidder | Five (5+) or more completed MV / LV related repairs or supplying and commission of electrical equipment in the past 5 years. | Attach appointment letters or/ official purchase orders and positive referral letters | 30 | 30 |
| | Three (3+) or more completed MV / LV related repairs or supplying and commission of electrical equipment in the past 5 years. | Attach appointment letters or/ official purchase orders and positive referral letters | 20 | |
| | One (1+) completed MV / LV related repairs or supplying and commission of electrical equipment in the past 5 years. | Attach appointment letter or/ official purchase orders and positive referral letter | 10 | |
| Qualified electrician artisan | Qualified electrician artisan. Must have trade test in electrical with minimum 3 years’ experience | Attach CVs with a detailed experience and Certified Copies of Artisans Trade test certificates (certified copies must not be older than three months) | 25 | 25 |
| Proof of similar installation | Bidder must provide evidence that your company has previously completed installations of a similar nature—specifically, Solar PAC (Photovoltaic Array Controller) systems. | Attach documentation that demonstrates your experience with projects that are comparable in scope and technology to the one being tendered. | 25 | 25 |
| TOTAL | | | | 80 |

7. FUNCTIONALITY ATTACHMENTS CATEGORY “A” - RURAL/ URBAN ELECTRIFICATION PROJECTS

7.1. TENDERER’S PROVEN EXPERIENCE ON SIMILAR CONTRACT

THE BIDDER MUST ATTACHED APPOINTMENT LETTERS AND COMPLETION CERTIFICATES

SIGNED ON BEHALF OF TENDERER:

7.2. PROJECT TEAM

Site Agent with;

Trade tested installation electrician/linesman and at least **5 years** post trade test experience of similar scope of works.

Foreman with;

10 years or more years' experience in similar projects

SIGNED ON BEHALF OF TENDERER:

7.3. METHODOLOGY

Attach

The method statement must include the following sub-headings: Approach Method, Activities (in execution sequence and planned required resources), Construction Administration and Health and safety. It must clearly define and display the tenderer's understanding of similar scope of works and must be tailor made to the project. (*5 pages maximum*)

SIGNED ON BEHALF OF TENDERER:

7.4. QUALITY CONTROL

Attach

The Quality Control Method must detail the tenderer's proposed construction site management, safety plan and quality control measures to be employed to ensure completed product is as per design guidelines. It must clearly outline the tenderer's understanding of safety related to similar scope of works (10 *pages maximum*)

SIGNED ON BEHALF OF TENDERER:

7.5. FUNCTIONALITY ATTACHMENTS - CATEGORY "B"
ELECTRICAL SUPPLY / REPAIRS

7.5.1 EXPERIENCE OF THE BIDDER

Attach completed MV / LV related repairs or supplying and commission of electrical equipment in the past 5 years.

SIGNED ON BEHALF OF TENDERER:

7.5.2 QUALIFICATION OF ARTISAN (ELECTRICIAN)

QUALIFIED ELECTRICIAN ARTISAN. MUST HAVE TRADE TEST IN ELECTRICAL WITH MINIMUM 3 YEARS' EXPERIENCE

Attach CVs with a detailed experience and Certified Copies of Artisans Trade test certificates (**certified copies must not be older than three months**)

SIGNED ON BEHALF OF TENDERER:

7.5.3. PROOF OF SIMILAR INSTALLATION

Attach documentation that demonstrates your experience with projects that are comparable in scope and technology to the one being tendered

SIGNED ON BEHALF OF TENDERER:

7.5.4 LOCALITY

Attach proof of business location as per submitted payment of rates clearance certificate

SIGNED ON BEHALF OF TENDERER:

Section A

General Conditions of Contract

1. Definitions

The following terms shall be interpreted as indicated:

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

includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

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

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but **excluding immovable property**, unless otherwise indicated in the bidding documents.

- 2.2 Where applicable, Special Conditions of Contract are also laid down to cover specific Vendors, services or works.
- 2.3 Where such Special Conditions of Contract are in conflict with these general conditions, the special conditions shall apply.
3. General
 - 3.1 Unless otherwise indicated in the bidding documents, the Purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
 - 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.
4. Standards
 - 4.1 The goods/works and/or service supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. Use of Contract Document and Information; Inspection
 - 5.1 The Vendor 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 Vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
 - 5.2 The Vendor shall not, without the Purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
 - 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Vendor's performance under the contract if so required by the Purchaser.
 - 5.4 The Vendor shall permit the Purchaser to inspect the Vendor's records relating to the performance of the Vendor and to have them audited by auditors appointed by the Purchaser, if so required by the Purchaser.
 - 5.5 The Vendor shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the Purchaser.

6. Patent Rights

6.1 The Vendor 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. Performance Security

7.1 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Vendor's failure to complete his obligations under the contract.

7.2 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the Purchaser and shall be in one of the following forms:

- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Purchaser's country or abroad, acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
- b) a cashier's or certified cheque.

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

8. Inspection, Tests and Analysis

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

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Institution or an organization acting on behalf of the Institution.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the Purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not,

the cost in connection with these inspections, tests or analyses shall be defrayed by the Vendor.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the Vendor who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the Vendor's cost and risk. Should the Vendor fail to provide the substitute supplies forthwith, the Purchaser may, without giving the Vendor further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the Vendor.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the Purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of clause 23 of GCC.

9. Packaging

9.1 The Vendor shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

10. Delivery and Documents

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

10.2 Documents to be submitted by the Vendor are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
12. Transportation
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
13. Incidental Services
- 13.1 The Vendor may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the Vendor of any warranty obligations under this contract;
 - e) training of the Purchaser's personnel, at the Vendor's plant; and /or
 - f) on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the Vendor for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Vendor for similar services.
14. Spare Parts
- 14.1 Specified in SCC, the Vendor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Vendor:
- a) such spare parts as the Purchaser may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor of any warranty obligations under the contract; and
 - b) in the event of termination of production of the spare parts:
 - i. Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and

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

15. Warranty

- 15.1 The Vendor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Vendor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Vendor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Purchaser shall promptly notify the Vendor in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Vendor shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Purchaser.
- 15.5 If the Vendor, having been notified, fails to remedy the defect(s) within the period specified in SCC, the Purchaser may proceed to take such remedial action as may be necessary, at the Vendor's risk and expense and without prejudice to any other rights which the Purchaser may have against the Vendor under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the Vendor under this contract shall be specified in SCC.
- 16.2 The Vendor 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.
- 16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Vendor.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the Vendor for goods/works delivered and/or services rendered under the contract shall not vary from prices quoted by the Vendor in this bid, with an exception of any price adjustments authorized in SCC or Purchaser's request for bid validity extension, as the case may be.
18. Contract Amendments
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
19. Assignment
- 19.1 The Vendor shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.
20. Subcontractors
- 20.1 The Vendor shall notify the Purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Vendor from any liability or obligation under the contract.
21. Delay in Vendor's Performance
- 21.1 Delivery of the goods/works and/or performance of services shall be made by the Vendor in accordance with the time schedule prescribed by the Purchaser in the contract.
- 21.2 If at any time during performance of the contract, the Vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods/works and/or performance of services, the Vendor 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 Vendor's notice, the Purchaser shall evaluate the situation and may at his discretion extend the Vendor's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have essential services executed if an emergency arises, the Vendor's point of supply is not situated at or near the place the supplies are required or the Vendor's supplies or goods are not readily available.
- 21.5 Except as provided under GCC clause 25, a delay by the Vendor in the performance of its delivery obligations shall render the Vendor liable to the imposition of penalties, pursuant to GCC clause 22, unless an extension of time is agreed upon pursuant to GCC clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the Purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the Vendor'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 Vendor.

22. Penalties

22.1 Subject to GCC clause 25, if the Vendor fails to deliver any or all of the goods/works and/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/works and/or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Purchaser may also consider termination of the contract pursuant to GCC clause 23.

23. Termination for Default

23.1 The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, may terminate this contract in whole or in part:

- a) if the Vendor 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 Vendor fails to perform any other obligation(s) under the contract; or
- c) if the Vendor, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the Purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods/works and/or services similar to those undelivered, and the Vendor shall be liable to the Purchaser for any excess costs for such similar goods/works and/or services. However, the Vendor shall continue performance of the contract to the extent not terminated.

23.3 Where the Purchaser terminates the contract in whole or in part, the Purchaser may decide to impose a restriction penalty on the Vendor by prohibiting such Vendor from doing business with the public sector for a period not exceeding 10 years.

23.4 If a Purchaser intends imposing a restriction on a Vendor or any person associated with the Vendor, the Vendor will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the Vendor fail to respond within the stipulated fourteen (14) days the Purchaser may regard the intended penalty as not objected against and may impose it on the Vendor.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or

may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

- 23.6 If a restriction is imposed, the Purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the Vendor and / or person restricted by the Purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

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

24. Anti-Dumping and Countervailing Duties and Rights

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

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the vendor 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 as a result of an event of Force Majeure.
- 25.2 If a force majeure situation arises, the Vendor shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Vendor shall continue to perform its obligations under the contract as far as is

reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination on Insolvency

26.1 The Purchaser may at any time terminate the contract by giving written notice to the Vendor if the Vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

27. Settlement of Disputes

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

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Vendor may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

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

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

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

- a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- b) the Purchaser shall pay the Vendor any monies due the Vendor.

28. Limitation of Liability

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

- a) the Vendor 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 Vendor to pay penalties and/or damages to the Purchaser; and
- b) the aggregate liability of the Vendor to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

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

30. Applicable Law

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

31. Notices

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

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

32. Taxes and Duties

32.1 A foreign Vendor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.

32.2 A local Vendor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive Practices

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the Purchaser, has / have engaged in the restrictive practice referred to above, the Purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the Purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

SIGNED ON BEHALF OF TENDERER:

SUPPLIERS DATABASE REGISTRATION FORM



**DELIVER TO:
PROCUREMENT SECTION
EDUMBE LOCAL MUNICIPALITY OFFICES
10 HIGH STREET
PAULPIETERSBURG
3180**

**OR POST TO:
THE PROCUREMENT SECTION
EDUMBE LOCAL MUNICIPALITY OFFICES
PRIVATE BAG X308
PAULPIETERSBURG
3180**

All enquiries to be directed to: The SCM MANAGER
Telephone: 0349951650/2
Fax number: 0349951192
buthelzibw@edumbe.gov.za and nkosim@edumbe.gov.za

For office use:

| | | | |
|------------------------|-------|------|-------|
| Supplier Name | _____ | | |
| Edumbe Registration No | _____ | | |
| Captured By | _____ | Date | _____ |
| Approved by | _____ | Date | _____ |

IMPORTANT NOTES:

Please read carefully

- To be completed by all vendors seeking registration as an approved supplier.
- Form must be completed in **full** and must be **signed**.
- Suppliers must comply with the registration criteria for registration to be finalised – failure to do so may result in the application being declined.
- Applicants will be contacted via fax and must therefore submit an operating fax number; failure to comply will result in excluding the supplier from the EFT system.
- It should be noted that eDumbe Local Municipality reserves the right to accept or reject any application **without being obliged to give any reasons** in this respect
- Suppliers will **not be notified** whether the application was accepted or not but will be advised of the outcome if telephonically requested
- Documents must be hand delivered at or posted to the above address. Faxed documents will not be accepted.
- Only black pen to be used on completion of this form

GUIDELINES:

1. Applicants are advised that only **ORIGINAL** eDumbe Local Municipality forms or **PHOTCOPIES** thereof will be processed. Any document that has been retyped or redrafted will be disregarded and returned to the applicant.
2. It is imperative that only supporting documents with an **ORIGINAL** signature be submitted.
3. All signatures must be commissioned by an authorized Commissioner of Oaths. Failure to do so will result in the applicant **not qualifying** for registration.
4. Suppliers registered on the Suppliers Database **MUST** notify the Supply Chain Management Office of any changes to information provided in the initial eDumbe Local Municipality forms, as captured onto the Suppliers Database. Failure to do so may result in such a supplier being removed from the Suppliers Database and/or the cancellation of contracts awarded to the supplier, on the basis of misrepresentation.
5. Suppliers providing incorrect information or fraudulent in their eDumbe Local Municipality forms will be **disqualified** from bidding and **removed** from the Suppliers Database, in addition to any other action the Province may institute against such a supplier.

Furthermore, in the event of the Province being prejudiced financially, it reserves the right to **take legal action** against the supplier.

6. For definitions of terminology used in this document, please refer to the definitions set out in Treasury Regulation 16 A and eDumbe Local Municipality's Supply Chain management Framework.
7. Any **alterations** made by the supplier to its own information inserted on this document, must be **initialled** by the supplier. The use of correcting fluid is prohibited and the use thereof will lead to non-registration of the applicant.
8. Reminding letters will be issued by the eDumbe Local Municipality to suppliers to update their information. It remains the responsibility of the supplier to ensure that their information is updated in the Suppliers Database, therefore if a reminder letter is not received, the supplier must follow up with the eDumbe Local Municipality.

SUBMISSION OF DOCUMENTATION

The following documents must accompany your application: Please indicate

| Documents | Expiry date | YES | NO |
|--|--------------------|------------|-----------|
| Certified copies of Identity Documents (ID) of shareholders | | | |
| Valid SARS Tax Clearance Certificate (original documents only) | | | |
| Company Registration Documents (e.g. CK) | | | |
| Original or Certified Proof of Residence (Municipal Account) | | | |
| CIDB Grading Certificate | | | |
| Professional Body Affiliation Certificate | | | |
| Reference Letters | | | |
| Training Institution (SETA Accreditation Certificate) | | | |
| Copy of bank statement (not older than 3 months) or cancelled cheque for proof of Bank Details | | | |
| National Treasury Supplier Central Database Number | | | |

SECTION 1: PARTICULARS OF THE ORGANISATION

Please note that all information will be treated confidentially.

Where organisation is a joint venture the individual members of the joint venture are to separately provide information on their organisation.

1.1. Registered name of the organisation:

1.2. Trading name:

1.3. Type of organisation: (please tick one)

| | | | | | | | | | | | |
|----------|--------------------------|----|--------------------------|----------------|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| PTY(Ltd) | <input type="checkbox"/> | CC | <input type="checkbox"/> | Sole Trader | <input type="checkbox"/> | Section 21 | <input type="checkbox"/> | Public Company | <input type="checkbox"/> | Other (Specify | <input type="checkbox"/> |
|----------|--------------------------|----|--------------------------|----------------|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|

1.4. Company registration number:

1.5. Income tax registration number:

1.6. VAT registration number:

1.7. UIF registration number:

1.8. PAYE number:

1.9. Construction industry development board registration number (CIDB):

1.10. Compensation commissioner registration number:

1.11. (a) Business Postal address:

| | | |
|-------------|--------------|--|
| Box /Bag | | |
| Box/Bag no. | | |
| | | |
| Town | | |
| | Postal Code: | |

(b) Business Physical address

| | | | |
|----------------------|--------------------|--------------|--|
| 1.12. Contact person | Street No. | | |
| | Street Name | | |
| | Local Municipality | | |
| | Town | | |
| | | Postal Code: | |

son (**Full name**) and designation:

| | |
|--|--|
| | |
|--|--|

1.13. Contact Details:

| | |
|-------------------|--|
| EMAIL (Office) | |
| TELEPHONE NUMBER: | |
| CELL NUMBER: | |
| FAX NUMBER | |

1.14.

business operates:

State the municipality in which you're

| | |
|--|--|
| Name of the Municipality | |
| Account Number (A confirmation Letter if your business area does not pay Rates) | |
| Contact for Municipality | |

1.15. Previous business information (if applicable)

| | |
|--|--|
| Did your business exist under a different name previously? | |
| If "yes" what was the previous business name? | |
| Reason for name change? | |

1.16. Banking details:

The eDumbe Local Municipality has adopted a policy of making vendor payments via EFT. To ensure that there are no delays in the processing of payments, ensure that the Electronic funds transfer form and the banking account details form are completed correctly and have the requisite bank authorisations.

1.17. Declaration of Interest

No bid will be accepted from persons in the service of the state*.
Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

Are you presently in the service of the state***YES / NO**

If so, furnish particulars.

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

If so, furnish particulars.

ELECTRONIC FUNDS TRANSFER

Name of company/ partnership/individual: _____

Trading as: _____

Reg. No.: _____ Tel: _____

Fax: _____

Address: _____

_____ Postal code: _____

I/ We, the undersigned, hereby authorise and instruct the eDumbe Local Municipality to pay all amounts that may hereafter, from time to time, become due and payable to me/us by the eDumbe Local Municipality by electronically transferring the same to the bank mentioned below for the credit of my/our account detailed below.

I/ We, the undersigned, understand and agree that:

- Any such transfer shall constitute a full and final discharge of the eDumbe Local Municipality's obligation to make such payments to me/ us. The eDumbe Local Municipality shall not be liable to make good any loss. I/ We may suffer consequent upon such transfer pursuant to this authority and instruction.
- This payment authorisation and instruction will be applied to both goods purchased and services rendered.
- This authority and instruction will remain valid unless cancelled by either party upon thirty (30) days written notice. The said notice will only be effective in writing, delivered to the other party at the addresses stated herein and bearing an acknowledgement of receipt by the other party.
- Should any transfer attempted in respect of this authorisation be unsuccessful due to incorrect information supplied by me/ us, I/We agree to pay all bank charges for this transfer attempt.

In the event that the details set out herein should change, I/ We agree to notify the Municipality forthwith.

Name Capacity Telephone/Cell



Signature

Date

BANK ACCOUNT TO WHICH PAYMENTS ARE TO BE MADE

Name in which account is held: _____

Name of bank: _____

Branch: _____

| | | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|
| Bank clearing number: | | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|
| Account Number | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|

ACCOUNT TYPE: _____

Important:

Please ensure that you have included a certified copy of your identification and a copy of a cancelled cheque or bank statement as per the documents required.

SECTION B: BEFORE RETURNING, THIS SECTION MUST BE COMPLETED BY YOUR BANK

I/We confirm that the above information on the client's account at this bank is correct.

Signed on behalf of Bank

Bank Stamp:

Name

Capacity

Note: This information will supersede any previous authorisation and instruction lodged with eDumbe Local Municipality. **Original completed** forms must be hand delivered or posted to the above address. Photocopies or faxed copies will not be accepted.

| For Office Use Only | Supplier Code | Captured By(Name) | Initial | Date |
|---------------------|---------------|-------------------|---------|------|
| | | | | |

SECTION 2: SERVICE TYPE AND CATEGORIES

| Vendor type and services categories | | | | | |
|--|--------------------------------------|---|------|---|---|
| Please indicate your Service Type (ONE ONLY) by marking the appropriate box with an X. | | | | | |
| Code | Service Type | X | Code | Service Type | X |
| Cons | Consultant | | Supp | Supplier | |
| Cont | Contractor | | | | |
| Service providers may choose a MAXIMUM OF 5 (five) categories by marking the appropriate box with an X | | | | | |
| * If more than 5 services are indicated, only the first five will apply | | | | | |
| **If your service is not indicated, write it clearly under "OTHER" | | | | | |
| 300 | Construction Equipment And Supplies | X | 100 | General Services | X |
| 301 | Construction equipment | | 101 | Catering | |
| 302 | Building materials | | 102 | Conferencing and Event management | |
| 303 | Electrical materials | | 103 | Cleaning and Gardening Services | |
| 304 | Plant hire equipment | | 104 | Courier | |
| 305 | Plumbing materials | | 105 | General Maintenance | |
| 500 | Construction Services | X | 106 | Laundry and Dry Cleaning | |
| 501 | Civil | | 107 | Pest Control | |
| 502 | Electrical | | 108 | Photographic and Graphic Design | |
| 503 | Mechanical | | 109 | Printing | |
| 400 | Professional Services | X | 110 | Security and Safety | |
| 401 | Accounting, Auditing, Financial | | 111 | Transport (buses / minibuses) | |
| 402 | Architectural and Quantity Surveying | | 200 | Office and Facilities Supplies | X |
| 403 | Arts and Culture | | 201 | Audio systems | |
| 404 | Auctioneering | | 202 | Clothing and Corporate gifts | |
| 405 | Consulting Civil Engineer | | 203 | Fire protection equipment | |
| 406 | Consulting Electrical Engineer | | 204 | Groceries | |
| 407 | Consulting Geo-technical Engineer | | 205 | IT- hardware/ software | |
| 408 | Consulting Mechanical Engineer | | 206 | Office furniture and equipment | |
| 409 | Fire and Safety | | 207 | Stationery | |
| 410 | GIS and Mapping and Data Collection | | 600 | Vehicles | X |
| 411 | Occupational Health & Safety | | 601 | Alarms and tracking systems | |
| 412 | Land and Property Valuers | | 602 | Mechanical repairs and maintenance | |
| 413 | Land Surveying | | 603 | Electrical repairs and maintenance | |
| 414 | Legal Services | | 604 | Panel Beating | |
| 415 | Recruitment | | 605 | Spares and parts | |
| 416 | Town and Regional Planners | | 606 | Towing | |
| 417 | Training and Development | | 607 | Vehicle dealership and Fleet Management | |
| 418 | Translation and Interpretation | | 800 | Other | X |
| 700 | Miscellaneous Supplies | X | 801 | | |
| 701 | Functions Equipment Hire | | 802 | | |
| 702 | Sports | | 803 | | |

SECTION 3: EVALUATION SECTION

Failure to complete this section will result in the application being declined.

3.1. Please indicate size of the organisation based on annual turnover in the past three year's turnover:

| |
|--|
| |
|--|

3.2. Please provide total number of staff members employed by the company:

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| |
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SECTION 4: REFERENCES

List at least three completed projects and their contactable reference. List per each type of service registered for:

| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
|--------------|------------------|--------------|----------------------------|--------------|
| | | | | |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
| | | | | |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
| | | | | |

| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
|--------------|------------------|--------------|----------------------------|--------------|
| | | | | |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
| | | | | |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
| | | | | |

| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
|--------------|------------------|--------------|----------------------------|--------------|
| | | | | |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
| | | | | |
| PROJECT NAME | INSTITUTION NAME | AWARD AMOUNT | REFERENCE NAME AND CONTACT | DATE AWARDED |
| | | | | |

NB: A supplier can attach additional references per service type. References will be contacted, thus inaccurate contact details or poor service delivery may be used as valid grounds for registration being declined.

SECTION 5: DECLARATION

I the undersigned hereby declare that the information given in this document is to the best of my knowledge true, and correct in every respect.

Full names of owner or supplier representative: _____

Signature

Date

Signed at: _____

Supplier name: _____

SIGNED AND AFFIRMED BEFORE ME (COMMISSIONER OF OATHS):

Full name: _____

Signature

Date

Capacity: _____

