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 Privaatsak X12  
 VREDENBURG, 7380  
 Tel. No.(022) 701-7113  
 Faks No.(022) 715-1304



Municipal Offices  
 Private Bag X12  
 VREDENBURG, 7380  
 Tel. No.(022) 701-7113  
 Fax No.(022) 715-1304

# **TENDER DOCUMENT**

## **THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.**

**- RETURNABLE DOCUMENT-  
2025**

### **NAME OF TENDERER**

**Contact  
Details**

### **SUBMISSION DETAILS:**

<b>ADDRESS</b>	TENDER BOX, GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG				
<b>CLOSING DATE</b>	27 JUNE 2025	<b>CLOSING TIME</b>	12H00	<b>TENDER BOX</b>	GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG

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# SALDANHA BAY MUNICIPALITY

**TENDER NO. SBM 32/24/25**

**THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR  
SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR  
THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.**

## **GENERAL TENDER INFORMATION**

**TENDER ADVERTISEMENT DATE** : 24 May 2025

**CLOSING DATE** : 27 June 2025

**CLOSING TIME** : 12h00

**CLOSING VENUE** : **Tender Box:**  
GROUND FLOOR, INVESTMENT CENTRE,  
15 MAIN ROAD, VREDENBURG

**CLARIFICATION MEETING** : A compulsory information session will take place at the Municipal Council Chamber, situated at 12 Main Road, Vredenburg on **Monday, 09 June 2025 promptly at 12H00. No grace period will be allowed.**

**TENDER SUBMISSION** : The tender document, fully completed in all respects, together with a valid Tax Clearance certificate plus any returnable and additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the **tender number and title** and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time.

Indicate with an "X" the category/categories of services for which are tendered (more than one category may be selected):

Initial\_\_\_\_\_

C3.1.1 HUMAN SETTLEMENTS	
C3.1.2 ROADS AND STORMWATER	
C3.1.3 ELECTRICAL	
C3.1.4 BULK WATER SERVICES AND RETICULATION	
C3.1.5 BULK SEWER SYSTEMS AND SEWER RETICULATION	
C3.1.6 WASTEWATER TREATMENT	
C3.1.7 WATER SERVICES INSTITUTIONAL PLANS AND AUDITS	
C3.1.8 BUREAU TYPE SERVICES FOR UPDATING AND MAINTENANCE OF WATER AND SEWER MASTER PLANS	
C3.1.9 GROUNDWATER RESOURCES DEVELOPMENT AND MANAGEMENT	
C3.1.10 WATER MASTER PLANNING	
C3.1.11 SOLID WASTE	

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**FAILURE TO SPECIFY/INDICATE/MARK THE SPECIFIC CATEGORY TENDERED FOR, WILL RENDER YOUR TENDER FOR THAT SPECIFIC CATEGORY TO BE NON-RESPONSIVE.**

**FAILURE TO INCLUDE THE INFORMATION REQUIRED (COMPLETION OF SCHEDULES AND/OR PROOF TO BE SUBMITTED) FOR THE SPECIFIC CATEGORY TENDERED FOR, WILL RENDER YOUR TENDER FOR THAT SPECIFIC CATEGORY TO BE NON-RESPONSIVE.**

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**ALL DOCUMENTS AND SCHEDULES MUST BE RETURNED (SUBMITTED) FOR THE TENDER TO BE EVALUATED**

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TENDER NO. SBM 32/24/25

**THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.**

## The Tender (Part T)

**PART T1 Tender Procedures**

- T1.1 Tender Notice and Invitation to Tender
- T1.2 Tender Data

**PART T2 Returnable Documents (All documents / schedules are returnable)**

- T2.1 List of Returnable Schedules Required for Tender Evaluation
- T2.2 Other documents that will be incorporated into the contract
- T2.3 Returnable Schedules that will be incorporated in the contract

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TENDER NO. SBM 32/24/25

**THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.****Tender Notice and Invitation to Tender (T1.1)**

<b><u>SALDANHABAAI MUNISIPALITEIT</u></b>	<b><u>SALDANHA BAY MUNICIPALITY</u></b>
<b><u>TENDER NOMMER: SBM 32/24/25</u></b>	<b><u>TENDER NUMBER: SBM 32/24/25</u></b>
<b><u>TENDER BESKRYWING: DIE AANSTELLING VAN RAADGEWENDE INGENIEURSWESE DIENSTE VIR SALDANHABAAI MUNISIPALITEIT OM VERSKEIE PROJEKTE TE FASILITEER VIR DIE PERIODE 01 JULIE 2025 TOT 30 JUNIE 2031.</u></b>	<b><u>TENDER DESCRIPTION: THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.</u></b>
<p>Tender dokumente is beskikbaar om afgelaai te word op die e-Tender publikasie webtuiste <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> of kan alternatiewelik verkry word by Mev. Rosaire Farmer, Hoofstraat 15, Beleggingsentrum, Vredenburg vanaf <b>Maandag, 26 Mei 2025</b>.</p> <p>Indien tenders verkry word, moet 'n nie-terugbetaalbare tender deposito van R278.00 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling moet aangebied word vir die verkryging van tender dokumente.</p> <p><b><u>Navrae:</u></b> Mnr. L. Khuselo.</p> <p><b><u>E-pos:</u></b> <a href="mailto:luvuyo.khuselo@sbm.gov.za">luvuyo.khuselo@sbm.gov.za</a></p> <p>Tenders moet in die tenderbus by die Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word <b>voor 12H00 op Vrydag, 27 Junie 2025</b> en moet in 'n geseëldde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing.</p> <p>Na die sluitingsuur sal die tenders in die publiek opgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie. Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygings Beleid, R7/5-24, van 23 Mei 2024 sal in die beoordeling van hierdie tender gebruik word.</p> <p>Funksionaliteit sal gebruik word as maatstaf om in aanmerking te kom vir die tender. Dit hou verband met die tenderaar se vermoë om 'n gehalte diens aan die munisipaliteit te verskaf. Tenderaars wat nie voldoen aan die funksionaliteit kriteria (minimum punte), sal dus nie oorweeg word vir verdere evaluering nie.</p> <p>'n Verpligte inligtingsessie sal plaasvind in die Munisipale Raadsaal, geleë te Hoofstraat 12, Vredenburg op <b>Maandag, 09 Junie 2025 stiptelik om 12H00. Geen grasie periode sal toegelaat word nie.</b></p> <p>'n Geldige inkomstebelasting uitklaringsertifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word, en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD).</p> <p>Mnr. H. Mettler MUNISIPALE BESTUURDER Munisipaliteit Saldanhabaai Privaatsak X 12 Vredenburg 7380</p>	<p>Tender documents can be downloaded from the e-Tender publication portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> or alternatively can be collected from Mrs. Rosaire Farmer, 15 Main Road, Investment Centre, Vredenburg from <b>Monday, 26 May 2025</b>.</p> <p>If tenders are collected, a non-refundable tender deposit of R278.00 is payable to Saldanha Bay Municipality. A proof of deposit is required for the collection of tender documents.</p> <p><b><u>Enquiries:</u></b> Mr. L. Khuselo.</p> <p><b><u>Email:</u></b> <a href="mailto:luvuyo.khuselo@sbm.gov.za">luvuyo.khuselo@sbm.gov.za</a></p> <p>Tenders must be placed in the tender box at the Investment Centre, Ground Floor, 15 Main Road, Vredenburg, <b>before 12H00 on Friday, 27 June 2025</b>, in a sealed envelope upon the outside whereon is clearly marked the above-mentioned tender number and description.</p> <p>The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted. The 80/20 preference point system as contained in the Preferential Procurement Policy, R7/5-24, of 23 May 2024 will be used in the adjudication of this tender.</p> <p>Functionality will be evaluated as an eligibility criterion. The eligibility criteria relate to the bidder's ability to provide a quality service to the municipality. Bidders that do not meet the functionality criteria (minimum score) will therefore not be considered for further evaluation.</p> <p>A compulsory information session will take place at the Municipal Council Chamber, situated in 12 Main Road, Vredenburg on <b>Monday, 09 June 2025 promptly at 12H00. No grace period will be allowed.</b></p> <p>A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document and the tenderer must be tax-compliant on the Central Supplier Database (CSD).</p> <p>Mr. H. Mettler MUNICIPAL MANAGER Saldanha Bay Municipality Private Bag X 12 VREDENBURG 7380</p>

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## Tender Data (T1.2)

<b>Clause number</b>	The Conditions of Tender are <b>The Standard Conditions of Tender as contained in Annex C of Government Gazette No. 42622 of 8 August 2019</b> of the <b>CIDB Standard for Uniformity (2019) in Engineering and Construction Works Contracts</b> . The Standard Conditions of Tender for Procurements 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.	
C.1.1	<b>The Employer is:</b> SALDANHA BAY MUNICIPALITY Department: Project Management Unit Private Bag X12 <b><u>Vredenburg</u></b> 7380	
C.1.2	The Tender documents issued by the Employer comprise: <b><u>The Tender</u></b> <b>Part T1: Tender Procedures</b> T1.1 Tender notice and invitation to Tender T1.2 Tender data <b>Part T2 Returnable Documents</b> T2.1 List of Returnable Schedules Required for Tender Evaluation T2.2 Other documents required for tender evaluation purposes T2.3. Returnable Schedules that will be Incorporated in the Contract <b><u>The Contract</u></b> <b>Part C1: Agreement and contract data</b> C1.1 Form of acceptance C1.2 Contract data C1.3 Objections and Complaints form C1.4 Forms of Professional Indemnity Insurance <b>Part C2: Pricing data</b> C2.1 Pricing instructions C2.2 Schedule of activities <b>Part C3: Scope of work</b> C3.1 Description of works C3.2 Engineering (General Requirements)	
C.1.4	The Employer's agent is:  Name: <b>Mr. L. Khuselo</b>  Tel: 022 701 7043	Address: Project Management Unit Standard Bank Building Cnr. of Main and Breë Street, Vredenburg, First Floor Vredenburg, 7380

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C.1.6.2	Removed		
C.1.6.3.1	Removed		
C.1.6.3.2	A Two-envelope System will not be followed.		
C.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 (work packages).		
C.2.7.	A compulsory clarification meeting will be held on <b>Monday, 09 June 2025 at 12H00.</b>		
C.2.8	Request for clarification of the tender document, if necessary, please notify the employer at least seven (7) working days before the closing time <b>per e-mail</b> to both the following persons:		
	<table> <tr> <td>Mr. L. Khuselo Senior Manager: PMU Email: <a href="mailto:luvuyo.khuselo@sbm.gov.za">luvuyo.khuselo@sbm.gov.za</a></td><td>Mr. V. van Wyk Accountant: Contract Management: SCM Email: <a href="mailto:viandro.vanwyk@sbm.gov.za">viandro.vanwyk@sbm.gov.za</a></td></tr> </table>	Mr. L. Khuselo Senior Manager: PMU Email: <a href="mailto:luvuyo.khuselo@sbm.gov.za">luvuyo.khuselo@sbm.gov.za</a>	Mr. V. van Wyk Accountant: Contract Management: SCM Email: <a href="mailto:viandro.vanwyk@sbm.gov.za">viandro.vanwyk@sbm.gov.za</a>
Mr. L. Khuselo Senior Manager: PMU Email: <a href="mailto:luvuyo.khuselo@sbm.gov.za">luvuyo.khuselo@sbm.gov.za</a>	Mr. V. van Wyk Accountant: Contract Management: SCM Email: <a href="mailto:viandro.vanwyk@sbm.gov.za">viandro.vanwyk@sbm.gov.za</a>		
C.2.12	Removed		
C.2.13.6	<p>The Employer's address for delivery of Tender offers and identification details to be shown on each Tender offer package are:</p> <p>Location of Tender box: <b>SALDANHA BAY MUNICIPALITY, Investment Centre, Ground Floor, 15 Main Road, Vredenburg, 7380.</b></p> <p>Physical address: <b>Municipal offices, Investment Centre, 15 Main Road, Vredenburg, 7380.</b></p> <p>Identification details: <b>TENDER SBM 32/24/25: THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.</b></p>		
C.2.15.1	<p>The closing time for submission of Tender offers is <b>12H00 on Friday, 27 June 2025.</b></p> <p><b><i>Note: Telephonic, telegraphic, facsimile or emailed Tender offers will not be accepted.</i></b></p>		
C.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.		
C.2.16	The Tender offer validity period is <b>ninety (90) days.</b>		
C.2.23	<p>The Tenderer is required to submit with his Tender.</p> <ol style="list-style-type: none"> <li>1) A valid tax clearance certificate issued by the South African Revenue Services.</li> <li>2) Qualification certification of proposed project engineer/ team and the professional registration as required.</li> <li>3) B-BBEE status level certificate.</li> <li>4) Locality documentation (municipal accounts and/or lease agreements of the company and executive directors).</li> </ol>		

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C.3.4	The time and location for opening of the tender is: <b>Friday, 27 June 2025 at 12H00, SALDANHA BAY MUNICIPALITY, Council Chamber, 12 Main Road, Vredenburg.</b>
C.3.11	<p><b>FUNCTIONALITY CRITERIA – <u>MINIMUM AVERAGE SCORE 60%</u></b></p> <p><b>1. SPECIFIC PROJECT APPLICABLE EXPERTISE —————→ 50 POINTS (TOTAL)</b></p> <p><b><i>1. Project experience of proposed team</i> <span style="float: right;"><b>40</b></span></b>  The Firm's key personnel's experience and qualifications in projects relating to this discipline. Technologically advanced projects and special achievements done in this discipline are looked at.</p> <p>Excellent = 40                      Good = 25                      Fair = 15                      Poor = 5</p> <p>Refer to Table 1</p> <p><b><i>Quality Management System:</i> <span style="float: right;"><b>10</b></span></b>  <b>ISO 9001= 10</b>  (Submmit proof)</p> <hr style="border-top: 1px dashed black;"/> <p><b>2. APPROACH AND METHODOLOGY —————→ 50 POINTS (TOTAL)</b></p> <p><b><i>Approach and work plan</i> <span style="float: right;"><b>50</b></span></b>  The approach and work plan to the problem.</p> <p>Good = 50                      Workable = 25                      Poor = 5</p>

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	<b>TABLE 1</b>			
	<b>Points Categories</b>	<b>Composition of the team</b>	<b>Relevant Experience</b>	<b>Post ECSA Registration years of experience</b>
	<b>Excellent 40 points</b>	60% Pr Eng/40% Pr Technologist	Pr Eng 10 Years+ Pr Technologist 8 Years +	5 Years+ 4 Years+
	<b>Good 25 points</b>	40% Pr Eng/60% Pr Technologist	Pr Eng 10 Years+ Pr Technologist 8 Years +	5 Years+ 4 Years+
	<b>Fair 15 points</b>	60% Pr Technologist/40% Technicians	Pr Technologist 10 years + Technicians 15 Years+	5 Years+ 7 Years+
	<b>Poor 5 points</b>	60% Technicians/40% Pr Technologist	Technicians 20 Years+ Pr Technologist 15 Years +	10 Years+ 7 Years+
	<b>Table 1: Rating of firm’s project experience (maximum 40 points)</b>			
<b>The minimum percentage for functionality is 60%. Tenderers who attain a score of less than 60% of the points allocated in functionality will not be evaluated further.</b>				
	<b>4. PRICE EVALUATION</b> <i>80 Points (Tenders &lt; R 50 000 000)</i>			
	<b><u>IT MUST BE NOTED THAT ONLY TENDERERS WHO PASSED PHASE 1 (FUNCTIONALITY) WILL BE INVITED TO SUBMIT OFFERS DURING PHASE 2 AND WILL THEN BE EVALUATED IN TERMS OF PRICE AND PREFERENCE.</u></b>			
	<div><b>For 80/20 Points Scoring:</b><math display="block">P_s = 80 \left[ 1 - \frac{P_t - P_{\min}}{P_{\min}} \right]</math></div>			
	Where: Ps = Point scored for price of Tender under consideration Pt = Rand value of Tender under consideration Pmin = Rand value of the lowest acceptable Tender			

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	<p align="center"><b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b></p> <table border="1"> <thead> <tr> <th><b>B-BBEE Status Level of Contributors</b></th><th><b>Number of Points (80/20 System)</b></th></tr> </thead> <tbody> <tr><td align="center">1</td><td align="center">20</td></tr> <tr><td align="center">2</td><td align="center">18</td></tr> <tr><td align="center">3</td><td align="center">14</td></tr> <tr><td align="center">4</td><td align="center">12</td></tr> <tr><td align="center">5</td><td align="center">8</td></tr> <tr><td align="center">6</td><td align="center">6</td></tr> <tr><td align="center">7</td><td align="center">4</td></tr> <tr><td align="center">8</td><td align="center">2</td></tr> <tr><td align="center">Non-Compliant Contributor</td><td align="center">0</td></tr> </tbody> </table>	<b>B-BBEE Status Level of Contributors</b>	<b>Number of Points (80/20 System)</b>	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-Compliant Contributor	0
<b>B-BBEE Status Level of Contributors</b>	<b>Number of Points (80/20 System)</b>																				
1	20																				
2	18																				
3	14																				
4	12																				
5	8																				
6	6																				
7	4																				
8	2																				
Non-Compliant Contributor	0																				
C3.13	<p><b>Tender offers will only be accepted if:</b></p> <ul style="list-style-type: none"> <li>a) the Tenderer has in his or her possession a valid Tax Clearance Certificate issued by the South African Revenue Services and is tax compliant on the Central Supplier Database;</li> <li>b) the Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;</li> <li>c) the Tenderer or any of its directors 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;</li> <li>d) the Tenderer has not: <ul style="list-style-type: none"> <li>(i) abused the Employer's Supply Chain Management System; or</li> <li>(ii) failed to perform on any previous contract; and</li> </ul> </li> <li>e) the Tenderer fully completes all required documentation. (Parts T &amp; C).</li> </ul>																				
Additional	The number of paper copies of the signed tender document (contract) to be provided by the Client is 2(two).																				
Additional	<p><b>The additional conditions of Tender are:</b></p> <ul style="list-style-type: none"> <li>a) SALDANHA BAY MUNICIPALITY may also request that the Tenderer provide written evidence that his financial, labor and resources are adequate for carrying out the project.</li> <li>b) The SALDANHA BAY MUNICIPALITY reserves the right to appoint a firm of chartered accountants and auditors and / or execute any other financial investigations on the financial resources of any Tenderer.</li> <li>c) The Tenderer shall provide all reasonable assistance in such Investigations. Tenderers must take note that in the case of a false statement or submission of false information the tender will be disqualified with immediate effect and criminal prosecution may be considered.</li> <li>d) Council reserves the right not to make an award in this matter.</li> </ul>																				

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C3.14	<p><b>CIDB B.U.I.L.D Programme</b></p> <p>According to GOVERNMENT GAZETTE No. 48491, 28 April 2023:</p> <p><i>“This Construction Industry Development Board Standard for Developing Skills through Infrastructure Contracts should be applied to;</i></p> <p><i>a) a contract of R5 million or more, in the case of a professional service or service contract or an order issued in terms of such a contract; or”</i></p>
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## Returnable Documents (T2)

***ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated***

**PART T2    Returnable Documents (All documents / schedules are returnable)**

- T2.1    List of Returnable Schedules Required for Tender Evaluation
- T2.2    Other documents that will be incorporated into the contract
- T2.3    Returnable Schedules that will be incorporated in the contract

**ALL DOCUMENTS AND SCHEDULES TO BE RETURNED (SUBMITTED) FOR FUNCTIONALITY EVALUATION MUST COVER ALL THE CATEGORIES OF SERVICES TENDERED FOR, AS TICKED ON PAGE 3 OF THIS TENDER DOCUMENT.**

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## List of Returnable Schedules Required for Tender Evaluation Purposes (T2.1)

- Form 2.1.1 General Information
- Form 2.1.2 Authority for Signatory
- Form 2.1.3 Schedule of Work Carried Out by Tenderer
- Form 2.1.4 Proposed Key Personnel
- Form 2.1.5 Declaration of Infrastructure and Resources
- Form 2.1.6 Schedule of Approach and Methodology
- Form 2.1.7 Schedule of Proposed Sub Consultants
- Form 2.1.8 Financial References
- Form 2.1.9 Preference Point Claim Form and Proof of B-BBEE status (MBD 6.1)
- Form 2.1.10 Declaration of Bidder's past supply chain management services (MBD 8)
- Form 2.1.11 Certificate of Independent Bid Determination (MBD 9)

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**FORM 2.1.1 - GENERAL INFORMATION**

<b>1. Name of Tendering Entity:</b>			
<b>2. Contact Details</b>			
<b>Address:</b>			
<b>Tel No:</b>		<b>Fax No:</b>	
<b>E-mail Address:</b>			

**3. Legal entity: Mark with an X.**

<b>Sole proprietor</b>	
<b>Partnership</b>	
<b>Close corporation</b>	
<b>Company</b>	
<b>Joint venture</b>	

In the case of a Joint venture, provide details on joint venture members:

<b>Joint venture member</b>	<b>Type of entity (as defined above)</b>

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**TENDER NO. SBM 32/24/25**

4. Income tax reference number: \_\_\_\_\_  
(in the case of a joint venture, provide for all joint venture members)
  
5. VAT registration number: \_\_\_\_\_  
(In the case of a joint venture, provide for all joint venture members).  
Where the value of an intended contract will exceed R 1 000 000.00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Services for VAT purposes in order to be able to issue tax invoices.
  
6. Company or closed corporation registration number: \_\_\_\_\_  
(In the case of a joint venture, provide for all joint venture members)
  
7. Details of proprietor, partners, closed corporation members, or company directors, indicating technical qualifications where applicable (Form on the next page).
  
8. For joint ventures the following must be attached:
  - Written power of attorney for authorised signatory.
  - Pro-forma of the joint venture agreement.
  - The major partner to satisfy at least 40 percent of the turnover and credit amount criteria, and each other partner at least 25 percent of the criteria.

Name and Identity Number	Relevant qualifications and experience	Years of relevant experience

<b>Name of Tendering Entity:</b>			
<b>Signature:</b>		<b>Date:</b>	

Initial \_\_\_\_\_



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**FORM 2.1.2 - AUTHORITY FOR SIGNATORY**

DETAILS OF PERSON RESPONSIBLE FOR TENDER PROCESS			
Name			
Contact Number			
Address of Office Submitting the Tender			
Tel No.		Fax No.	
E-mail			

Signatories for close corporations and companies shall confirm their authority by attaching to this form a **duly signed and dated original or certified copy** of the relevant resolution of their members or their board of directors, as the case may be.

"By resolution of the board of directors passed on *(date)* .....

Mr. ....

has been duly authorized to sign all documents in connection with the Tender for Contract Number .....and any Contract which may arise there from on behalf of

<b>SIGNED ON BEHALF OF THE COMPANY</b>	
<b>IN HIS CAPACITY AS</b>	
<b>DATE</b>	
<b>FULL NAME OF SIGNATORY</b>	
<b>AS WITNESS 1.</b>	
<b>2.</b>	

**\*\*\* PLEASE ATTACH CONFIRMATION OF AUTHORITY TO SIGN DOCUMENTATION TO  
APPENDIX 3**

Initial\_\_\_\_\_

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## **FORM 2.1.3 - SCHEDULE OF WORK CARRIED OUT BY TENDERER**

### **Previous experience**

Provide the following information on relevant previous experience (indicate specifically projects of similar or larger size and/or which is similar with regard to type of work. In addition to any requirements, bidders must furnish particulars of:

- (a) All consultancy services provided to an organ of state in the last five years; and
- (b) Any similar consultancy services provided to an organ of state in the last five years.

This information is material to the award of the Contract and it must cover all services categories ticked on page 3 of this tender.

Description	Link to category selected on page 3	Value (R, VAT excluded)	Year(s) executed	Reference		
				Name	Organisation	Tel no

Initial\_\_\_\_\_

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**NOTE:**

**THE INFORMATION PROVIDED ABOVE MUST COVER ALL THE SERVICE CATEGORIES TENDERED FOR OR TICKED ON PAGE 3.**

<b>Name of Tendering Entity:</b>			
<b>Signature:</b>		<b>Date:</b>	

**\*\*\* PLEASE ATTACH PREVIOUS WORK EXPERIENCE TO APPENDIX 4**

**Note:**

**Previous experience**

Evaluation of the Tenderer's position in terms of his previous experience. Emphasis will be placed on the following:

- Experience in the relevant technical field;
- Experience of contracts of similar size; and
- Some or all of the references will be contacted to obtain their input.

**Size of enterprise and current workload**

Evaluation of the Tenderer's position in terms of:

Initial\_\_\_\_\_

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- Previous and expected current annual turnover;
- Current contractual obligations; and
- Capacity to execute the contract.

Initial\_\_\_\_\_

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**FORM 2.1.4 - PROPOSED KEY PERSONNEL**

The Tenderer shall list below the key personnel (including first nominee and the second choice alternate), whom he proposes to employ on the projects should his Tender be accepted, both at his headquarters and on the Site, to direct and for the execution of the work, together with their qualifications, experience, positions held and their nationalities.

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF	
	(i) NOMINEE  (ii) ALTERNATE		QUALIFICAT-IONS AND NQF STATUS	EXPERIENCE AND PRESENT OCCUPATION
Headquarters Partner/director				
Project manager				

Initial\_\_\_\_\_

**TENDER NO. SBM 32/24/25**

<b>Other key staff (give designation)</b>				

**NOTE:**

**THE INFORMATION PROVIDED ABOVE MUST COVER ALL THE SERVICE CATEGORIES TENDERED FOR OR TICKED ON PAGE 3.**

<b>Name of Tendering Entity:</b>			
<b>Signature:</b>		<b>Date:</b>	

**\*\*\* PLEASE ATTACH KEY PERSONNEL TO APPENDIX 5**

Initial\_\_\_\_\_

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**FORM 2.1.4 – continued.....**

DESIGNATION	NAME OF	NATIONALITY:	SUMMARY OF	
	(i) NOMINEE  (ii) ALTERNATE		QUALIFICAT-IONS AND NQF STATUS	EXPERIENCE AND PRESENT OCCUPATION
<b>CONSTRUCTION MONITORING (Engineer on Site)</b>				
<b>Other key staff (give designation)</b>				

Initial\_\_\_\_\_

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**NOTE:**

**THAT COMPOSITION OF THE PROPOSED TEAM MUST INCLUDE ALL THE EXPERTISE REQUIRED FOR SERVICES CATEGORIES TICKED ON PAGE 3 OF THIS TENDER DOCUMENT.**

Name of Tendering Entity:			
Signature:		Date:	

**\*\*\* Please Attach Key Personnel to APPENDIX 5**

Initial\_\_\_\_\_



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## **FORM 2.1.5 - DECLARATION OF INFRASTRUCTURE AND RESOURCES**

Provide information on the following:

### **Infrastructure and resources available**

#### ***Physical facilities***

Description	Address

#### ***Equipment***

Provide information on equipment and resources that you have available for this project.

Description : Equipment owned	Number of units
Description : Computer Hardware	Number of units
Description : Software to be Used	Number of units

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

***PLEASE NOTE THAT THE FOLLOWING INFRASTRUCTURE AND RESOURCES ARE CRITICAL AND MUST BE IN PLACE FOR TENDERERS TO ENABLE SUCCESSFUL SERVICE DELIVERY:***

1. Established Office;
2. 1xPlotter + 1x Printer/Copier;
3. Relevant Civil Engineering Software (AutoCad, Civil Designer etc); and
4. Computer hardware (desktops or laptops).

I hereby declare that I have the abovementioned infrastructure and resources in place.

.....

SIGNATURE OF TENDERER

**FAILURE TO SIGN THIS DECLARATION WILL RENDER THE BID NON-RESPONSIVE.**

**\*\*\* PLEASE ATTACH INFRASTRUCTURE & RESOURCES TO APPENDIX 6.**

Initial\_\_\_\_\_

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**List your current contracts and obligations:**

Description	Value (R)	Start date	Duration	Expected completed date

**NOTE:**

**THAT ALL CATEGORIES OF SERVICES TICKED OR TENDERED FOR ON PAGE 3 OF THIS TENDER DOCUMENT MUST BE COVERED.**

Do you have the capacity to supply the goods and services described in this Tender, should the contract be awarded to you?	<b>Yes</b>	<b>No</b>
--	------------	-----------

Initial\_\_\_\_\_

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**Staffing Profile**

Provide information on the staff that you have available to execute this contract (attach a separate list if the space provided is insufficient).

Permanently employed staff	Number of staff
Temporary staff to be employed	Number of staff

Name of  Tendering Entity:			
	Signature:		Date:

**\*\*\* PLEASE ATTACH INFRASTRUCTURE & RESOURCES TO APPENDIX 1 AND 2.**

Initial\_\_\_\_\_

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**Note:**

**Infrastructure and resources available**

Evaluation of the following in terms of the size, nature and complexity of goods and/or services required:

- Physical facilities;
- Infrastructure and resources available for the contract owned by the Tenderer; and
- Infrastructure and resources the Tenderer intends renting, should the contract be awarded to him.

**Staffing profile**

Evaluation of the Tenderer's position in terms of:

- Staff available for this contract being Tendered for Qualifications and experience of key staff to be utilized on this contract.

Initial\_\_\_\_\_

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**FORM 2.1.6 - SCHEDULE OF APPROACH, AND METHODOLOGY / WORK  
PLAN FOR EACH CATEGORY**

**CATEGORY:** \_\_\_\_\_

***Approach and Methodology Form to be completed.***

<b>Tender No.</b>	SBM 32/24/25
<b>Description / Name</b>	THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.

***Understanding the terms of reference / brief***

1. Do you as the consulting engineer understand what is required in terms of the category?

<b>Yes</b>		<b>No</b>	
------------	--	-----------	--

***(Tick Appropriate Block)***

2. If you answered Yes to question 1 above, please explain briefly your understanding of the category in no more than 50 words.


3. Considering questions 1 and 2 above, please provide in summary, details of your proposed approach and work plan to the successful completion of a project in the above category.


Initial\_\_\_\_\_

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4. Briefly state if you have any innovative approach for this particular project mentioned above, that you feel will be unique but also economically superior to the normal workable approach at presently undertaken as the norm.


**NOTE:**

THE INFORMATION PROVIDED ABOVE MUST COVER ALL THE SERVICE CATEGORIES  
TENDERED FOR OR TICKED ON PAGE 3.

<b>Name of Tendering Entity:</b>			
<b>Signature:</b>		<b>Date:</b>	

**\*\*\* PLEASE ATTACH APPROACH & METHODOLOGY/WORK PLAN TO  
APPENDIX 7 FOR EACH CATEGORY.**

Initial\_\_\_\_\_

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**FORM 2.1.7 - SCHEDULE OF PROPOSED SUB-CONSULTANTS**

**NB:** Once the brief of a particular project has been agreed, the need for Sub-Consultants will be ascertained.

The approach and methodology/work plan to be appended on the tender document will be utilized to evaluate functionality of all the various categories services ticked on page 3.

Initial\_\_\_\_\_



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**FORM 2.1.8 - FINANCIAL REFERENCES**

***FINANCIAL STATEMENTS***

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

***DETAILS OF TENDERING ENTITY'S BANK***

I/We hereby authorize the Employer/Engineer to approach all or any of the following banks for the purposes of obtaining a financial reference:

DESCRIPTION OF BANK DETAIL	BANK DETAILS APPLICABLE TO TENDERER 'S HEAD OFFICE		
Name of Bank			
Branch Name			
Branch Code			
Street Address			
Postal Address			
Name of Manager			
Telephone No.		Fax No.	
Account Number			

***TENDERER 'S TAX DETAILS***

Tenderer's VAT Vendor Registration No.	
Tenderer's SARS Tax Reference No.	
Tenderer's SARS Pin number	

**\*\*\* PLEASE ATTACH CONFIRMATION OF BANKING DETAIL TO APPENDIX 8.**

Initial\_\_\_\_\_

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MBD 6.1

## **FORM 2.1.9 – PREFERENCE POINTS CLAIM FORM**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL: 80/20 PREFERENCE POINT SYSTEM**

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND PREFERENTIAL PROCUREMENT POLICY OF COUNCIL.**

#### **1. GENERAL CONDITIONS**

##### **1.1 The following preference point system is applicable to invitations to bid:**

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

##### **1.2 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:**

- a) Price; and
- b) Specific Goals (B-BBEE status level contribution and Locality).

##### **1.3 The maximum points for this bid are allocated as follows:**

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20 (10 B-BBEE and 10 Locality)
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

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

##### **1.4.1 B-BBEE**

Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African National Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

##### **1.4.2 Locality**

##### **1.4.2.1. Where the tenderer is the owner of the property**

The municipal account must be registered in the trading name of owner of the property, for example:

Initial\_\_\_\_\_

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- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).
- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole proprietor the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses) which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address and such proof must be submitted in the form of an Affidavit.

1.4.2.2. Where the tenderer is not the owner of the property

Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.

OR

- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
  - That the sole propriety is conducting business from the said address as indicated in the bid documents.
  - What are the conditions/agreement for conducting business from premises.
  - For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
  - The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.
  - NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

Note: Affidavits valid for a period of 3 months

Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:

- If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:

Initial\_\_\_\_\_

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- That the tenderer/supplier is conducting business from the said address as indicated in the bid documents.
- What are the conditions/agreement for conducting business from premises.
- For example: declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; Sole supplier not liable for any rent payments, etc.
- The ID numbers of both the owner of property, the Director (Authorised to represent the entity or sign documents on behalf of entity) and/or the supplier company registration number must reflect on the affidavit.
- If the property is in the name of a Trust, an affidavit must be obtained from the Trustee(s).
- NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts"

1.4.2.3. Sub-Leasing vs Apartments (block of buildings) owned by one (1) person / director which also operates more than 1 business from the same premises

- If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 9.2.2 above must be submitted.

Note: The residential or business address of the tenderer or sole propriety is tested, therefore the postal address on the municipal account cannot be used to claim points for locality. Please ensure that the residential address on the municipal account agrees to the address as recorded in the compulsory documents to be completed and / attachments and / CSD, CIPC, if necessary.

**A SCORE OF 0 (ZERO) WILL BE ALLOCATED IF COMPULSORY DOCUMENTS NOT DULY COMPLETED AND SIGNED AND / IF INSUFFICIENT PROOF SUBMITTED AT THE CLOSING TIME AND DATE.**

1.5 The municipality reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the municipality.

**2. DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;

Initial\_\_\_\_\_

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

3. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

3.1 **POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS**

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

$$80/20 \quad P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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

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

4.1 **POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS**

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

$$80/20 \quad P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

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

Initial\_\_\_\_\_

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5. POINTS AWARDED FOR SPECIFIC GOALS

In terms of the Preferential Procurement policy of Council section 6(2) and 8(2), preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 and 2 below as may be supported by proof/documentation stated in the conditions of this bid:

5.1 B-BBEE

B-BBEE Status Level of Contributor	Number of Points for Preference (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0

5.2 LOCALITY

Locality of supplier	Number of Points for Preference (80/20)
Within the boundaries of Saldanha Bay Municipality	10
Within the boundaries of the West Coast District	5
Within the boundaries of the Western Cape	2
Outside the boundaries of the Western Cape or failure to provide proof	0

6. DECLARATION

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

6.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF  
PARAGRAPHS 1.4 AND 5.1

B-BBEE Status Level of Contribution: \_\_\_\_\_ (maximum of 10 points)

6.2 LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2

LOCALITY: \_\_\_\_\_ (maximum of 10 points)

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

7. **DECLARATION WITH REGARD TO COMPANY / FIRM**

7.1 Name of company / firm: \_\_\_\_\_

7.2 Company registration number: \_\_\_\_\_

7.3 VAT registration number: \_\_\_\_\_

7.4 Type of company / firm:

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

[TICK APPLICABLE BOX]

7.5 **MUNICIPAL INFORMATION**

Municipality where business is situated: \_\_\_\_\_

Street address of business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered municipal account number: \_\_\_\_\_

**NOTE: MUNICIPAL INFORMATION PROVIDED MUST BE ALIGNED TO PARAGRAPH 1.4  
AND 5.2**

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

Initial \_\_\_\_\_

TENDER NO. SBM 32/24/25

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**\*\*\* PLEASE ATTACH B-BBEE PROOF TO APPENDIX 14**

Initial\_\_\_\_\_



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**MBD 8**

**FORM 2.1.10 - 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.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

4.2	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)?  <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Initial\_\_\_\_\_

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4.5.1 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 Tenderer

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

**DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS**

Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	---------------------------------	--------------------------------

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 12 Directors, a schedule with addresses must also be attached to the tender document.

**Director 1 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 2 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 3 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 4 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 5 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 6 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 7 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 8 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 9 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 10 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 11 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Director 12 Address:**

Mr. / Mrs \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach page if space insufficient.

**\*\*\* PLEASE ATTACH MUNICIPAL INFORMATION PROOF TO APPENDIX 13**

Initial \_\_\_\_\_

TENDER NO. SBM 32/24/25

**MBD 9**

**FORM 2.1.11 - CERTIFICATE OF INDEPENDENT BID DETERMINATION**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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:

Initial \_\_\_\_\_

**TENDER NO. SBM 32/24/25**

(Name of Bidder)

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

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

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. 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.
11. 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.
12. 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.

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Initial\_\_\_\_\_

## Other Documents Required for Tender Evaluation Purposes (Part T2.2)

***ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.***

<b>PART T2.2</b>	<b>Returnable Documents (All documents / schedules are returnable)</b>
T2.2.1	Certificate of Tenderer's Attendance at the compulsory clarification meeting
T2.2.2	Tax Clearance Certificate Requirements – TCC001
T2.2.3	Declaration of interest (MBD 4)
T2.2.4	Central Supplier Database (CSD)

Initial\_\_\_\_\_



**FORM 2.2.1 - CERTIFICATE OF TENDERER'S ATTENDANCE AT THE  
COMPULSORY CLARIFICATION MEETING**

This is to certify that I, .....,

representative of (Tenderer) .....

.....

of (address) .....

.....

.....

Telephone number .....

Fax number .....

Attended Clarification Meeting on (date) .....

in the company of (SALDANHA BAY MUNICIPALITY / Employer's Representative) .....

**NB: Tenderers are requested to submit the minutes received at above-mentioned compulsory clarification meeting with their Tender documents. (Non-submission of this information may lead to rejection of this Tender)**

<b>TENDERER'S REPRESENTATIVE</b>	
<b>SALDANHA BAY MUNICIPALITY / EMPLOYER'S REPRESENTATIVE</b>	

Initial\_\_\_\_\_

**MBD 2**

**FORM 2.2.2 - Tax Clearance Certificate Requirements – TCC001**

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

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

In order to meet these requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

- 1 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 2 In bids where Consortia / Joint Ventures / Sub-contractors are involved; each part must submit a separate Tax Clearance Certificate.
- 3 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 4 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**\*\*\* PLEASE ATTACH A VALID TAX CLEARANCE CERTIFICATE TO APPENDIX 10.**

Initial\_\_\_\_\_

**MBD 4****FORM 2.2.3 - DECLARATION OF INTEREST**

<b>DECLARATION OF INTEREST</b>	
<b>1.</b>	No bid will be accepted from persons in the service of the state*.
<b>2.</b>	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 the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
<b>3.</b>	<b>In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.</b>
<b>3.1.</b>	Full Name of bidder or his / her representative:
<b>3.2.</b>	Identity number:
<b>3.3.</b>	Position occupied in the Company (director, trustee, shareholder <sup>2</sup> )
<b>3.4.</b>	Company Registration Number:
<b>3.5.</b>	Tax Reference Number:
<b>3.6.</b>	VAT Registration Number:
<b>3.7.</b>	The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers (where applicable) must be indicated in paragraph 4 below.
<b>3.8.</b>	Are you presently in the service of the state* <b>YES / NO</b>
<b>3.8.1.</b>	If yes, furnish particulars.
<b>3.9.</b>	Have you been in the service of the state for the past twelve months? <b>YES / NO</b>
<b>3.9.1.</b>	If so, furnish particulars.
<b>3.10.</b>	Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? <b>YES / NO</b>
<b>3.10.1.</b>	If so, state particulars.

Initial\_\_\_\_\_

<b>3.11.</b>	Are you aware of any relationship (family, friend, other) between the bidder and any person in the service of the state who may be involved with the evaluation and or adjudication of this bid?	<b>YES / NO</b>	
<b>3.11.1.</b>	If so, state particulars.		
<b>3.12.</b>	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	<b>YES / NO</b>	
<b>3.12.1.</b>	If so, state particulars.		
<b>3.13.</b>	Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	<b>YES / NO</b>	
<b>3.13.1.</b>	If so, furnish particulars.		
<b>3.14.</b>	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	<b>YES / NO</b>	
<b>3.14.1.</b>	If so, furnish particulars.		
<b>4.</b>	Full details of directors / trustees / members / shareholders:		
<b>COMPLETION OF THE FOLLOWING INFORMATION IS <u>COMPULSORY</u>:</b>			
<b>Full Name</b>	<b>Identity Number</b>	<b>Individual Tax Number for each Director</b>	<b>State Employee Number</b>
<b>CERTIFICATION</b>			
<b>I 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.</b>			
<b>NAME OF ENTERPRISE</b>			

Initial\_\_\_\_\_

<b>CAPACITY</b>		<b>DATE</b>	
<b>NAME (PRINT)</b>		<b>SIGNATURE</b>	
<sup>1</sup> MSCM Regulations: "in the service of the state" means to be -			
<b>a)</b>	a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the National Assembly or the National Council of Provinces;		
<b>b)</b>	a member of the board of directors of any municipal entity;		
<b>c)</b>	an official or any Municipality or municipal entity;		
<b>d)</b>	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);		
<b>e)</b>	a member of the accounting authority of any national or provincial entity; or		
<b>f)</b>	an employee of Parliament or a provincial legislature.		
<b>g)</b>	<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.		

Initial\_\_\_\_\_

**FORM T2.2.4 – CENTRAL SUPPLIER DATABASE (CSD)**

Paragraph 14(1)(a) of the Municipal Supply Chain Management Policy states that the municipality must keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements. Saldanha Bay Municipality has decided to accept an invitation from Provincial Treasury to join the Western Cape Supplier Database (WCSD) with the view of using one centralized database. However, on 01 July the Municipality will make use of the Centralised Supplier Database. This decision was taken based on the advantages it holds for our suppliers as well as our organization's procurement processes. All prospective providers of municipal goods and/or services are hereby requested to register their business with the CSD.

**The usage of the Centralised Supplier Database came into effect on 01 July 2016. REGISTRATION WILL BE COMPULSORY IN ORDER TO CONDUCT BUSINESS WITH SALDANHA BAY MUNICIPALITY. The database will be used to verify the accreditation of a supplier before an award can be made.**

**All prospective suppliers should be aware of the amended codes of good practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act as issued by the Minister of Trade and Industry (Gazette No.36928) on 11 October 2013.**

Enquiries can be made to Mr. S. Arendse at 022 701 6940.

CSD registration number (if registered): .....

Initial\_\_\_\_\_

## **Returnable Schedules that will be Incorporated in the Contract (Part T2.3)**

***(ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the  
TENDER to be Evaluated.***

### **PART T2.3**

T2.3.1 Record of Addenda to Tender Documents

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

**FORM 2.3.1 - RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this Tender offer, amending the Tender documents, have been taken into account in this Tender offer:

No.	Date	Title or Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

<b>Signed:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Position:</b>	
<b>SIGNED ON BEHALF OF TENDERER:</b>			

**\*\*\* PLEASE ATTACH RECORD OF ADDENDA TO APPENDIX 12.**

Initial\_\_\_\_\_



TENDER NO. SBM 32/24/25

## The Contract (Part C)

***ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.***

**PART C**

Part C1	Agreement and Contract Data
Part C2	Pricing Data
Part C3	Scope of Works

Initial\_\_\_\_\_

## Agreement and contract data (Part C1)

***ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.***

### **PART C1**

- Part C1.1 Form of Offer & Acceptance
- Part C1.2 Contract Data
- Part C1.3 Objections and Complainants
- Part C1.4 Form of Professional Indemnity Insurance

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

**FORM OF OFFER AND ACCEPTANCE - (PART C1.1)****(AGREEMENT)**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.**

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

By the representative of the Tenderer, deemed to be duly authorised, signing this apart of the tender or form, the Tenderer offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

<b>Name of Tendering Entity:</b>			
<b>Signature:</b>		<b>Date:</b>	

Form of Acceptance will be signed once an award has been made.

<b>Municipal Manager</b>			
<b>Mr. H.F. Mettler</b>			
<b>Signature:</b>		<b>Date:</b>	

Initial\_\_\_\_\_

### **Contract Data - (Part C1.2)**

#### **CONDITIONS OF CONTRACT**

The **Standard Professional Services Contract (Third Edition, July 2009)** published by the Construction Industry Development Board, are applicable to this.

Copies of these Conditions of Contract may be obtained from the Construction Industry Development Board's website **www.cidb.org.za**.

#### **PART 1: DATA PROVIDED BY THE EMPLOYER**

The following contract specific data are applicable to this Contract:

Clause	Description		
1.	The Employer is the <b>SALDANHA BAY MUNICIPALITY.</b>		
1.	The tender is for the procurement of <b>THE APPOINTMENT OF CONSULTING ENGINEERING SERVICES FOR SALDANHA BAY MUNICIPALITY TO FACILITATE VARIOUS PROJECTS FOR THE PERIOD 01 JULY 2025 TO 30 JUNE 2031.</b>		
3.4 and 4.3.2	The Authorized and Designated representative of the Employer is: <b>Municipal Manager or Director: IPS</b>		
	The Employer's address for receipt of communications is:		
	<table><tr><td><b>Physical address:</b> 15 Main Road Investment Centre Vredenburg 7380</td><td><b>Postal address:</b> SALDANHA BAY MUNICIPALITY Private Bag X12 Vredenburg 7380</td></tr></table>	<b>Physical address:</b> 15 Main Road Investment Centre Vredenburg 7380	<b>Postal address:</b> SALDANHA BAY MUNICIPALITY Private Bag X12 Vredenburg 7380
	<b>Physical address:</b> 15 Main Road Investment Centre Vredenburg 7380	<b>Postal address:</b> SALDANHA BAY MUNICIPALITY Private Bag X12 Vredenburg 7380	
	<table><tr><td><b>Telephone: 022 701 7113</b> <b>Email: mun@sbm.gov.za</b></td><td><b>Telephone: 022 701 6905</b> <b>Email: luvuyo.khuselo@sbm.gov.za</b></td></tr></table>	<b>Telephone: 022 701 7113</b> <b>Email: mun@sbm.gov.za</b>	<b>Telephone: 022 701 6905</b> <b>Email: luvuyo.khuselo@sbm.gov.za</b>
<b>Telephone: 022 701 7113</b> <b>Email: mun@sbm.gov.za</b>	<b>Telephone: 022 701 6905</b> <b>Email: luvuyo.khuselo@sbm.gov.za</b>		
3.5	The Service Provider will be informed on the location of a specific task when a work package for a specific project is issued.		
3.6	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.		
3.10	This contract (Part 1) with the contract included in the work package (Part 2) for a specific project constitutes the agreement and any representations not contained therein shall not be of any force or effect. No amendments will be of any force or effect unless reduced to writing by both Parties.		

Initial\_\_\_\_\_

3.15	<p>Additional</p> <p>The Service provider shall include a provisional project program with respect to each project. This program must contain identifiable milestones coupled to specific time frames. Upon appointment of the consultant this program will be agreed to with the client and this program may then be used as basis to apply penalties.</p> <p>Tenderer must have sufficient resources to complete project program as agreed upon between the client &amp; tenderer. Programs will be discussed at briefing session with successful tenderer.</p>	
4.7	<p>Additional:</p> <p>The Employer will not be responsible for any overtime worked by or overtime payments made to personnel, or any additional costs not specified in the tender submitted by the Tenderer.</p>	
5.1.1 and 5.1.2	<p>Additional:</p> <p>Where services include the powers to certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act in respect of that contract/agreement as an independent.</p>	
5.4.1	<p>The Service Provider is required to provide the following insurances:</p>	
	1. Insurance against	<b>Risk in performing professional services Professional Indemnity cover for each category tendered for. (Please attach to Appendix 11).</b>
5.5	<p>The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ol style="list-style-type: none"> <li>1. Appointing Sub Consultants for the performance of any part of the Services.</li> <li>2. Three (3) written quotation must be submitted to Employer for approval before any commencement of services rendered by sub-contractor/Sub consultant.</li> </ol>	
9.1	<p>Copyright of documents prepared for the Project shall be vested with SALDANHA BAY MUNICIPALITY</p>	
Additional Clause to be added	<p>Where not specifically indicated, all tendered prices, rates, tariffs, fees, etcetera are to include 15% VAT.</p>	
10.	<p><b>CIDB B.U.I.L.D Programme</b></p> <p>According to GOVERNMENT GAZETTE No. 48491, 28 April 2023:</p> <p>"This Construction Industry Development Board Standard for Developing Skills through Infrastructure Contracts should be applied to;</p> <p>a) a contract of R5 million or more, in the case of a professional service or service contract or an order issued in terms of such a contract; or"</p>	

Initial\_\_\_\_\_

**PART 2: DATA PROVIDED BY THE SERVICE PROVIDER**

Clause	Description	
5.3	The authorized and designated representative of the Service Provider is:	
	Name:	
	The Service Provider's address for receipt of communications is	
	Physical address:	Postal address:
	Telephone:	
	Fax:	
	E-mail:	

Initial\_\_\_\_\_

**OBJECTIONS AND COMPLAINTS FORM (Part C1.3)**

## (1) Details of Objector/Complainant

Name: \_\_\_\_\_

Address: (postal and street): \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reference number of Tender : \_\_\_\_\_

## Other Party's Details (If any)

Name: \_\_\_\_\_

Address: (postal and street): \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact person: \_\_\_\_\_

Reference number of Tender: \_\_\_\_\_

Description of Issue[s] in Dispute: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initial \_\_\_\_\_

List of Documents Attached

---

Determination Sought in Respect of Objection or Complaint

---

Form submitted by:

Name:

---

Signature:

---

Position:

---

Date:

---

Initial\_\_\_\_\_



**FORM OF PROFESSIONAL INDEMNITY INSURANCE – PART C1.4**

This shall apply once the contract of which the tender will be executed by the service provider has been identified. Only documents confirming PI cover of the company for relevant categories of service can be attached on Annexure 11 for now.

Initial\_\_\_\_\_

TENDER NO. SBM 32/24/25

## PRICING DATA (Part C2)

***ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.***

**PART C2**

Part C2.1 Pricing Instructions  
Part C2.2 Schedule of Activities

Initial\_\_\_\_\_

**PRICING INSTRUCTIONS - Part C2.1****C2.1 PRICING INSTRUCTIONS**

1. Payment will be based on the completion of activities, based on the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000 and Government Gazette No. 44333, 26 March 2021, capped by the DPSA rates or the latest publication available provided that reasonable progress towards the completion of the activity is demonstrated.
2. All tenderers who score 60 points and above for functionality criteria will qualify to be listed on the group of service providers that will be issued pricing schedule to compete for the tenders available on each of the categories of services. The process will be handled as follows:

**Step 1:** Each group of tenderers who passed functionality criteria for that category will be issued a work package with pricing schedule during phase 2 to make an offer.

**Step 2:**

The offers received will be evaluated for price and preference using method 2 of CIDB. An example of the pricing schedule is included below.

**Step 3:**

The company who scored the highest points will be appointed by signing a contract for the specific project.

Initial\_\_\_\_\_

**EXAMPLE OF PRICING SCHEDULE TO BE COMPLETED FOR EACH PROJECT**

APPENDIX 2: PRICING SCHEDULE - CONSULTING ENGINEERS			
<b>Project Details</b> <i>(To be provided by Municipality)</i>			
Tender Number	PS 11/2022		
Description / Name	PROFESSIONAL CONSULTING ENGINEERING SERVICES FOR DESIGN AND CONSTRUCTION OF A BULK WATER SUPPLY LINE FOR ST. HELENA BAY.		
Guideline: Estimated budget for complete project (including Professional fees and Construction cost):	R 130 000 000.00		
<b>Category and DPSA rate:</b>			
<b>Category as per par. 4.2(2) and 4.2(3) of ECSA guideline</b>	<b>DPSA Salary band</b>	<b>DPSA fee per hour</b>	
Category A {4.2(3)(a)(i)}	15	R 3,080.04	
Category B {4.2(3)(a)(i)}	14	R 2,150.53	
Category C {4.2(3)(a)(ii)}	12	R 1,482.21	
Category D {4.2(3)(a)(iii)}	11	R 1,250.67	
<b>Fuel (Department of Transport: Category D cent per kilometre)</b>			
<b>Petrol</b>	<b>Cent / km</b>		
Up to 1550	427.60		
1550-1950	459.80		
1951-2150	533.70		
2151-2500	606.40		
2501-3500	775.40		
Greater than 3500	897.60		
<b>Diesel</b>	<b>Cent / km</b>		
Up to 2150	569.40		
2151-2500	709.90		
2501-3500	748.50		
Greater than 3500	884.40		
<b>Recoverable Expenses (Department of Public Works)</b>			
<b>Paper size</b>	<b>Fee</b>		
A4 Black on White	R 0.95		
A4 Coloured	R 1.35		
A3 Black on White	R 2.35		
A3 Coloured	R 2.70		
A2	R 19.95		
A1	R 28.80		
A0	R 44.30		
Binder Set A4	R 28.80		
Binder Set A3	R 37.70		
*Duplicating/Print in Colour A4	R 9.40		
*Duplicating/Print in Colour A3	R 15.50		
*Payable only upon prior written approval by SBM			
To be calculated during evaluation			
<b>Normal Services</b>		<b>Time based fees</b>	
Budget	R	-	
<b>Additional Services</b>		<b>Actual cost will be paid plus mark-up</b>	
Construction Monitoring	Municipality pay actual cost plus mark up as per guideline. The maximum mark-up is 10% according to ECSA guideline. Department can determine mark-up. Estimates provided by Department. Control: Consultant must request three quotes for each category.		
Environmental Consultant			
Surveyor			
Geotechnical			
Town planning			
Health and Safety Officer			
<b>Expenses and Cost</b>		<b>Time and cost base fees</b>	
Travelling			
Printing, typing, copying			

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Allocation of work in terms of expertise (mix of responsibilities during project)	Percentage work on project required by Municipality:	Percentage Offered (To be calculated)		
Category A {4.2(3)(a)(i)}		0%		
Category B {4.2(3)(a)(i)}		0%		
Category C {4.2(3)(a)(ii)}		0%		
Category D {4.2(3)(a)(iii)}		0%		
<i>Guideline for allocation of work per stage in line with ECSA Guideline 26 March 2021 (clause 4.2.9)</i>				
Category A or B consultant (depending on the type of work) will be responsible to sign-off on each stage under Normal Services.				
Consultant: Fee and hours				
Services	Fee per hour	Hours	Total	Percentage (%)
<b>Normal Services</b>	<i>Fee per hour and hours to be provided by tenderer</i>		<i>To be provided by tenderer</i>	<i>To be calculated during evaluation</i>
<b>Stage A: Preliminary Design</b> <i>(Inception, concept and viability)</i>				
Cat (A)	R 3,080.04	20	R 61,600.76	0.0%
Cat (B)	R 2,150.53	75	R 161,289.97	0.0%
Cat (C)	R 1,482.21	275	R 407,607.75	0.0%
Cat (D)	R 1,250.67	200	R 250,134.00	0.0%
<b>Subtotal</b>		<b>570</b>	<b>R 880,632.48</b>	
Percentage (%) allocated for stage				27.1%
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.1 and 3.2.2)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered, additional travelling cost outside the</i>				
<i>Approval required to proceed to next stage (clause 4 in work package)</i>				
<b>Stage B: Detail Design</b>				
Cat (A)	R 3,080.04	30	R 92,401.14	0.0%
Cat (B)	R 2,150.53	65	R 139,784.64	0.0%
Cat (C)	R 1,482.21	290	R 429,840.90	0.0%
Cat (D)	R 1,250.67	150	R 187,600.50	0.0%
<b>Subtotal</b>		<b>535</b>	<b>R 849,627.18</b>	
Percentage (%) allocated for stage				26.1%
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.3)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered, additional travelling cost outside the</i>				
<i>Approval required to proceed to next stage (clause 4 in work package)</i>				
<b>Stage C: Documentation and Tender</b>				
Cat (A)	R 3,080.04	15	R 46,200.57	0.0%
Cat (B)	R 2,150.53	45	R 96,773.98	0.0%
Cat (C)	R 1,482.21	150	R 222,331.50	0.0%
Cat (D)	R 1,250.67	120	R 150,080.40	0.0%
<b>Subtotal</b>		<b>330</b>	<b>R 515,386.45</b>	
Percentage (%) allocated for stage				15.9%
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.4)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered, additional travelling cost outside the</i>				
<b>Stage D: Construction Administration</b>				
Cat (A)	R 3,080.04	30	R 92,401.14	0.0%
Cat (B)	R 2,150.53	65	R 139,784.64	0.0%
Cat (C)	R 1,482.21	290	R 429,840.90	0.0%
Cat (D)	R 1,250.67	150	R 187,600.50	0.0%
<b>Subtotal</b>		<b>535</b>	<b>R 849,627.18</b>	
Percentage (%) allocated for stage				26.1%
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.5)</i>				
<i>All overheads to be included on the rate provided for the stage works tendered i.e. travel cost associated with stage work is included in the rate tendered, additional travelling cost outside the</i>				
<b>Stage E: Close out</b>				
Cat (A)	R 3,080.04	6	R 18,480.23	0.0%
Cat (B)	R 2,150.53	25	R 53,763.32	0.0%
Cat (C)	R 1,482.21	30	R 44,466.30	0.0%
Cat (D)	R 1,250.67	30	R 37,520.10	0.0%
<b>Subtotal</b>		<b>91</b>	<b>R 154,229.95</b>	
Percentage (%) allocated for stage				4.7%
<b>Total: Normal Services</b>		<b>2061</b>	<b>R 3,249,503.22</b>	<b>100.0%</b>
<b>Percentage CAP</b>			<b>#DIV/0!</b>	
<i>Deliverable to be in line with ECSA guideline 26 March 2021 (clause 3.2.6)</i>				
<i>All overheads to be include to the rate provided i.e. travel time, travel cost, etc)</i>				

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<b>Additional Services: Construction Monitoring</b>			
	Provided by Municipality	To be provided by tenderer	
	Estimated months	Rate per Month	Estimated cost per level
Municipality to indicate which level required. Rates for other to be provided refer to ECSA guideline 26 March 2021 clause 3.3.2			
Construction Monitoring Level 3 (based on 21 days per month * 8 hours per day = 168 hours per month) refer to ECSA guideline 26 March 2021 clause 3.3.2 (c)	0	R 125,000.00	R -
Construction Monitoring Level 2 (based on 8 days per month * 8 hours per day = 64 hours per month) refer to ECSA guideline 26 March 2021 clause 3.3.2 (b)	14	R 45,000.00	R 630,000.00
Construction Monitoring Level 1 (based on 2 days per month * 8 hours per day = 16 hours per month) refer to ECSA guideline 26 March 2021 clause 3.3.2 (a)	0	R 35,000.00	R -
<b>Total for Construction Monitoring</b>			<b>R 630,000.00</b>
Level of construction monitoring to be determine at the discretion of the user department in terms of the envisage complexity of the project as per ECSA guideline 4 December 2015 clause All overheads to be include to the rate provided i.e. travel time, travel cost, etc)			
<b>CSDG Program Requirements</b>			
Total cost of Professional Fees (Normal Services plus Construction Monitoring) excluding VAT		<b>R 3,879,503.22</b>	
Price of Professional Fees expressed in Millions e.g (R1 000 000 = 1.0)		3.880	PROF. FEES IN MILLIONS
CSDG requirement expressed in hours		150	HOURS AS PER CSDG
CSDG required goal in hours that must be achieved on this contract		581.9254837	TOTAL CSDG HOURS
CSDG hours expressed in months		3.356745984	MONTHS
CSDG cost/month based on Method 4 as per the Standard		R 20,500.00	COST/MONTH
<b>Total cost of CSDG compliance</b>		<b>R 68,813.29</b>	<b>TOTAL</b>
<b>Expenses and costs (other additional services)</b>			
	Cost Estimate (By Municipality)	To be provided by tenderer	
		Mark-up in %	Cost Estimate plus Mark-up
Refer to ECSA Guideline 26 March 2021 (clause 4.5.1(b))			
Environmental Consultant	R 350,000.00	0%	R 350,000.00
Land Surveyor	R 100,000.00	0%	R 100,000.00
Geotech	R 150,000.00	0%	R 150,000.00
Town planning	R 250,000.00	0%	R 250,000.00
Health and Safety Officer	R 150,000.00	0%	R 150,000.00
Add Other Specialist Services if applicable	R 1,000,000.00	0%	R 1,000,000.00
<b>Total for Other Additional Services</b>			<b>R 2,000,000.00</b>
<b>Expenses and costs (ad hoc matters)</b>			
	Fee (By Tenderer)	Hours/ Kilometres (To be provided by tenderer)	Cost Estimate (By Tenderer)
Refer to ECSA Guideline 26 March 2021 (clause 4.3)			
Cat (A) Rate per Hour	R 3,080.04	1	R 3,080.04
Cat (B) Rate per Hour	R 2,150.53	1	R 2,150.53
Cat (C) Rate per Hour	R 1,482.21	1	R 1,482.21
Cat (D) Rate per Hour	R 1,250.67	1	R 1,250.67
Travelling Time Cat (A) Rate per Hour	R -		R -
Travelling Time Cat (B) Rate per Hour	R -		R -
Travelling Time Cat (C) Rate per Hour	R -		R -
Travelling Time Cat (D) Rate per Hour	R -		R -
Travelling Cat (A) Rate per km	R -		R -
Travelling Cat (B) Rate per km	R -		R -
Travelling Cat (C) Rate per km	R -		R -
Travelling Cat (D) Rate per km	R -		R -
Total hours provided by the Consultant under ad-hoc for above items MAY NOT EXCEED 10% of total Normal Services hours and the rates must be the same as indicated for Normal Services per category.			
<b>Total for Ad hoc matters</b>			<b>R 7,963.45</b>
Rate for time and travelling of each professional be the same with the one tendered above for the normal services stages. Travelling Rate per km for various categories of professionals should not exceed Department of Transport prescribed rates.			

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<b>Expenses and costs (recoverable expenses)</b>	<b>Fee</b>	<b>Estimated number</b>	<b>Cost Estimate</b>	
<i>Refer to ECSA Guideline 26 March 2021 (clause 4.5.2)</i>				
A4 Black on White	R -	3000	R -	
A4 Coloured Paper	R -	300	R -	
A3 Black on White	R -	150	R -	
A3 Coloured Paper	R -	50	R -	
A2	R -	100	R -	
A1	R -	100	R -	
A0	R -	80	R -	
Binder Set A4	R -	30	R -	
Binder Set A3	R -	30	R -	
*Duplicating/Print in Colour A4	R -	50	R -	
*Duplicating/Print in Colour A3	R -	20	R -	
Lump Sum for other Disbursements depending on the size of the project (refer to ECSA, 26 March 2021 4.5(2)(c) & (f))	R 300,000.00		R 300,000.00	
*Payable only upon prior written approval by SBM				
<b>Total for Recoverable Expenses</b>			<b>R 300,000.00</b>	
<b>Summary</b>				
Normal Services			R 3,249,503.22	
Additional Services: Construction Monitoring			R 630,000.00	
CSDG program requirements			R 68,813.29	
Expenses and costs (other additional services)			R 2,000,000.00	
Expenses and costs (ad hoc matters)			R 7,963.45	
Expenses and costs (recoverable expenses)			R 300,000.00	
<b>SUB-TOTAL (excluding VAT)</b>			<b>R 6,256,279.97</b>	
<b>15% VAT</b>			<b>R 938,442.00</b>	
<b>TOTAL TENDER OFFER INCL. 15% VAT</b>			<b>R 7,194,721.96</b>	
<b>Note, the difference between Original Pricing Schedule and the Adjusted Pricing Schedule after CIDB input was received, equates to R 49 020.64</b>				

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**SCHEDULE OF ACTIVITIES - C2.2****C 2.2.1 – FEE PROPOSAL GUIDELINES**

Please make use of the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000, Government Gazette No. 44333, 26 March 2021, capped by DPSA or the latest publication available.

Fees paid must be aligned with the Cost Containment Regulations, 2019, and Cost Containment Policy approved by Council.

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## SCOPE OF WORK (Part C3)

***ALL Documents and Schedules MUST BE RETURNED (SUBMITTED) for the TENDER to be Evaluated.***

### **PART C3**

Part C3.1

Descriptions of works

Part C3.2

Engineering (general requirements)

Initial\_\_\_\_\_

### **DESCRIPTIONS OF WORKS - C3.1**

#### **C 3.1.1      HUMAN SETTLEMENTS**

The consultant will be responsible to evaluate the client's requirements, refine the needs and options for the project, appointment of necessary sub-consultants, establish the project objectives, priorities, constraints and strategies for the implementation of human settlement projects. Human Settlements projects process flow includes town establishment processes (LUPA, NEMA etc), engineering services and top structures.

Prepare and finalise the project concept, conduct investigations, preliminary programme, viability of the project and develop the approved concept to finalise the design, outline specifications, cost estimates and programme for the project.

Prepare procurement and construction documentation, confirm and implement the procurement strategies, tender evaluation and procedures for effective and timeous procurement for execution of the project.

Manage, administer and monitor the construction contracts and processes including preparation and coordination of procedures and documentation to facilitate practical completion of the human settlement project.

Fulfil and complete the project close-out including necessary documentation to facilitate effective completion, handover and operation of the human settlement project for services and top structures.

Remuneration will be as per the prescribed allowable subsidy amount by PDoHS for subsidised housing projects.

#### **Pre-payment condition**

**The municipality places on record that the funds for payment for the services rendered in terms hereof, will be paid by the Provincial Department of Infrastructure (Human Settlements) to the municipality. Such funds will only be paid by the Provincial Department on the attainment of certain milestones of the project. The Parties agree that payment by the municipality to the Engineering Consultant will only be due and payable on receipt of the funds by the municipality of such funds from the PDOI.**

#### **Subsidy Quantum rates**

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**Tenderers must ensure that their proposed rates align with the subsidy quantum, which will be subject to periodic revisions in accordance with applicable Provincial and national guidelines.**

**Any adjustments to the subsidy quantum during the contract period shall be implemented as prescribed by the relevant authorities, and tenderers must accommodate such revisions within their pricing schedules.**

**Any other related task.**

Initial\_\_\_\_\_

**C 3.1.2      ROADS AND STORMWATER****C3.1.2.1      TRANSPORT ENGINEERING**

Investigations, traffic impact & pedestrian movement studies, planning, design, contract administration and supervision, unbundling of projects with regard to traffic engineering projects. Tasks include, but are not limited to the following:

**Any other related task.**

**C3.1.2.1.1      Traffic Safety**

Investigation of motorized transport safety problems and development of solutions, investigation of non-motorized transport (NMT) safety problems and development of solutions, specific emphasis is placed on integration of NMT at intersections, development of ad-hoc NMT standards, Road Safety Audits and Road Safety Assessments.

**Any other related task.**

**C3.1.2.1.2      Traffic Management**

Preparation of area traffic management plans, addressing issues such as traffic calming, road closures etc.

**Any other related task.**

**C3.1.2.1.3      Transport System Capacity**

Investigation of link and intersection capacity problems and development of appropriate solutions, review of road schemes identified by the Employer.

**Any other related task.**

**C3.1.2.1.4      Road Traffic Signs**

Evaluation of the need for and design of the full range of road traffic signs, evaluation of road traffic sign designs for new transport infrastructure, evaluation of road traffic signs for temporary traffic accommodation, evaluation and redesign of road-marking layouts for rehabilitation and resurfacing projects, capture of new signage designs and as-built data on the Employer's signs management system.

**Any other related task.**

Initial\_\_\_\_\_

**C3.1.2.1.5 Traffic Signals**

Evaluation of the need for new traffic signals, analysis of the performance of signalised intersections and design of traffic signal timing plans, design of traffic signal layouts, including improvements to the geometry of intersections.

**Any other related task.**

**C3.1.2.1.6 Speed Limit Reviews**

Review of speed limits.

**Any other related task.**

**C3.1.2.1.7 Outdoor advertising control**

Assessment of applications for outdoor advertising.

**Any other related task.**

**C3.1.2.1.8 Accident Data Analysis**

Collation and analysis of accident data at various locations, accident trend analysis.

**Any other related task.**

**C3.1.2.1.9 Traffic Surveys**

Traffic volume surveys including NMT modes, speed surveys.

**Any other related task.**

**C3.1.2.1.10 Detailed design, procurement and contract supervision**

Detailed design of transport system improvements, production of tender / contract documentation and undertaking of targeted procurement processes on behalf of the Employer.

**Any other related task.**

Initial\_\_\_\_\_

**C3.1.2.1.11 Public Transport**

Investigations, feasibility studies, demand modelling, utilisation surveys, conceptual and detailed design of public transport infrastructure, funding applications, engagement with interested & affected parties.

**Any other related task.**

**C3.1.2.2 ROADS**

Investigations, options analysis, feasibility studies, funding applications, planning, design, contract administration and supervision, unbundling of projects, with regard to new road projects, and extension, upgrading and maintenance of existing roads. Update of record drawings and asset register where applicable. Road network master planning.

**Any other related task.**

**C3.1.2.3 STORMWATER**

Investigations, options analysis, feasibility studies, storm water system master planning, funding applications, license applications, planning, design, contract administration and supervision, with regard to new storm water systems, and extension and upgrading of existing systems. Update of record drawings and asset register. Storm water master planning, flood line studies.

**Any other related task.**

**C3.1.2.4 ROAD ASSET MANAGEMENT SYSTEM (RAMS)**

The Road Asset Management System (RAMS) should periodically present a network level proposal for maintaining the road assets (paved and unpaved) in the Saldanha Bay municipal area, through an assessment of the network, based on methodical visual condition assessments of each pavement section, storm water element (pipes, channels, retention ponds, etc.) and ancillary infrastructure (road signs, road markings, roadside furniture, etc.). The system must be compatible with the municipality's Geographical Information System (GIS) and Infrastructure Management Query System (IMQS) or i-RAMS.

The RAMS shall be based on the TRH20, TRH22, TMH9 and TMH11 requirements, or the latest approved methods as determined through best practice. Visual assessment will form the basis of evaluating the condition of the road network, as well as for determining the need for specific actions. The collected information must be processed in such a way as to provide the output for the municipality for strategic planning and budgeting purposes, as well as for tactical planning and execution purposes and will include for calibration of data.

Initial\_\_\_\_\_

The RAMS must enable the establishment of the maintenance and upgrading needs/programmes for road pavements and the storm water network throughout the Saldanha Bay municipal area.

**Any other related task.**

Initial\_\_\_\_\_

**C 3.1.3      ELECTRICAL****C3.1.3.1      GENERAL WORKS**

Projects within the electricity engineering field shall generally be as follows:

- a) Designing and upgrading of bulk medium- and low voltage infrastructure.
- b) Designing and upgrading of street light illumination designs and networks.
- c) Designing and upgrading of building wiring networks.
- d) Design, compilation and updating of electrical master plans.
- e) Update of record drawings and asset register where applicable.
- f) Investigations, options analysis, planning, design, and contract administration of electrical networks.
- g) Compilation and review in accordance with legal requirements any formal documents, including master plans and operation and maintenance manuals.
- h) Tariff studies / Cost of supply studies.
- i) Any other tasks related to electricity and electrical engineering.

In designing and investigation of electrical related projects, all relevant electrical legislation, SANS standards, NRS standards and, where applicable, global Standards shall be adhered to. Designs to be based on GIS system, including update of record drawings and asset register where applicable.

**Any other related task.**

**C3.1.3.2      TELEMETRY/SCADA**

Investigations, options analysis, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, with regards to new telemetry and SCADA systems, and extension, upgrading and maintenance of existing systems. These shall include the integration of any or all engineering systems with existing spatial, financial, and data base systems. Update of record drawings and asset register where applicable.

**Any other related tasks.**

Initial\_\_\_\_\_



**C3.1.4 BULK WATER SERVICES AND RETICULATION****C3.1.4.1 WATER SOURCES AND BULK WATER**

Water resource investigations, (including but not limited to desalination, ground water and surface water) options analysis, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, with regards to identification and development of new water sources, and extension, upgrading, refurbishment and replacement of existing resources and bulk infrastructure. Update of record drawings and asset registers when applicable. Assist with the provision of engineering input to District Water Monitoring Committee with regards to bulk water sources. Represent findings to the District Water Monitoring Committee if and when required. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant. Preparation of tender documents, tender evaluation and contract administration and supervision for external service providers for operational contracts.

**Any other related tasks.**

**C3.1.4.2 WATER RETICULATION**

Investigations, options analysis, feasibility studies, funding applications, planning, design, contract administration and supervision, with regards to new water reticulation systems, pump stations reservoirs and extension, upgrading, refurbishment and replacement of existing systems. Water demand management and water conservation projects. Update of record drawings and asset registers when applicable. Assist with the provision of engineering input to District Water Monitoring Committee with regards to bulk water reticulation.

**Any other related task.**

**C3.1.4.3 WATER TREATMENT**

Investigations, options analysis, feasibility studies, funding applications, license applications, planning, design (including process), contract administration and supervision, with regards to new water treatment plants, and extension, upgrading and refurbishment of existing plants. Update of record drawings, asset registers and manuals. Assist with the provision of engineering input to District Water Monitoring Committee with regards to water treatment. Represent findings to the District Water Monitoring Committee if and when required. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure.

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This includes the management of the Surveyors, Town Planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

**Any other related tasks.**

**C3.1.4.4 DAM SAFETY**

Dam safety inspections by DWA approved professional persons, followed by complete reports with conclusions and recommendations, to be submitted in acceptable format to the DWA Dam Safety Office when applicable. Assistance with implementation of recommendations as and when required. Investigations, options analysis, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, with regards to dam related projects. Update of record drawings and asset registers where applicable. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the surveyors, town planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

**Any other related tasks.**

**C3.1.4.5 TELEMETRY/SCADA/INDUSTRIAL AUTOMATION PLATFORMS**

Investigations, options analyses, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, w.r.t. new telemetry, SCADA systems and industrial automation platforms, and extension, upgrading and maintenance of existing systems. These shall include the integration of any or all engineering systems with existing spatial, financial, and data base systems. Update of record drawings and asset register where applicable.

**Any other related tasks.**

**C3.1.5 BULK SEWER SYSTEMS AND SEWER RETICULATION**

Provision of provisional investigations, options analysis, feasibility studies, funding applications, license applications, planning, design, contract administration and supervision, with regards to new bulk sewer and sewer reticulation systems, including pump stations and extension, upgrading and refurbishment of existing systems. Update of record drawings and asset registers when applicable. The scope may include civil, electrical and mechanical works.

**Any other related tasks.**

Initial\_\_\_\_\_

**C3.1.6 WASTEWATER TREATMENT**

Provision of services for process optimization to enhancement of effluent quality through, investigations, options analysis, feasibility studies, funding applications, license applications, planning, design (including processes), contract administration and supervision, with regards to new wastewater treatment plants, and extension, upgrading, and refurbishment of existing plants. Update of record drawings, asset registers, and manuals. The scope may include civil, electrical and mechanical works to achieve the desired effluent quality compliance for existing wastewater treatment works (refurbishment and upgrades) as well as new wastewater systems.

**Any other related tasks.**

Initial\_\_\_\_\_

**C3.1.7 WATER SERVICES INSTITUTIONAL PLANS AND AUDITS**

Compilation and review, in accordance with all the relevant legal requirements, of e.g. Water Services Development Plans, Water Services Audits, Water Services MSA Section 78 Assessments, Water Safety Plans, Waste Water Risk Abatement Plans, Treatment Plant Process Audits, general Blue and Green Drop requirements as and when required and updating of Operation and Maintenance.

**Any other related task.**

Initial\_\_\_\_\_

**C3.1.8 BUREAU TYPE SERVICE FOR UPDATING AND MAINTENANCE OF WATER AND SEWER MASTER PLANS**

Saldanha Bay Local Municipality (SBM) requires updating and maintenance of their hydraulic computer models and master plans for the water and sewer systems of the entire service area. The purpose of this project is to update and maintain the computer models, master plans, report documents and water pipe replacement prioritization models as part of a "Bureau"-type service which will facilitate continuous updating.

The models and Pipe Replacement Prioritization (PRP) must form the basic information required for the compilation of a comprehensive asset register (AR).

Specific tasks related to water conservation & demand management (WCDM) are also required, with a view to informing the WCDM strategy. This includes water and sewer tariff analysis to meet target income.

**Any other related task.**

Initial\_\_\_\_\_

**C3.1.9 GROUNDWATER RESOURCES DEVELOPMENT AND MANAGEMENT**

Investigations, options analysis, feasibility studies, funding applications, water use license applications, planning, design, contract administration and supervision, with regards to new ground water source development projects. Upgrading, monitoring, reporting and license reviews with regards to existing groundwater abstraction systems. Aquifer modelling and monitoring of aquifer behaviour and rendering of specialist advice to the Employer. External auditing of the municipality's groundwater licenses and reporting to and liaising with national, provincial and regional regulators as and when required. Attend local Groundwater Monitoring Committees and render specialist advice and support. Support with regards to operation and maintenance of groundwater abstraction systems and infrastructure. Update of record drawings and infrastructure asset registers. Investigations, option analysis, feasibility studies, funding applications, water use license applications, planning, design, contract administration and supervision with regards to Managed Aquifer Recharge schemes. Preparation of tender documents, tender evaluation and contract administration and supervision for external service providers for operational contracts, including, but not limited to monitoring of well fields abstraction data, well field response to abstraction, analysis of data and interpretation of data. Data must be presented in a presentation and report format for use at Water Monitoring Committees and council meetings. Possible impacts on estuaries and marine protected areas must receive high priority and liaison with other specialist and Water Monitoring Committees is of cardinal importance. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the surveyors, town planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

**Any other related tasks.**

Initial\_\_\_\_\_

**C.3.1.10 WATER MASTERPLANNING**

Data pertaining to existing water and sewer systems, including pump stations, reservoirs and control valves, shall be collected from plans, site inspections, measurements and surveys as required and captured in GIS databases in order to update the existing databases. Apart from the electronic format, this updated network data should also be made available in a hard copy of A3 size plan books.

The historic water demand data, based on information obtained from consumer water meter reading data, is to be extracted from the Treasury database. This data is to be analysed by the SWIFT software package and used as basis for predicting future water demands and sewer flows. Water demands per supply zone and sewer flows per drainage area are to be calculated. Water balances are to be performed in order to calculate the non-revenue water component. All components of the water system shall be modelled in the WADISO simulation software while all components of the sewer system shall be modelled in the SEWSAN simulation software. Where deemed necessary the models shall be calibrated through field measurements to provide reliable simulation of the hydraulic performance of the systems.

A strategy and master planning for extension and upgrading of the existing systems shall be established to accommodate development in terms of the Spatial Development Framework, densification policy and service delivery level criteria set by Council for at least a 20-year planning horizon. Master plan components shall be identified in sufficient detail and accompanying costs to allow Council to proceed with appropriate budgeting. Taking into account the projected local economic and population growth rates, these master plan components need to be categorised for phased implementation also identifying priority projects to be implemented most urgently.

A comprehensive report on the master plan shall be provided in hard copy and electronic format. All data, results of hydraulic analysis and the master plan shall be in a format suitable to perform direct population of the Water, Sewer and Swift modules of the IMQS reporting software package.

Information from the updated hydraulic models and master plans should also be used to inform the following studies and data bases as and when required:

- Update the corporate GIS data base of the Municipality.
- Supply network related information for the WSDP.
- Inform pressure control studies and other WDM studies.
- Ad hoc capacity analysis to identify impacts of future developments.
- Populate the asset register and asset management plan.
- Perform pipe, pump and valve replacement prioritization studies for water and sewer networks.
- Perform fire flow analysis for the entire water network.

**Any other related tasks.**

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**C.3.1.12 SOLID WASTE**

Investigations, options analysis, funding applications, permit applications, planning, design, contract administration and construction monitoring of new waste management facilities, extension and upgrading of existing facilities and decommissioning and rehabilitation of Landfill sites. Update of record drawings and asset registers. External auditing of waste management facilities, attendance of Environmental Monitoring Committee meetings, meetings with statutory regulator, monitoring and evaluation of implementation of Integrated Waste Management Plan (IWMP) and update of the IWMP from time to time. Monitoring and evaluation of Integrated Waste Management Policy, marketing awareness and education strategy, Organic Waste Diversion Plan, Integrated Waste Management By-law, tariffs and other strategic and institutional documents and update the above-mentioned documents from time to time as requested. Preparation of tender documents, tender evaluation and contract administration and supervision for external service providers for operational contracts. Review and analyse existing waste minimisation strategies and projects, e.g., biogas, composter units, two bag system, swap shops, crushing of builders' rubble, etc. and provide inputs and recommendations for improvement and compile new strategies if and when required.

Review and analyse the possibility for LED opportunities in waste management and recommend way forward. Review, analyse and compile standard operating procedures and operational manuals for existing and new waste management facilities. Provide input on route planning and waste collection efficiencies. Review existing cleaning of open spaces programmes and projects and provide recommendations. Review and analyse the data/information system for reporting purposes in line with legislation. Make recommendations on data management and reporting on IPWIS and SAWIS. Manage the complete process for the registration of servitudes for both new infrastructure and existing infrastructure. This includes the management of the surveyors, town planning and legal services components. The negotiation process with property owners must be facilitated by the consultant.

**Any other related tasks.**

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**ENGINEERING (GENERAL REQUIREMENTS) – PART C 3.2**

Please take note of the activities included the Engineering Council of South Africa (ECSA) Guidelines for Services and Process for Estimating Fees for Persons Registered in terms of the Engineering Professions Act, 2000, Act No.46 of 2000, Government Gazette **No. 44333, 26 March 2021, capped by DPSA** or the latest publication available.

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## **APPENDIX 1**

### **COMPANY PROFILE**

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## **APPENDIX 2**

### **COMPANY REGISTRATION & SHAREHOLDING**

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## **APPENDIX 3**

### **AUTHORITY OF SIGNATORY**

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## **APPENDIX 4**

### **PREVIOUS EXPERIENCE**

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## **APPENDIX 5**

### **KEY PERSONNEL – CV's**

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## **APPENDIX 6**

### **INFRASTRUCTURE & RESOURCES**

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## **APPENDIX 7**

### **APPROACH & METHODOLOGY**

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## **APPENDIX 8**

### **CONFIRMATION OF BANKING DETAILS**

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## **APPENDIX 9**

### **ATTENDANCE OF CLARIFICATION MEETING**

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**APPENDIX 10**  
**VALID TAX CLEARANCE CERTIFICATE**

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## **APPENDIX 11**

# **PROFESSIONAL INDEMNITY INSURANCE OF THE COMPANY FOR RELEVANT CATEGORIES OF SERVICE TENDERED**

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## **APPENDIX 12**

### **RECORD OF ADDENDA**

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## **APPENDIX 13**

### **MUNICIPAL INFORMATION**

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## **APPENDIX 14**

### **B-BBEE STATUS LEVEL**

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## **APPENDIX 15**

### **OTHER (i.e. ISO 9001, etc.)**

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