

NKANDLA MUNICIPALITY



ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF MUNICIPAL ROADS AND STORMWATER FOR A PERIOD OF 36 MONTHS

CIDB GRADING: 3CE or HIGHER

TENDER NO: NKA/TEC006/2022/23

CLOSING DATE: 17 April 2023

| | |
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| <p>Prepared by:</p> <p>Technical Services</p> <p>Lot 320</p> <p>NKANDLA</p> <p>3855</p> <p>Contact Details:</p> <p>Telephone: (035)833 2057</p> | <p>Issued by:</p>  <p>NKANDLA MUNICIPALITY</p> <p>P/BAG X 161</p> <p>NKANDLA</p> <p>3855</p> <p>Contact Details:</p> <p>Tell: (035) 833 2080</p> <p>Fax: (035) 833 0920</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NAME OF TENDERER: _____

CIDB GRADING: _____

NKANDLA MUNICIPALITY
CHIEF
FINANCIAL OFFICER
2023-03-20

SIGNATURE

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ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF MUNICIPAL ROADS AND STORMWATERS

T1.1: TENDER ADVERT

NKA/TEC006/2022/23: ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF MUNICIPAL ROADS AND STORMWATER FOR A PERIOD OF 36 MONTHS

Tenders are hereby invited from suitably qualified and experienced Service Providers for the Panel of Civil Engineering Contractors for the Construction and Rehabilitation of Municipal roads and stormwater for a Period of 36 Months

NKANDLA LOCAL MUNICIPALITY HEREBY INVITES BIDS FROM SUITABLE QUALIFIED AND EXPERIENCED SERVICE PROVIDERS FOR THE FOLLOWING SERVICE.

| Tender Number | Notice no | Project Name | TECHNICAL ENQUIRIES | CLOSING DATE | TIME |
|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------|-------|
| NKA/TEC006/2022/23 | | Additional Panel of Civil Engineering Contractors for the Construction and Rehabilitation of Municipal Roads and stormwater for a Period of 36 Months | Enquiries Contact Details: Mr. M.P. Shezi mshezi@nkandla.org.za or (035) 833 5057 | 17 April 2023 | 12:00 |

EVALUATION CRITERIA:

Tenders will be evaluated in terms of their responsiveness to the tender specifications, requirements and functionality.

All responsive proposals will be evaluated on functionality with a maximum score of 100 quality points. All proposals failing to score the minimum score of 70% will be rejected.

The Functionality criteria and maximum score in respect of each criteria are as follows:

| EVALUATION CRITERIA | PERCENTAGE WEIGHTING |
|-----------------------------|----------------------|
| Tenderer's Experience | 40 |
| Locality | 10 |
| Experience of Key Personnel | 30 |
| Plant and Equipment | 20 |
| TOTAL | 100 |

The scoring of Tenderers will be in accordance to score cards.

Tenders passing functionality will then be included in the database panel of contractors where they will be required to provide quotations on a rotational basis and evaluated on Method 2- Financial Offer and Preferences as per their CIDB grading.

Sealed Bid documents marked with the relevant "Bid Name and Bid Number" must be deposited in the Bid box at the Nkandla Local Municipality offices no later than 12:00 pm on **A SPECIFIED DATE ON THE TABLE**, where after all Bids will be opened to the public. Only tenders deposited in the said Bid Box on the date and time specified above will be considered.

CONDITIONS:

No awards will be made to a person:

- ❖ Who is not registered on the Central Supplier Data base
- ❖ Who is in the service of the state
- ❖ If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state , and / or
- ❖ Who is an advisor or consultant contracted, for that specific project, with the Municipality

NB: Service Providers should be on Municipal Data Base if not please collect data base forms at SCM Office or download them from Municipal website (www.nkandla.org.za) and submit them with your proposal document.

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The Municipality reserves the right to withdraw any invitation to bid and / or to re- advertise or to reject any bid or to accept a part of it. The municipality does not bind itself to accept the lowest bid or award a contract to the bidder scoring the highest number of points.

MINIMUM REQUIREMENTS

The following documents have to be attached:

- ❖ Central Supplier Data base registration report (Detailed / Summary)
- ❖ Valid copy of company registration document
- ❖ Certified B- BBEE Certificate from registered accountant is required or original Sworn Affidavit from Commissioner of Oath.
- ❖ Fully Completed all the MBD'S on the tender document
- ❖ Fully completed tender document (bidder will be disqualified for incomplete document)
- ❖ All tenders will be evaluated in terms of functionality and those failing to score 70% or more will be disqualified. The functionality criteria consist of: Experience applicable to last 5 years, Locality, Experience of Key Personnel and available plant.
- ❖ Original certified copy of Registration certificate of the relevant service
- ❖ Late bids will not be accepted,
- ❖ This tender will be valid for a period of 90 days after the closing date
- ❖ This tender must only be submitted on the documentation provided by Nkandla Municipality (Original document)
- ❖ An original current account in terms of water and electricity / rates and taxes obtainable from your local municipality must be submitted or lease agreement
- ❖ Certified copies of identity documents of directors and owners of the company must be submitted
- ❖ Failure to comply with these minimum requirements will result in immediate disqualification of the bid.

For more SCM enquiries please contact Supply Chain Management office at lmntshali@nkandla.org.za

No bids will be accepted from a person in the service of the state and whose Tax Matters are non-Compliant

The Nkandla Local Municipality does not bind itself to accepting the lowest, or any bid, either wholly or in part or give any reason for such action.

N.P. Dlamini
MUNICIPAL MANAGER

T1.2 TENDER DATA

Conditions of Tender

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (January 2009) as published in Government Gazette No 31823, Board Notice 12 of 2009 of 30 January 2009. (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

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Tender Data

The clause numbers in the Tender Data refer to the corresponding clause numbers in the Conditions of Tender (see Annex. 1).

The additional Conditions of Tender are:

| Clause number | Tender Data |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.1.1 | The Employer is, Nkandla Municipality |
| F.1.2 | <p>The tender documents issued by the Employer comprise:</p> <p>Volume 1:</p> <p>Part 1: Tendering Procedures</p> <p>T1.1 Tender Notice and Invitation to Tender</p> <p>T1.2 Tender Data</p> <p>Part 2: Returnable Documents</p> <p>T2.1 List of Returnable Documents</p> <p>Part 3: Scope of Work</p> <p>C3 Scope of Work including separate volumes for:</p> <p>C4 General Conditions of Contract</p> |
| F.1.4 | <p>The Employer's Agent is:</p> <p>Contact person : Mr. N Mnyandu</p> <p>Company name : Technical Services Department</p> <p>Address : 292 Maree Road</p> <p>: Nkandla</p> <p>: 3855</p> <p>Tell: 035 833 2080</p> |

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| Clause number | Tender Data |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F1.5.2 | <p>Replace the existing clause with the following:</p> <p>The Employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers, <u>save for all tenders being non-responsive</u>, re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.</p> |
| F.2.1 | <p>Eligibility criteria and requirements</p> <p>CIDB registration and grading:</p> <ol style="list-style-type: none"> 1) Only tenderers who are registered with the CIDB or have a sub-contractor registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a 3CE contractor grading are eligible to submit tenders. 2) Joint ventures are eligible to submit tenders provided that: <ol style="list-style-type: none"> i) every member of the joint venture is registered with the CIDB; ii) the lead partner has a contractor grading designation in the 3CE grading class of construction work; and iii) the combined contractor grading designation calculated in accordance with the CIDB Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for 3CE grading class of construction work. 3) A contract will only be entered into with a Tenderer who has in his employ management and supervisory staff satisfying the requirements of the scope of work. 4) Information to be submitted with the tender <p>The Tenderer shall, when requested by the Employer to do so, submit the names of all management and supervisory staff that will be employed to supervise the labor-intensive portion of the works together with satisfactory evidence that such staff members satisfy the eligibility requirements.</p> |
| F.2.7 | <p>There will be no compulsory site briefing.</p> |

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| Clause number | Tender Data |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.2.12 | <p>If a tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer's Agent (Refers to the original CIDB Clause F.2.12 for the additional condition for acceptance of an Alternative tender).</p> <p>Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions. Pricing Data must reflect all assumptions in the development of the pricing proposal.</p> <p>Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.</p> <p>The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.</p> |
| F.2.13.1 | <p>Submit one tender offer only, either as a single tendering entity or as a member in a single joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works.</p> |
| F.2.13.3 | <p>Each tender offer shall be submitted as an original, plus 0 copy.</p> |
| F.2.13.5 | <p>The Employer's address for delivery of tender offers and identification details to be shown on the Tenderer's offer package are:</p> <p>Location of tender box: Main Office</p> <p>Physical address: : 292 Maree Road</p> <p>Nkandla</p> <p>3855</p> <p>Tell: 035 833 2080</p> |

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| | |
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| | <p>Identification details: Tender reference number, Title of Tender and the closing date and time of the tender, <i>as well as the Tenderer's name, his Authorised Representative's name, postal address and telephonic contact numbers.</i></p> |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| Clause number | Tender Data |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.2.13.6 & F.3.5 | A two-envelope procedure will not be followed. |
| F.2.15.1 | The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. |
| F.2.16 | The tender offer validity period is 90 days. |
| F.2.23 | The Tenderer is required to submit with his tender a letter of intent from an approved insurer undertaking to provide the Performance Guarantee to the format included in Part T2.2.22 of this procurement document. |
| F.2.23 | <p>The Tenderer is required to submit with his tender:</p> <ol style="list-style-type: none"> 1) Valid SARS Compliance status Pin for Tenders issued by the South African Revenue Services. 2) Proof of CSD registration ie MA xxxxxxxx number 3) a Certificate of Contractor Registration issued by the CIDB. 4) where the tendered amount inclusive of VAT exceeds R 10 million: <ol style="list-style-type: none"> i) audited annual financial statement for 3 years, or for the period since establishment if established during the last 3 years, if required by law to prepare annual financial statements for auditing; ii) a certificate certifying that the tenderer has no undisputed commitments for iii) municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days; iv) particulars of any contracts awarded to the tenderer by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract; v) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic. <p>Where a tenderer satisfies CIDB contractor grading designation requirements through joint venture</p> |

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| Clause number | Tender Data |
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| | formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner. |
| F.2.24 | <p>Add the following new clause:</p> <p>Canvassing and obtaining of additional information by tenderers</p> <p>Accept that no Tenderer shall make any attempt either directly or indirectly to canvass any of the Employers officials or the Employer’s agent in respect of his tender, after the opening of the tenders but prior to the Employer arriving at a decision thereon.</p> <p>No Tenderer shall make any attempt to obtain particulars of any relevant information, other than that disclosed at the opening of tenders.”</p> |
| F.2.25 | <p>Add the following new clause:</p> <p>Prohibitions on awards to persons in service of the state</p> <p>Accept that the Employer is prohibited to award a tender to a person -</p> <ul style="list-style-type: none"> a) who is in the service of the state; or b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) a person who is an advisor or consultant contracted with the municipality or municipal entity. <p>“In the service of the state” means to be -</p> <ul style="list-style-type: none"> i) a member of:- <ul style="list-style-type: none"> • any municipal council. • any provincial legislature; or • the National Assembly or the National Council of Provinces. ii) a member of the board of directors of any municipal entity. iii) an official of any municipality or municipal entity; iv) an employee of any national or provincial department; v) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); vi) a member of the accounting authority of any national or provincial public entity; or vii) an employee of Parliament or a provincial legislature.” |

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| Clause number | Tender Data | | | |
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| | In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in Section T2.2 must be completed. | | | |
| F.2.26 | <p>Add the following new clause: Awards to close family members of persons in the service of the state “Accept that the notes to the Employer’s annual financial statements must disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state (defined in clause F.2.25), or has been in the service of the state in the previous twelve months, including</p> <ul style="list-style-type: none"> a) the name of that person; b) the capacity in which that person is in the service of the state; and c) the amount of the award. <p>In order to give effect to the above, the questionnaire for the declaration of interests in the tender of persons in service of state in part T2 – Returnable Documents must be completed in full and signed.”</p> | | | |
| F.2.27 | <p>Add the following new clause: Tax Clearance Certificate</p> <p>In the case of a Joint Venture/Consortium the tax Compliance status Pin must be submitted for each member of the Joint Venture/Consortium.”</p> | | | |
| F.3.1.1 | <p>Replace the contents of the clause with the following: “Respond to a request for clarification received up to seven calendar days before the tender closing time stated in the tender data and notify all Tenderers who drew procurement documents”</p> | | | |
| F.3.4.2 | <p>Tenders will be opened in public soon after closing time and recording of received documents but not later than 12:00 at the Tender Office located at the main office Civil Engineering of Nkandla Municipality, Main Office ,lot 292 Maree road, Nkandla, 3855. Tenderers names and total prices, where practical will be read out.</p> | | | |
| F.3.11.1 | <p>Tenders will be evaluated in terms of their responsiveness to the tender specifications, requirements and functionality.</p> <p>A staged approach will be used to evaluate bids and the approach will be as follows:</p> <p>Table 1: Staged Approach</p> <table border="1" data-bbox="339 1794 1410 1861"> <tr> <td data-bbox="339 1794 719 1861">Stage 1</td> <td data-bbox="719 1794 1099 1861">Stage 2</td> <td data-bbox="1099 1794 1410 1861"></td> </tr> </table> | Stage 1 | Stage 2 | |
| Stage 1 | Stage 2 | | | |

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| Clause number | Tender Data | | | | |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------|----------------------------------|
| | Compliance to Mandatory Administration Criteria | Evaluate on Functionality or Technical Aspects of Bid | Evaluate Price and B-BBEE | | |
| | STAGE 1: COMPLIANCE TO MANDATORY / ELIGIBLE CRITERIA | | | | |
| | Failure to comply / satisfy all the mandatory requirements below will result in disqualification of the bid. Proof must be provided. | | | | |
| | Table 2: Mandatory Returnable Info and Documents | | | | |
| | # | Mandatory Returnable Information and Documents (All Copies Must Be Certified with An Original Stamp) | Main Bidder Yes / No | JV Partner Yes / No | Sub - Contractor Yes / No |
| | 1 | All MBD forms duly completed and signed | | | |
| | 2 | All required returnables attached | | | |
| | Failure to comply with all the mandatory information as requested above will result the proposal deemed nonresponsive. | | | | |
| | STAGE 2 FUNCTIONALITY | | | | |
| | All responsive proposals will be evaluated on functionality with a maximum score of 100 quality points. All proposals failing to score the minimum score of 70 points will be rejected. | | | | |
| | The Functionality criteria and maximum score in respect of each criterion are as follows: | | | | |
| | EVALUATION CRITERIA | | POINTS ALLOCATION | | |
| | Tenderer's Experience | | 40 | | |
| | Locality | | 10 | | |
| | Experience of Key Personnel | | 30 | | |
| | Plant and Equipment | | 20 | | |
| | TOTAL | | 100 | | |
| | The scoring of Tenderers will be in accordance to score cards. | | | | |
| | NB: bidders to attach completion certificates and appointment letters from clients confirming current ongoing contracts | | | | |
| | STAGE 3 PRICE AND PREFERENCE | | | | |

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| Clause number | Tender Data |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Tenders passing functionality will then be included in the database panel of contractors where they will be required to provide quotations on a rotational basis and evaluated on Method 2- Financial Offer and Preferences.</p> $\text{Tenderer's score} = \frac{\text{Tenderer's Points Scored}}{\text{Total possible points (100)}} \times 100$ |
| F.3.13.1 | <p>Tender offers will only be accepted if:</p> <ul style="list-style-type: none"> a) the tenderer submits an original valid Tax Clearance Certificate issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations. b) the tenderer is registered with the Construction Industry Development Board in the contractor grading designation of 3CE or higher; c) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; d) the tenderer has not: <ul style="list-style-type: none"> i) abused the Employer's Supply Chain Management System; or ii) failed to perform on any previous contract and has been given a written notice to this effect; e) the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract; f) the tenderer is registered and in good standing with the compensation fund or with a licensed compensation insurer; g) the Employer is reasonably satisfied that the tenderer has in terms of the Construction Regulations, 2003, issued in terms of the Occupational Health and Safety Act, 1993, the necessary competencies and resources to carry out the work safely; and h) the tenderer: <ul style="list-style-type: none"> i) has sufficiently substantiated his experience in this type work; and ii) has the required and experienced key personnel; |

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| Clause number | Tender Data |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F.3.18 | The number of paper copies of the signed contract to be provided by the Employer is one. |
| F.14 | <p>The commitment of the Employer to Government Policy concerning the empowerment of the SMMEs shall be noted and adhered to by the main contractor. It is against this background that, Nkandla Municipality has made provisions under this contract to ensure that the main contractor impart skills to the local SMMEs (to be employed as sub-contractors on this job) within the project area during the project implementation through the Main Contractor's 'Contractor Development programme'.</p> <p>It is the intention of Nkandla Municipality that the minimum targeted participation goal for the local SMMEs is up to 30% of the project value. The onus is upon the main contractor to handle and manage the procurement process of the sub-contractors and these once appointed, should be dealt with in accordance with the provisions of Clause 4.4 of the General Conditions of Contract for Construction Works 2015. Refer to PS3 (Procurement) for further details.</p> |
| | There are no additional conditions of tender. |

ANNEXURE: STANDARD CONDITIONS OF TENDER

As published in Annexure F of the CIDB Standard for Uniformity for construction Procurement, Board Notice 136 Government Gazette No 38960 of 10 July 2015

F.1 General

F.1.1 Actions

F.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently, comply with all legal obligations and not engage in anticompetitive practices.

F.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderers shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

F.1.1.3 The employer shall not seek and a tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

F.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the tender data.

F.1.3 Interpretation

F.1.3.1 The tender data and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

F.1.3.2 These conditions of tender, the tender data and tender schedules which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially.
 - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the organization which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration.
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process.
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.
- e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body.
- f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, considering quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

F.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be readily read, copied and recorded. Communications shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the tender data.

F.1.5 Cancellation and Re-Invitation of Tenders

F.1.5.1 An organ of state may, prior to the award of the tender, cancel a tender if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or

(c) no acceptable tenders are received.

F1.5.2 The decision to cancel a tender must be published in the CIDB website and in the government Tender Bulletin for the media in which the original tender invitation was advertised. **F.1.6 Procurement procedures**

F.1.6.1 General

Unless otherwise stated in the tender data, a contract will, subject to F.3.13, be concluded with the tenderer who in terms of F.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

F.1.6.2 Competitive negotiation procedure

F.1.6.2.1 Where the tender data require that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of F.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of F.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

F.1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

F.1.6.2.3 At the conclusion of each round of negotiations, tenderers shall be invited by the employer to make a fresh tender offer, based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

F.1.6.2.4 The contract shall be awarded in accordance with the provisions of F.3.11 and F.3.13 after tenderers have been requested to submit their best and final offer.

F.1.6.3 Proposal procedure using the two stage-system

F.1.6.3.1 Option 1

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the tender data, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

F.1.6.3.2 Option 2

F.1.6.3.2.1 Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

F.1.6.3.2.2 The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the tender data and award the contract in terms of these conditions of tender.

F.2 Tenderer's obligations

F.2.1 Eligibility

F.2.1.1 Submit a tender offer only if the tenderer satisfies the criteria stated in the tender data and the tenderer, or any of his principals, is not under any restriction to do business with employer.

F.2.1.2 Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

F.2.2 Cost of tendering

F.2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements.

F.2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary, apply for an extension to the closing time stated in the tender data, in order to take the addenda into account.

F.2.7 Clarification meeting

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the tender data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the employer at least five working days before the closing time stated in the tender data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the contract data. The tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the tender data.

F.2.10.2 Show VAT payable by the employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the contract data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the tender data. The conditions of contract identified in the contract data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

F.2.12 Alternative tender offers

F.2.12.1 Unless otherwise stated in the tender data, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

F.2.12.3 An alternative tender offer may only be considered in the event that the main tender offer is the winning tender.

F.2.13 Submitting a tender offer

F.2.13.1 Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.

F.2.13.2 Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than

English, and the parts communicated electronically in the same format as they were issued by the employer.

F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the tender data. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.6 Where a two-envelope system is required in terms of the tender data, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the tender data, as well as the tenderer's name and contact address.

F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the tender data.

F.2.13.8 Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.13.9 Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the tender data.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

F.2.15 Closing time

F.2.15.1 Ensure that the employer receives the tender offer at the address specified in the tender data not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

F.2.15.2 Accept that, if the employer extends the closing time stated in the tender data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.

F.2.16.2 If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.

F.2.16.3 Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.

F.2.16.4 Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

Note: Sub-clause F.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the tender data.

F.2.20 Submit securities, bonds and policies

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the contract data.

F.2.21 Check final draft

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the tender data.

F.2.23 Certificates

Include in the tender submission or provide the employer with any certificates as stated in the tender data.

F.3 The employer's undertakings

F.3.1 Respond to requests from the tenderer

F.3.1.1 Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.

F.3.1.2 Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements.
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

F.3.2 Issue Addenda

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

F.3.4 Opening of tender submissions

F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

F.3.4.2 Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

F.3.5.1 Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

F.3.5.2 Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

F.3.6 Non-disclosure

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

F.3.8.1 Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors, omissions and discrepancies

F.3.9.1 Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
 - i) line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
 - ii) the summation of the prices.

F3.9.2 The employer must correct the arithmetical errors in the following manner:

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
- b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

Consider the rejection of a tender offer if the tenderer does not correct or accept the correction of the arithmetical error in the manner described above.

F.3.10 Clarification of a tender offer

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

F.3.11.2 Method 1: Price and Preference

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for specific goals
- 3) Add the points scored for price and specific goals.

F.3.11.3 Method 2: Functionality, Price and Preference

In the case of a functionality, price and preference:

- 1) Score functionality, rejecting all tender offers that fail to achieve the minimum number of points for functionality as stated in the Tender Data.
- 2) No tender must be regarded as an acceptable tender if it fails to achieve the minimum qualifying score for functionality as indicated in the tender invitation.
- 3) Tenders that have achieved the minimum qualification score for functionality must be evaluated further in terms of the preference points system prescribed in paragraphs 4 and 4 and 5 below.

F.3.12 Insurance provided by the employer

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the contract data, require the employer to provide.

F.3.13 Acceptance of tender offer

Accept the tender offer, if in the opinion of the employer, it does not present any risk and only if the tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the tender data, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

F.3.14 Prepare contract documents

F.3.14.1 If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

F.3.14.2 Complete the schedule of deviations attached to the form of offer and acceptance, if any.

F.3.15 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F.3.16 Notice to unsuccessful tenderers

F.3.16.1 Notify the successful tenderer of the employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the tender data, or agreed additional period.

F.3.16.2 After the successful tenderer has been notified of the employer's acceptance of the tender, notify other tenderers that their tender offers have not been accepted.

F.3.17 Provide copies of the contracts

Provide to the successful tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

F.3.18 Provide written reasons for actions taken

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender, but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.

F3.19 Transparency in the procurement process

F3.19.1 The cidb prescripts require that tenders must be advertised and be registered on the cidb i.Tender system.

F3.19.2 The employer must adopt a transparency model that incorporates the disclosure and accountability as transparency requirements in the procurement process.

F3.19.3 The transparency model must identify the criteria for selection of projects, project information template and the threshold value of the projects to be disclosed in the public domain at various intervals of delivery of infrastructure projects.

F3.19.5 The employer must establish a Consultative Forum which will conduct a random audit in the implementation of the transparency requirements in the procurement process.

F3.19.6 Consultative Forum must be an independent structure from the bid committees.

F3.19.7 The information must be published on the employer's website.

F 3.19.8 Records of such disclosed information must be retained for audit purposes.

MBD 1: INVITATION TO BID

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

BID NUMBER: CLOSING DATE: CLOSING TIME:

DESCRIPTION
.....

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

BID DOCUMENTS MAY BE POSTED TO:
.....
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
.....
.....

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

The bid box is generally open from 07:30 to 16:30 a day, 5 working days a week.

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF MUNICIPAL ROADS AND STORMWATERS

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

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

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

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

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE
NUMBER.....

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

VAT REGISTRATION
NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2) YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF MUNICIPAL ROADS AND STORMWATERS

A REGISTERED AUDITOR

(Tick applicable box)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED ? YES/NO

(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

TOTAL BID PRICE.....TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity:

Department:

Contact Person:

Tel:

Fax:

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:

Tel:

Fax:

MBD 4: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.
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 and/or take an oath declaring his/her interest.

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

3.1 Full Name:

3.2 Identity Number:

3.3 Company Registration Number:

3.4 Tax Reference Number:

3.5 VAT Registration Number:

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

* MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF MUNICIPAL ROADS AND STORMWATERS

3.6.1 If so, furnish particulars.

.....
.....

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

3.7.1 If so, furnish particulars.

.....
.....

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

3.8.1 If so, furnish particulars.

.....
.....

-
- (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.

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

3.9.1 If so, furnish particulars

.....
.....

3.10 Are any of the company's directors, managers, principal **YES / NO**
shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

.....
.....

3.11 Are any spouse, child or parent of the company's directors, **YES / NO**
managers, principal shareholders or stakeholders in service
of the state?

3.11.1 If so, furnish particulars.

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.

- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

| 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> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <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> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | <p>Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?</p> | <p>Yes</p> <input type="checkbox"/> | <p>No</p> <input type="checkbox"/> |
| 4.3.1 | If so, furnish particulars: | | |

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

| 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars: | | |
| 4.5 | Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | <input type="checkbox"/> | <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

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

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

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

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

QUALITY SCORECARD

Points for quality must be entered here **by the Tenderer** based on the following Quality Scorecard. **Only Tenderers scoring 70 POINTS or more for quality will be included into the database**

Tenderers should supply supporting information to prove points claimed where it's not available in other Returnable Schedules.

The Functionality criteria and maximum score in respect of each criteria are as follows:

| EVALUATION CRITERIA | PERCENTAGE WEIGHTING |
|--------------------------------|-----------------------------|
| 1. Tenderer's Experience | 40 |
| 2. Locality | 10 |
| 3. Experience of Key Personnel | 30 |
| 4. Plant and Equipment | 20 |
| TOTAL | 100 |

The scoring of Tenderers will be in accordance to score cards contained in the following tables

FURTHERMORE,

$$\text{Tenderer's score} = \frac{\text{Tenderer's Points Scored}}{\text{Total possible points (100)}} \times 100$$

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

1a. GRADE 3CE or Higher Criteria: Experience Applicable to last 5 years only: Maximum Score = 40

| 1 | Contract | Value | Reference | | | Contract information (tick if it's available) | Points | Score (S) |
|-----|-----------------------------|-------|-----------|--------------|--------|--------------------------------------------------|--------|--------------|
| | | | Name | Organization | Tel N° | | | |
| 1.1 | | | | | | | 05 | |
| 1.2 | | | | | | | 10 | |
| 1.3 | | | | | | | 15 | |
| 1.4 | | | | | | | 20 | |
| 1.5 | | | | | | | 25 | |
| 1.6 | | | | | | | 30 | |
| 1.7 | | | | | | | 35 | |
| 1.8 | | | | | | | 40 | |
| 2 | Possible Full Points = | | | | | | 40 | |
| 3 | Actual Points Obtained S1 = | | | | | | | |

- Note:**
1. *Similar work (or Project) means the construction of Civil Engineering.*
 2. *Attach certified copy of appointment letter indicating the award amount as well as the completion certificate of work for each project which is not more than 5 years old.*
 3. *The Nkandla municipality reserves the right to perform the background check.*

Returnables (appointment letters and completion certificates) to be attached here

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER FOR

2. Criteria: Locality: Maximum Score = 10

| | Locality of the Company office | Points | Score (\$) |
|------|---------------------------------------------------------------------------------|-----------|------------|
| 2. | | | |
| 2.1. | Company has an office within the Nkandla Local Municipality boundary. | 10 | |
| 2.2 | Company has an office within the King Cetshwayo District Municipality boundary. | 5 | |
| 2.3 | Company has an office within the KwaZulu Natal boundary. | 3 | |
| 2.4 | Company has an office outside the KwaZulu Natal boundary. | 0 | |
| | Possible Full Points = | 10 | |
| | Actual Points Obtained S2 = | | |

Note: Tenderers are to submit a copy of their business' municipal account or copy of lease agreement of business property which must be attached to this page.

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER FOR

3. Criteria: Experience of Key Personnel: Maximum Score = 30

| | Proposed key Personnel | Experience | Points | Score (\$) |
|-----|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------|
| 3.1 | Project Manager/Site Manager Name: | Relevant Qualifications, B Tech, BSc, B Eng. (Civil Engineering/Civil Engineering) National Diploma (Civil Engineering/Civil Engineering) Years of appropriate experience (score one of the categories) <1 1 to 4 5 to 10 >10 | 10 5 0 2 3 5 | |
| 3.2 | Foreman/Supervisor Name: | Relevant qualifications – Senior Certificate Years of appropriate experience (score one of the categories) <1 1 to 4 5 to 10 >10 | 2.5 0 2 3 5 | |
| 3.3 | Health and Safety Officer Name: | Relevant Tertiary Qualifications: Accredited Health & Safety Compliance Certificate Years of appropriate experience (score one of the categories) <1 1 to 5 >5 | 2.5 0 2.5 5 | |
| 3.5 | Possible Full Points = | | | 30 |
| 3.6 | Actual Points Obtained \$3 = | | | |

Note: *Curricula Vitae to be attached to this page. Years of appropriate experience means experience in the related field*

Certified copies of relevant Qualifications to be attached if points are claimed.

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER FOR

4. Criteria: Plant and Equipment: Maximum Score = 20

| | Key Plant and Equipment owned by the tenderer and directors – proof of ownership must be attached to claim points | Points | Score (\$) |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|
| 4. | | | |
| 4.1. | Tipper (10 cube) > 3 No. | 5 | |
| 4.2 | Bomag or similar walk behind vibrating roller | 3 | |
| 4.3 | 5-ton flat deck truck | 3 | |
| 4.4 | Tractor Loader Backhoe (315SL or similar) | 3 | |
| 4.5 | Telescopic forklift | 3 | |
| 4.6 | Excavator | 3 | |
| | Possible Full Points = | 20 | |
| | Key Plant & equipment to be hired by the tenderer – letter and proof of ownership of plant hire company to be attached as proof | | |
| 4.8 | Tipper (10 cube) | 4 | |
| 4.9 | Bomag or similar walk behind vibrating roller | 2 | |
| 4.10 | 5-ton flat deck truck | 2 | |
| 4.11 | Tractor Loader Backhoe (315SL or similar) | 2 | |
| 4.12 | Telescopic forklift | 2 | |
| 4.13 | Excavator | 2 | |
| 4.14 | No Proof of ownership or commitment from plant hire company attached | 0 | |
| | Possible Full Points = | 14 | |
| | Actual Points Obtained S4 = | | |

Note: Schedule of Plant and Equipment to be attached to this page together with proof of ownership. Failure to provide proof of ownership will result in 0 scoring for the plant item.

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER FOR

Total Score for Quality

| | Criteria | Possible Full Points | Actual Points Obtained |
|----------|---------------------------------------|-----------------------------|-------------------------------------|
| 1 | Experience applicable to past 5 years | 40 | S1= |
| 2 | Locality | 10 | S2= |
| 3 | Experience of Key Personnel | 30 | S3= |
| 4 | Plant and Equipment | 20 | S4= |
| | Total Possible Points | 100 | Total Points Obtained = Ta = |

Note: Only Eligible for further Evaluation if Ta ≥ 70 POINTS

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

Curriculum Vitae of Key Personnel

(PLEASE NOTE THAT IF SEPARATE CVS ARE ATTACHED, USE THE FORMAT PROVIDED BELOW)

Curriculum Vitae of Key Personnel (PROJECT MANAGER)

Provide separate forms for each position listed in Form: Key Personnel

| | | |
|-----------------------------------------------------------------------------------------------------------|---------------|-------------------------|
| Name: | | Date of birth: |
| Profession: | | Nationality: |
| Qualifications: | | |
| Professional Registration Number: | | |
| Name of Employer (firm): | | |
| Current position: | | Years with firm: |
| <u>Employment Record:</u> | | |
| Company | Period | Capacity |
| | | |
| | | |
| <u>Experience Record Pertinent to Required service: (Please list the projects, value and year)</u> | | |
| Project Name | Value | Year |
| | | |
| | | |
| | | |
| | | |

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....

.....

Signature of person named in the schedule

Date

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

Curriculum Vitae of Key Personnel (FOREMAN/SUPERVISOR)

Provide separate forms for each position listed in Form: Key Personnel

| | | |
|-----------------------------------------------------------------------------------------------------------|---------------|-------------------------|
| Name: | | Date of birth: |
| Profession: | | Nationality: |
| Qualifications: | | |
| Professional Registration Number: | | |
| Name of Employer (firm): | | |
| Current position: | | Years with firm: |
| <u>Employment Record:</u> | | |
| Company | Period | Capacity |
| | | |
| | | |
| | | |
| <u>Experience Record Pertinent to Required service: (Please list the projects, value and year)</u> | | |
| Project Name | Value | Year |
| | | |
| | | |
| | | |

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....

.....

Signature of person named in the schedule

Date

ADDITIONAL PANEL OF CIVIL ENGINEERING CONTRACTORS FOR THE CONSTRUCTION AND REHABILITATION OF ROADS AND STORMWATER

Curriculum Vitae of Key Personnel (HEALTH & SAFETY OFFICER)

Provide separate forms for each position listed in Form: Key Personnel

| | | |
|---------------------------------------------------------|---------------|-------------------------|
| Name: | | Date of birth: |
| Profession: | | Nationality: |
| Qualifications: | | |
| Professional Registration Number: | | |
| Name of Employer (firm): | | |
| Current position: | | Years with firm: |
| Employment Record: | | |
| Company | Period | Capacity |
| | | |
| | | |
| | | |
| Experience Record Pertinent to Required service: | | |
| Project Name | Value | Year |
| | | |
| | | |
| | | |

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.

.....

.....

Signature of person named in the schedule

Date

Tenderer's Financial Standing

The Tenderer must provide with his tender a bank rating, certified by his banker, to the effect that he will be able to successfully complete the contract at the tendered amount within the specified time for completion.

However, should the Tenderer be unable to provide a bank rating with his tender, he shall state the reasons as to why he is unable to do so, and in addition provide the following details of his banker and bank account that he intends to use for the project.

I / We furnish the following information and hereby authorise the Employer to approach the Bank for a reference.

Name of Account holder

Name of Bank: Branch:

Account number Type of account:

Telephone number : Facsimile number:

Name of contact person (*at bank*):

Failure to provide either the required bank details or a certified bank rating with his tender, will lead to the conclusion that the Tenderer does not have the necessary financial resources at his disposal to complete the contract successfully within the specified time for completion.

I / We agree, if required, to furnish a copy of the latest audited set of financial statements together with my / our Director's and Auditors' report for consideration by the Employer.

The Employer undertakes to treat the information thus obtained as confidential, strictly for the use of evaluation of the tender submitted by the Tenderer.

SIGNATURE: DATE:

(of person authorized to sign on behalf of the Tenderer)

NATIONAL TREASURY CSD REGISTRATION

Provide the relevant information of registration on the National Treasury Central Supplier Database for the Main Bidder / s, JV Partner / s and or Sub-Contractors

| | NT CSD Reference Number | SARS Pin |
|--------------------------------|--------------------------------|----------------------|
| 1. Main Bidder / s : | <input type="text"/> | <input type="text"/> |
| 2. JV Partner / s : | <input type="text"/> | <input type="text"/> |
| 3. Sub-Contractor / s : | <input type="text"/> | <input type="text"/> |

ATTACHED TO THIS PAGE A COPY OF PROOF OF CSD AND SARS

Registration Certificate / Agreement / Powers of Attorney /ID
Document (if Applicable)

Important note to Tenderer: Registration Certificates for Companies, Close Corporation and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID Document for Sole Proprietor, all as referred to in the foregoing forms and in T2.1 must be inserted here.

Municipal Account

(a) A copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date must accompany the tender documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

(b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.

(c) If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

ATTACHED TO THIS PAGE A COPY OF RECENT MUNICIPAL ACCOUNT OR RELEVANT PROOF OF RATES AND TAXES

Authorized Signatory

(a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

(b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.

(c) If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

ATTACHED TO THIS PAGE A COPY OF RECORDED RESOLUTION FOR AUTHORISED SIGNATORY

B-BBEE CERTIFICATE

Insert a B-BBEE certificate issued by a Verification Agency accredited by a SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

LETTER OF GOOD STANDING FROM DEPARTMENT OF LABOUR (COID)

The Tenderer must attach hereto proof of compliance with the relevant requirements of the compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).

Construction Industry Development Board (CIDB)

Only bidders with a Construction Industry Development Board category and classification grading as indicated in the tender advert will be considered for award.

Please attach a copy of proof of the bidder's CIDB grading to this page.

SECTION C3: SPECIFICATIONS

Nkandla Local Municipality requires competent contractors for physical implementation of Capital projects under the Civil Engineering Works infrastructure. pool/panel of pre-selected contractors who will then be requested to quote for construction works on a rotation basis.

The prospective contractors will be appointed to a panel of pre-selected contractors for the period of **36 months** with annual screening for performance.

This tender envisages for the competent Contractor with CIDB grading of **3CE or higher** enterprises who satisfy criteria stated in the tender data. Contractors must possess the experience in construction and completing of Civil Engineerings and associated infrastructure.

LOCATION

To be advised as and when service is required.

QUALITY CONTROL AND ASSURANCE

Labour Intensive Based Construction

Municipality expects a contractor to apply innovations on maximizing applications of labour intensive methods without compromising quality standards.

Quality Control and Quality Assurance

The competent contractor must show their capabilities for offering to render the service. Attach Previous appointment letters and Completion certificates (***Nkandla Municipality reserves a right to verify with previous clients***), CV's and qualifications of personnel to be used. Construction work should include full time supervision by contractor by providing competent representatives relevant for the specific project expertise.

Health and Safety Requirements

The application and enforcement of all aspects of the Occupational Health and Safety Act which has been enacted to provide for the health and safety of person in connection with the use of plant and machinery; the protection of persons other than persons at work against hazard to health and

safety arising out of or in connection with the activities of persons at work, to establish an advisory council for occupational health and safety and to provide for matters connected therewith.

The Contractor has must have an allowance of outsourcing the service if capacity within the company is not sufficient or available as only a qualified person for this type of service can be utilized.

The contractor shall still be accountable and responsible for the compliance and adherence to the OHS Act.

SCOPE OF THE WORKS

The scope of work will entail any or some of the following:

- Construction of gravel or surfaced roads
- Rehabilitation of gravel or surfaced roads
- Construction of stormwater infrastructure
- Maintenance of roads and stormwater infrastructure, and
- Any other roads and stormwater Related Works

