



CLUSTER  
ECONOMIC DEVELOPMENT  
UNIT  
THE DURBAN ICC SOC LTD  
DEPARTMENT  
OPERATIONS AND CULINARY

## **PROCUREMENT DOCUMENT: SERVICES**

Documents can be obtained either in hard copy or electronic format, issued by the eThekweni Municipality:

a) Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal. The entire document should be printed and suitably bound by the tenderer.

**Tender No:** **ICC 02/2021**

**Title:** **PROVISION OF SPECIALISED FLEXIBLE STAFFING SOLUTIONS FOR A PERIOD OF 36 MONTHS**

### **CLARIFICATION MEETING AND QUERIES**

**Clarification Meeting:** **Bidders are required to submit emails queries. All email queries are to be submitted no later than the 17 June 2022. Email questions and answers will be consolidated and posted on eTenders/ Municipal website for the benefit of all tenderers by 23rd of June 2022.**

**Queries can be addressed to:**

**General / Contractual:** **Bathabile Mshengu; Tel: 031-360-1125; eMail: bathabilem@icc.co.za**

**Technical:** **Mncedisi Dlamini; Tel: 031-360-1201; eMail: mncedisid@icc.co.za**

### **DELIVERY OF TENDERS**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than:

**Closing Date:** **Friday, 01 July 2022**

**Time:** **11:00am**

**FACSIMILE, eMAIL or POSTED TENDERS WILL NOT BE ACCEPTED**

**Issued by:**

**ETHEKWINI MUNICIPALITY**

**Deputy Head: Mncedisi Dlamini**

**Issued: May 2022**

**Document Version: 02/03/2022**

**NAME OF TENDERER:** .....

**Tender Price: R .....**

**VAT Registered: YES / NO**  
(circle applicable)

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## **PROCUREMENT DOCUMENT – Supply of Services**

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## **SECTION 1: GENERAL INFORMATION**

### **YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE ETHEKWINI MUNICIPALITY**

TENDER No.: ICC 02/2021

**DESCRIPTION: PROVISION OF SPECIALISED FLEXIBLE STAFFING SOLUTIONS  
FOR A PERIOD OF 36 MONTHS**

**CLOSING DATE / TIME: Friday, 17 June 2022 at 11:00am**

All tenders must be submitted on official tender documentation issued (either in hard copy or in electronic format) by the eThekini Municipality. Electronically downloaded documentation should be printed by tenderer. Hard copy versions are available for the indicated non-refundable tender charge (Payment by Bank Cheques (where the Drawer of the Cheque is the Bank) OR cash). Unless otherwise indicated, tender documents must be collected no later than 3 days from close of tender.

#### **BANKING DETAILS**

Name of Banking Institution: Nedbank  
 Branch: Nedbank Limited  
                                   – Durban  
 Branch Code: 198765  
 Name of Account Holder: Durban ICC SOC Ltd  
 Current Account Number: 110 7821541

Should a bank deposit be made, a copy of the deposit slip as proof of payment must be faxed to 031-311-7718 for the urgent attention of the Contracts Administrator. Once proof of payment has been received the tender document will be released. Alternatively, the deposit slip could be sent with the Courier who is collecting the tender document on behalf of the company.

Note: Any company requiring a courier service will bear the cost for the service as well as have deposited the relevant tender charge into the Municipality's account prior to the Courier collecting a document.

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. Tenderers must register as such upon being requested in writing to do so by the Employer, within the period contained in such a request. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture.

Tenderers should ensure that tenders are delivered timeously to the correct address as stated in the Conditions of Tender. If the tender is late, it will not be accepted for consideration.

The Municipality will consider a tender submitted in response to this request for tender to be an offer from your company to perform the supply on the basis of that tender. Accordingly, please review the attached General and Special Terms and Conditions which will form the basis for any supply arrangement entered into between the Municipality and your company.

The Municipality is seeking tenders from potential suppliers only and makes no representation or promise in relation to procuring work from a supplier or suppliers. The Municipality will not be responsible for any costs associated with preparing and submitting a tender.

The Municipality does not bind itself to accept the lowest or any tender. It reserves the right to accept the whole or any part of a tender to place orders. Bidders shall not bind the Municipality to any minimum quantity per order. The successful Tenderer (s) shall be bound to provide any quantities stipulated in the specification.

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

Registration on the eThekini Municipality's Database can be done via website: <https://ethekwinivendor.durban.gov.za/>

**NB: NO TENDER WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE  
(as defined in Regulation 44 of the Local Government: Municipal Supply Chain Management Regulations).**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(Failure to do so may result in your tender being disqualified)**

Name of Tenderer: .....

Postal Address: .....

Street Address: .....

E-Mail Address: .....

Telephone Number: .....

Cell phone Number: .....

Facsimile Number: .....

			-				-				
			-				-				
			-				-				

**Circle / Tick  
Applicable**

Is your entity registered on the eThekwini Municipality's supplier database? YES / NO

If YES insert your PR Number: ..... PR .....

Is your entity registered on the National Treasury Central Supplier Database (CSD)? YES / NO

If YES insert your MAAA Number: ..... MAAA .....

Is your entity VAT registered? YES / NO

• If YES insert Vat Registration Number: .....

Has an original and valid **Tax Clearance Certificate** (MBD 2) been attached? YES / NO

Has a **Declaration of Interest** (MBD 4) been submitted? YES / NO

Has a **Declaration for Procurement Above R10 Million** (MBD 5) been submitted? YES / NO

Has a **B-BBEE Status Level Verification Certificate** (MBD 6.1) been submitted? YES / NO

- An accounting officer as contemplated in the Close Corporation Act.
- A verification agency accredited by the South African National Accreditation System (SANAS).
- A registered auditor.
- Sworn Affidavit.

Has a **Declaration Certificate for Local Production and Content for Designated Sectors** (MBD 6.2) been submitted? YES / NO

Has a **Declaration of Bidder's Past SCM Practices** (MBD 8) been submitted? YES / NO

Has a **Certificate of Independent Bid Determination** (MBD 9) been submitted? YES / NO

**Are you the accredited representative** in South Africa for the goods / services / works offered? If YES, enclose proof. YES / NO

Signature of Tenderer: ..... Date: .....

Name / Surname: ..... (in block capitals)

Capacity under which this tender is signed: .....

**SECTION 2 : CONDITIONS OF TENDER – (Goods / Services : June 2019)****INDEX**

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**SPECIAL / ADDITIONAL CONDITIONS OF TENDER**

## **STANDARD CONDITIONS OF TENDER (Goods / Services)**

### **1. DEFINITIONS**

#### **General:**

- (1) Defined words / phrases are printed in **Italic font**.
- (2) Definitions apply to the singular as well as the plural.
- (3) Any reference to the masculine gender shall be taken to include the feminine and any reference to the feminine gender shall be taken to include the masculine.
- (4) The words "bid" and "tender", and "bidder" and "tenderer" can be used interchangeably.
- (5) All definitions as defined in the **General Conditions of Contract** are applicable to these **Standard Conditions of Tender**. These definitions include:
  - 1) "Closing time"
  - 2) "Contract"
  - 3) "Contract Price"
  - 4) "Corrupt practice"
  - 5) "Countervailing duties"
  - 6) "Country of origin"
  - 7) "Day"
  - 8) "Delivery"
  - 9) "Delivery ex stock"
  - 10) "Delivery into consignees store or to his site"
  - 11) "Dumping"
  - 12) "Force majeure"
  - 13) "Fraudulent practice"
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  - 15) "Goods"
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  - 19) "Order"
  - 20) "Project site"
  - 21) "Purchaser"
  - 22) "Republic"
  - 23) "SCC"
  - 24) "Services"
  - 25) "Supplier"
  - 26) "Tort"
  - 27) "Turnkey"
  - 28) "Written" or "in writing"
- (6) **Bid or Tender:** The offer submitted in respect of an invitation to submit such an offer.
- (7) **Bidder or Tenderer:** An entity (company, close corporation, partnership, joint venture, sole proprietor) which submits a *bid/tender*.
- (8) **Municipality:** The eThekwi Municipality, as represented by the duly authorised delegate, official or committee.
- (9) **SCT:** Special Conditions of Tender (found in Section 3).
- (10) **Week:** A period of seven (7) consecutive **days**.
- (11) **Material Deviation:** A material deviation or qualification is one which, in the **Municipality's** opinion, would:
  - (a) Detrimentally affect the scope, quality, or performance of the services or supply identified in the Scope;
  - (b) Significantly change the **Municipality's** or the **Tenderer's** risks and responsibilities under the contract; or
  - (c) Affect the competitive position of other **Tenderers** presenting responsive *tenders*, if it were to be rectified.

### **2. CONDITIONS OF TENDER & CONTRACT**

The specification will be governed by the **Standard Conditions of Tender** (Goods and Services), **Special Conditions of Tender (SCT)**, **General Conditions of Contract (GCC)** (Government Procurement General Conditions (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010), the **Special Conditions of Contract (SCC)**, the **Occupational Health and Safety Act** (Act No. 85 of 1993), and the **eThekwi Code of Conduct**.

#### **Complete Acceptance of Conditions**

Unless otherwise expressly stipulated in a letter covering the *tender*, every **Tenderer** shall be deemed to have waived, renounced, and abandoned any conditions printed or written upon any stationery used for the purpose of, or in connection with, the submission of their *tender*, which are in conflict with the **General Conditions of Contract** and **Special Conditions of Contract**. **Tenderers** are advised that any *material divergences* / *qualifications* from the official Conditions or Specification will render their *tenders* liable to disqualification.

### **3. TENDER INFORMATION**

#### **(1) General**

- (a) *Tenders* will be liable for rejection unless made out on the official tendering documentation.
- (b) Any alterations effected upon any of the tendering documents must be clearly shown by means of a hand written (black, non-erasable ink), or typed, entry and must be signed in full by the **Tenderer**. **The use of correction fluid is not permitted**.
- (c) **Tenderers** may submit alternative solutions that, in the **Tenderer's** opinion, are to the **Municipality's** advantage economically and technically. Full technical details of the alternative *tender(s)* shall be submitted with the tender documents. Alternative *tender(s)* shall be submitted separately.

#### **(2) Obtaining Tender Documentation**

All tenders must be submitted on official tender documentation issued (either in hard copy or in electronic format) by the eThekwi Municipality. Electronically downloaded documentation (obtainable free of charge) should be printed and bound by tenderer. Hard copy versions are available as indicated on the tender notice, for the non-refundable tender charge as indicated in the **SCT** (payment by Bank Cheques (where the Drawer of the Cheque is the Bank) OR cash). Tender documents must be collected no later than 3 days prior to close of tender.

#### **(3) Queries Relating to this Tender**

Queries can be directed to the person / Department as stated in the **SCT**.

#### **(4) Briefing Session (Clarification Meeting)**

Details of the briefing session are stated in the **SCT**. Failure to attend a **compulsory** briefing session will invalidate the *tender*. **Tenderers** must sign the attendance list in the name of the tendering entity. Tenders will only be evaluated from those tendering entities appearing on the attendance list.

**(5) Closing Date and Delivery of Tender Submissions**

Sealed *tenders* made out on the enclosed Official Tender Form, which shall be signed by or on behalf of the *Tenderer*, and addressed to the Head: Supply Chain Management Unit, marked with the appropriate Tender number, must be placed in the **Tender Box** as stated in the **SCT** not later than the **date and time** as stated in the **SCT**, where after they will be opened publicly.

All tender documents **must** be placed directly into the Tender Box and should not be delivered to any other Municipal Department. *Bidders* are advised that *tenders* submitted by post, fax or email **will not** be considered. All couriered documents must be placed directly into the Tender Box and should not be delivered to any other Municipal Department. Any *tender* received after the closing date and time stated for the receipt thereof **shall not** be accepted for consideration and shall be returned to the *Tenderer*.

**(6) Tender Validity and Withdrawal of Tenders**

*Tenders* must hold good until 16:00 of the 5th week following the date on which *tenders* are opened, or during such other period as may be specified in the **SCT**. The *Municipality* may, during the period for which *tenders* are to remain open for acceptance, authorize a *Tenderer* to withdraw their *tender* in whole or in part on condition that the *Tenderer* pays to the *Municipality* on demand, a sum of one thousand Rand (R1,000.00). The *Municipality* may, if it thinks fit, waive payment of such sum in whole or in part.

**4. RETURNABLE SCHEDULES, FORMS, CERTIFICATES**

Each *Tenderer* shall complete fully and accurately the following documents and submit these documents with the *tender*:

**(1) Authority of Signatory: In terms of Clause 4(10)(c) of the Conditions of Tender.****(2) Declaration of Municipal Fees: Only those *Bidders* whose municipal fees are fully paid, or those that have concluded acknowledgement of debt agreements with the *Municipality*, are eligible to *tender*.**

All *Bidders* must sign the Declaration of Municipal Fees returnable form, declaring that their municipal fees are in order or that acknowledgement of debt agreements have been concluded, and include the relevant account numbers in the declaration. Failure to include account numbers or sign will invalidate the *tender*. The completion of the declaration is also applicable to *Bidders* outside of the eThekweni Municipal Area.

**(3) Declaration with respect to the Occupational Health and Safety Act: Acceptance of undertaking in terms of the Occupational Health and Safety Act (Act 85 of 1993) and the relevant Regulations.****(4) Consolidated Municipal Bidding Documents (which includes):**

1. **MBD 2: Tax Clearance Certificate Requirements:** *Bidders* are to include with their tender submission a valid (at time of tender closing), tax clearance certificate OR Tax Clearance Status PIN, which has sufficient validity to ensure that the tender process is adequately covered. Non-submission, or submission of an expired certificate/ TCS PIN, will preclude *Bidders* from the tender process.
2. **MBD 4: Declaration of Interest:** All *Bidders* are to sign the Declaration of Interest wherein they declare any relationship that may exist with an official of the *Municipality* involved in the evaluation process.

Regulation 44 of the Supply Chain Management Regulations states that a Municipality or Municipal Entity may not make any award to a person:

- (i) Who is in the service of the state;
- (ii) If that person is not a natural person, of which any Director, Manager, Principal, Shareholder or Stakeholder is a person in the service of the state; or
- (iii) Who is an advisor or consultant contracted with the Municipality or municipal entity.

Should a contract be awarded and it is subsequently established that Regulation 44 has been breached, the Municipality shall have the right to terminate the contract with immediate effect.

3. **MBD 5: Declaration for Procurement Above R10 Million** (if applicable): For all procurement expected to exceed R10 million (all applicable taxes included), tenderers must complete this questionnaire.
4. **MBD 6.1: Preference Points Claim Form:** For the awarding of Preference Points, *Bidders* are required to complete the attached MBD 6.1 form and return it with their tender submission. Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed. The Municipality reserves the right to require of a tenderer, 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.
5. **MBD 6.2: Declaration Certificate for Local Production and Content for Designated Sector:** If this tender is subject to "Local Content and Production", the tenderer must complete and sign MBD 6.2 and attach Annexure C (of SATS 1286:2011).
6. **MBD 8: Declaration of Bidders Past Supply Chain Management Practices Form:** This form 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.
7. **MBD 9: Certificate of Independent Bid Determination:** Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms if it involves collusive tendering or tender rigging. In order to give effect to this, the Certificate of Bid Determination must be completed and submitted with the tender.

**(5) Official Tender Form (see Section 9)****• Legal Status of Tenderer**

It is essential for the purpose of entering into a legal contract that *Bidders* state on the Official Tender Form, under "Name and Address of Tenderer", their full legal status:

- the full registered name of the company making a *tender*; or
- if the *Tenderer* is a person conducting business under a recognised trading name then:
  - (1) State the name of the person(s);
  - (2) State recognised trading name; and
  - (3) State whether an owner, co-owner, proprietor, etc.

**(b) Signing of Official Tender Form**

Failure of a *Tenderer* to complete, in its entirety, and sign the Official Tender Form will invalidate the *tender*.

**(c) Authority of Signatory**

*Bidders* are to complete and sign the Authority of Signatory returnable document, and attach the required additional documents.

**(d) Differences or Discrepancies**

Should there be any difference or discrepancy between the prices or price contained in the Official Tender Form and those contained in any covering letter from the *Tenderer*, the prices or price contained in the Official Tender Form shall prevail.

**(6) Any additional Schedules, Forms, or Certificates as stated in the SCT.****5. INFORMATION TO BE SUPPLIED REGARDING SUB-CONTRACTORS**

*Bidders* are to state in their *tenders*, or covering letters, whether, if the contract were to be awarded to them, the whole of the work would be executed by them in their own workshop / factory. If the answer is in the negative, they are required to state which part(s) would be handed to sub-contractors and the name and address of such sub-contractors.

**6. SAMPLES**

*Bidders* may be required to state where samples of the full range of products can be inspected or be required to submit samples for inspection prior to the closing date of the *tender*.

**7. MANUFACTURERS**

The names of the manufacturers of the goods or equipment offered must be stated in the *tender*.

*Bidders* who are not manufacturers, accredited distributors, or agents must provide a valid agreement / Joint Venture Agreement, entered into with the manufacturer, accredited distributors, or agents, with their submission. This agreement must meet all the requirements as laid down in the *tender* document, and must cover the contract period.

**8. CLARIFICATION**

The Head: Supply Chain Management Unit, or an authorized representative, may request clarification or further information on any aspect of the *tender*. The *Tenderer* must supply the requested information within the time specified. Failure to comply will render the *tender* non-responsive.

**9. PRICING**

*Bidders* would be precluded from this *tender* if their pricing structure deviates from the Official Tender Form.

**• Nett Prices**

All prices shall be quoted in South African currency (Rand) after deduction of any brokerage or discount allowed to the *Municipality*.

**• Unit Prices**

*Bidders* shall quote only one price in respect of each item. Such price is to hold good for the full duration of the contract period, being subject to variation only in accordance with specified criteria, as stated in the *Conditions of Contract*.

**• Firm Tenders**

*Bidders* may submit firm prices for each 12 month period. These prices shall be free from all fluctuations, including any statutory increases.

**• Value Added Tax (V.A.T)**

Prices exclusive and inclusive of VAT must be stated separately on the Official Tender Form.

**10. ESTIMATED QUANTITIES**

The estimated quantities are set out in Section 8 : Bill of Quantities / Schedule of Rates/Activities which forms part of the official tender documents. The quantities are stated purely for the information of the *Bidders* and are in order to ascertain an estimated total contract price. The *Supplier* will, however, be bound to supply whatever quantity or quantities the *Municipality* may actually require, and may be in excess or less than the estimated quantities stated.

**11. DELIVERY, RISK, PACKAGES, ETC**

- (1) Unless otherwise provided, all goods are to be supplied only against the form of order issued by the *Municipality*.
- (2) *Bidders* shall quote a unit price which shall include delivery to the specified delivery point, as stated in the *SCT*.
- (3) The risk in all goods purchased by the *Municipality* under the contract shall remain with the *Supplier* until such goods shall have been duly delivered.
- (4) *Bidders* shall clearly state the period within which delivery will be made after receipt of the official order, as this may be material in the adjudication of the *tender*.

**12. RATES OF EXCHANGE**

(1) Where the goods are imported the *Supplier* shall, within seven days of date of official Purchase Order, arrange through their bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The *Supplier* shall notify the *Municipality* as soon as possible thereafter regarding the rate which has been fixed on such forward exchange.

Any increase or decrease between the basic rate of exchange as at a date seven days prior to the date of closing of *tenders* and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the *Municipality*. Upon the failure of the *Supplier* to arrange forward exchange cover, the *Supplier* shall be liable should there be any increase in the basic rate of exchange occurring after the last mentioned date.

The bank charges incurred in obtaining the forward exchange cover shall be for the *Municipality's* account.

(2) The *Supplier* shall on request:

- Submit documentary proof of the rate of exchange; and
- When an adjustment is claimed in terms of this sub-clause, whether by the *Supplier* or the *Municipality*, submit documentary proof to the satisfaction of the Deputy City Manager: Treasury in respect of such claim.

**13. IMPORT PERMITS**

- In order to minimise special importation, *Bidders* should, where possible, have recourse to local suppliers and / or manufacturers.
- Bidders* must state whether their *tender* is dependent upon the issue of a special import permit or whether they are able to supply the goods by making use of the import facilities available to them.

(3) In the event of a *tender* being dependent upon the issue of a special import permit, application for such special import permit shall be made by the *Tenderer*, unless otherwise provided for in the *SCT*.

**14. EVALUATION PROCESS**

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekwin Municipality's current SCM Policy and the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (January 2017).

**Details of additional evaluation criteria, if applicable, are stated in the *SCT*.**

Evaluation points for price and preference will only be calculated for *Bidders* who comply with the contractual and technical specification, and if applicable, have attained the minimum Functionality Score as stated in the *SCT*.

The evaluation process of responsive *tenders* will be as follows:

- Score each *tender* in respect of the financial offer made and preferences claimed (if any);
- Calculate the total number of evaluation points ( $T_{EV}$ ) in accordance with the following formula:  

$$T_{EV} = N_{FO} + N_P$$

where:  $N_{FO}$  is the number of evaluation points awarded for the financial offer; and  $N_P$  is the number of evaluation points awarded for preferences claimed.
- Rank *tenders* from the highest number of evaluation points to the lowest.
- Recommend the *Tenderer* with the highest number of evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- Rescore and re-rank all *Bidders* should there be compelling and justifiable reasons not to recommend the *Tenderer* with the highest number of evaluation points, and recommend the *Tenderer* with the highest number of evaluation points, unless there are compelling and justifiable reasons not to do so, and the process set out in this sub-clause is repeated.

**(1) Evaluation points awarded for the financial offer:**

The financial offer will be scored using the formula:

$$N_{FO} = W \left( 1 - \frac{P - P_m}{P_m} \right)$$

Where the value of W is:

- 90 where the financial value inclusive of VAT of all responsive *tenders* received have a value in excess of R 50,000,000; OR  
 80 where the financial value inclusive of VAT of one or more responsive *tenders* offers have a value that equals or is less than R 50,000,000;
- $P_m$  is the comparative offer of the most favourable comparative offer; and
- $P$  is the comparative offer of the *tender* offer under consideration.

**(2) Evaluation points awarded for preference:**

Up to 100 minus W (see (1) above) tender evaluation points will be awarded for preference to *Bidders* who attain the BBBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points where W = 90	Number of Points where W = 80
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant Contributor	0	0

**15. BRIBERY AND COMMUNICATION WITH COUNCILLORS / OFFICIALS****(1) Bribery**

No *Tenderer* shall offer, promise or give to any person or person connected with a *tender* or the awarding of a contract, any gratuity, bonus or discount etc, in connection with the obtaining of a contract.

**(2) Communication, Councillors and Officials**

A *Tenderer* shall not in any way communicate with a member of the *Municipality* or with any official of the *Municipality* on a question affecting any contract for the supply of goods or for any work, undertaking or services which is the subject of a *tender* during the period between the closing date for receipt of *tenders* and the dispatch of the written notification of the *Municipality*'s decision on the award of the contract; provided that a *Tenderer* shall not hereby be precluded:

- (a) At the request of the Head: SCM Unit, or an authorized representative, from furnishing him with additional information or with a sample or specimen for testing purposes or otherwise from giving a demonstration so as to enable the recommendation to the Bid Committee on the award of the contract to be formulated;
- (b) From obtaining from the Head : SCM Unit, or an authorised representative, information as to the date upon which the award of the contract is likely to be made, or, after the decision upon the award has been made by the *Municipality* or any Committee to which the *Municipality* has delegated its powers, information as to the nature of the decision or such information as was publicly disclosed at the opening of *tenders* or from submitting to the Accounting Officer in writing any communication relating to their *tender* or the award of the contract or a request for leave to withdraw their *tender*; and
- (c) Provided further that nothing contained herein shall be construed so as to prevent information being sought and obtained from an Official in regard to any decision taken at an open Municipal meeting, or any Committee to which the *Municipality* has delegated its powers.

A contravention of subsection (1) and / or (2), or an attempt to contravene such subsection, shall be reported to the Accounting Officer, who may on receipt of such report disqualify the *tender* of the *Tenderer* concerned.

**16. NEGOTIATIONS WITH PREFERRED BIDDERS**

The *Municipality* reserves the right to invoke Regulation 24 of Municipal Finance Management Act if required.

- (1) The Accounting Officer may negotiate the final terms of a contract with *Bidders* identified through a competitive tendering process as preferred *Bidders*, provided that such negotiation:
  - Does not allow any preferred *Tenderer* a second or unfair opportunity;
  - Is not to the detriment of any other *Tenderer* ; and
  - Does not lead to a higher price than the *tender* as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.
- (3) Such negotiation may be delegated by the Accounting Officer.

**17. CANCELLATION OF TENDER PROCESS**

The municipality is entitled to cancel the tender at any time before the award of a tender and the decision to cancel the tender shall be published in the same manner in which the original tender invitation was advertised. The *Municipality* shall, in no way, be liable for any damages whatsoever, including, without limitation, damages for loss of profit, in any way connected with the cancellation of this bid.

**18. ACCEPTANCE OF BID**

- (1) The *Municipality* does not bind itself to accept the lowest or any *tender*, and reserves the right to accept the whole or any part of a *tender* to place orders.
- (2) The *Municipality* reserves the right to accept more than one technically and contractually compliant *tender* for part or the whole of the contract and to place orders on the price and availability.
- (3) *Bidders* shall not bind the *Municipality* to any minimum quantity per order.
- (4) The successful *Tenderer* (s) shall be bound to provide any quantities stipulated in the specification.
- (5) Tenders will only be accepted on condition that:
  - (a) The *tender* is signed by a person authorised to sign on behalf of the *Tenderer*.
  - (b) A valid (at time of close of tenders), original, Tax Clearance Certificate is included with the *tender* submission, which has sufficient validity to ensure the process is adequately covered;
  - (c) A *Tenderer* who submitted their *tender* as a Joint Venture has included an acceptable Joint Venture Agreement and a B-BBEE Certificate pertaining to the Joint Venture with their *tender*.
- (6) Financial Standing: The Head: Supply Chain Management reserves the right to require *Bidders* to submit evidence that their financial standing is adequate to meet their obligations under the contract should they be successful.
- (7) Change of Ownership or Major Policy: Where it is known to a *Tenderer* that a change in ownership or major policy (of the tendering entity) will occur, or is likely to occur, during a specified contract period, the scope and effect thereof must be fully defined in a covering letter to be submitted with the *tender*.
- (8) Purchase of Goods From Other Sources: Nothing contained in this contract shall be held to restrain the *Municipality* from purchasing from persons other than the *Supplier*, any of the goods described or referred to in this contract, if it shall in its discretion think fit to do so.
- (9) Capability and Breach of Contract: Tenderers that do not have the capability of undertaking this enquiry in terms of the requirements of the contract or have been in breach of contract previously will not be considered.

**19. PAYMENT and FACTORING**

Payment will be as per the **Conditions of Contract**.

Payment will be made only to the *Supplier*(s). Factoring arrangements will not be accepted.

**20. APPEALS**

In terms of Regulation 49 of the Municipal Supply Chain Management Regulations persons aggrieved by decisions or actions taken by the *Municipality*, may lodge an appeal within 14 days of the decision or action, in writing to the *Municipality*. The appeal (clearly setting out the reasons for the appeal) and queries with regard to decision of award are to be directed to the office of the City Manager, attention:

Ms. S. Pillay, P.O. Box 1394, Durban, 4000;  
eMail: Simone.Pillay@durban.gov.za.

## **SECTION 3: SPECIAL / ADDITIONAL CONDITIONS OF TENDER**

### **3.1 SPECIAL CONDITIONS OF TENDER (SCT)**

The **Standard Conditions of Tender** (Goods / Services) make several references to the **Special Conditions of Tender** (SCT) for details that apply specifically to this tender. The **Special Conditions of Tender** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Standard Conditions of Tender**.

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

#### **SCT 3(1) TENDER INFORMATION: General**

The tender document comprises of a cover page and 70pages. If an electronic version is downloaded from the internet the entire document is to be printed on A4 sized paper and appropriately bound.

#### **SCT 3(2) TENDER INFORMATION: Obtaining Tender Documentation**

Documents can be obtained either in hard copy or electronic format, issued by the eThekweni Municipality:

- Electronically downloaded documentation is obtainable from the National Treasury's eTenders website or the eThekweni Municipality's Vendor Portal. The entire document should be printed and suitably bound by the tenderer.
- Tender documents together with one soft copy (either a disk or memory stick) to be submitted on or before 11:00 am on the closing date.

#### **SCT 3(3) TENDER INFORMATION: Queries Relating to this Tender**

General and Contractual Queries are to be directed to:

**Bathabile Mshengu; Tel: 031-360-1125; eMail: [bathabilem@icc.co.za](mailto:bathabilem@icc.co.za)**

Technical Queries are to be directed to:

**Mncedisi Dlamini; Tel: 031-360-1201; eMail: [mncedisid@icc.co.za](mailto:mncedisid@icc.co.za)**

#### **SCT 3(4) TENDER INFORMATION: Briefing Session**

**There will be no clarification meeting.**

#### **SCT 3(5) TENDER INFORMATION: Closing Date and Delivery of Tender Submissions**

Sealed Tenders, addressed to the City Manager and marked with the Tender Number, are to be placed in the Tender Box **located in the ground floor foyer of the Municipal Buildings, 166 KE Masinga Road (Old Fort Rd), Durban** (and not any other municipal department), no later than: **Friday, 17 June 2022 at 11:00am**.

If registered on the eThekweni Municipality's Vendor Portal, tender submissions can be made electronically via URL:<https://ethekwinivendor.durban.gov.za/tenders/availabletenders/>

**SCT 3(6) TENDER INFORMATION: Tender Validity and Withdrawal of Tenders**

Tenders must hold good until 16:00 of the **12th week** following the date on which tenders are opened.

**SCT 14 EVALUATION PROCESS****MANDATORY CRITERIA**

The tenderers will be checked if they meet the mandatory requirements. Any tenderer that does not meet any of the mandatory requirement will be deemed non-responsive.

Tenders will be evaluated on a 2 stage process namely:

1. Mandatory Requirements and
2. Price and Preference Points.

**STAGE 1: MANDATORY REQUIREMENTS**

<b>Does the service provider comply with the mandatory requirement? Please acknowledge as illustrated.</b>	<b>YES</b>	<b>NO</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• The service provider must pay their staff in accordance with the <b>Bargaining Council for the Food Retail, Restaurant, Catering and Allied Trades (BCFRRCA)</b>. Please attach compliance certificate issued by <b>(BCFRRCA)</b>.</li> </ul>		
<ul style="list-style-type: none"> <li>• The service provider must have relevant and sufficient experience of at least 5 years' or more in the provision flexible staffing solutions. Service Provider must provide proof of having undertaken similar projects. Proof can be in a form of reference letters and or appointment letters from previous or current clients.</li> </ul>		

**STAGE 2: PRICE AND PREFERENCE EVALUATION**

All responsive tender offers will then be evaluated in accordance with eThekweni Municipality's current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act using the 90/10 preference point system.



### **3.2 ADDITIONAL CONDITIONS OF TENDER (ACT)**

#### **ACT 1      ELIGIBILITY – CSD REGISTRATION**

Tenderers are required to be registered on the National Treasury Central Supplier Database (CSD) as a service provider. In the case of a Joint Venture, this requirement will apply individually to each party in the Joint Venture. Tenderers not so registered, at time of closing of tenders, will not be eligible to submit tenders.

The Tenderer's CSD Supplier Number (starting with "MAAA") is to be provided in the relevant portions of the tender submission.

Tenderers who wish to register on the CSD may do so via web address <https://secure.csd.gov.za>.

#### **ACT 2      CONSTITUTIONAL COURT JUDGEMENT**

Pursuant to the Constitutional Court judgement which declared Preferential Procurement Regulation 2017 (Regulations) invalid and of no force and effect, this procurement document abides by the court order and any reference made to the said Regulations is hereby revoked and replaced by Preferential Procurement Policy Framework Act of 2000.

## **SECTION 4: RETURNABLE TENDER DOCUMENTS**

The required returnable documents are as detailed in [Section 2 \(Clause 4\)](#): “Returnable Schedules, Forms, Certificates” of the Conditions of Tender / Special Conditions of Tender.

The Tender Form can be found in [Section 9](#): “Official Tender Form”, and any additional schedules, forms, certificates can be found in [Section 10](#): “Annexures”.

**a) AUTHORITY OF SIGNATORY**

Reference is made to the Conditions of Tender: [Clause 4\(5\) \(c\)](#).

Indicate the status of the tenderer by ticking the appropriate box hereunder.

COMPANY	<input type="checkbox"/>	CLOSE CORPORATION	<input type="checkbox"/>	PARTNERSHIP	<input type="checkbox"/>	JOINT VENTURE	<input type="checkbox"/>	SOLE PROPRIETOR	<input type="checkbox"/>
Refer to Notes at the bottom of the page									

I / We, the undersigned, being the Chairperson (Company), Member(s) (Close Corporation), Partners (Partnership), Sole Owner (Sole Proprietor), Lead Partner (JV), in the company / business trading as:

.....  
hereby authorise Mr/Mrs/Ms .....

acting in the capacity of .....

to sign all documents in connection with the tender for Contract No. **ICC 02/2021** and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Notes**

**The following documents must be attached to the back inside cover to this procurement document:**

If a Company : a "Resolution of the Board" in this regard.

If a Joint Venture : a "Power of Attorney" signed by the legally authorised signatories of all the partners to the Joint venture.

**b) DECLARATION OF MUNICIPAL FEES**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
(full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number:</u> to be completed by tenderer.
Consolidated Account No.	_____
Electricity	_____
Water	_____
Rates	_____
Other	_____
Other	_____
Other	_____

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Contractor by the Municipality shall be first set off against such arrears. **ATTACHED, to the back inside cover of this document, please find copies of the above account's and or agreements signed with the Municipality.**

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekini Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- **Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).**

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
(of person authorised to sign on behalf of the Tenderer)

**c) DECLARATION WITH RESPECT TO THE OCCUPATIONAL HEALTH AND SAFETY ACT****Definitions**

**The Act:** The Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and any associated / applicable Regulations.

**Declaration by Tenderer**

1. I, the undersigned, hereby declare and confirm that I am fully conversant with the Act.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the work / supply / services under this contract in compliance with the Act, and the Employer's / Purchaser's / Client's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide on request a suitable and sufficiently documented Health and Safety Plan which plan shall be subject to approval by the Employer / Purchaser / Client.
4. I hereby confirm that adequate provision has been made in my tendered rates to cover the cost of all resources, actions, training and all health and safety measures envisaged in the Act, and that I will be liable for any penalties that may be applied by the Employer / Purchaser / Client for failure to comply with the provisions of the Act.
5. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer / Purchaser / Client will mean that I am unable to comply with the requirements of the Act and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer / Purchaser / Client.

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
*(of person authorised to sign on behalf of the Tenderer)*

**d) CONSOLIDATED MUNICIPAL BIDDING DOCUMENTS**

**The following SECTIONS are required to be completed as part of this procurement document**

<u>Section</u>	<u>Description</u>	<u>Required?</u>
<b>A</b>	General Enterprise Information .....	Yes
<b>B</b>	MBD2: Tax Clearance Certificate Requirements .....	Yes
<b>C</b>	MBD4: Declaration of Interest .....	Yes
<b>D</b>	MBD5: Declaration for Procurement Above R10 Million .....	Yes
<b>E</b>	MBD6.1: Preference Points Claim Form ITO the Preferential Regulations .....	Yes
<b>F</b>	MBD6.2: Declaration Certificate for Local Production and Content for Designated Sectors.....	No
<b>G</b>	MBD8: Declaration of Bidder's Past SCM Practices .....	Yes
<b>H</b>	MBD9: Certificate of Independent Bid Determination .....	Yes
<b>I</b>	Confirmations, Authorities, Certifications, Acknowledgements and Signatures .....	Yes

**NOTES**

1. MSCM Regulations: "in the service of the state" means to be:
  - (a) a member of –
    - (i) any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal enterprise;
  - (c) an official of any municipality or municipal enterprise;
  - (d) an employee of any national or provincial department, national or provincial public enterprise or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public enterprise; or
  - (f) an employee of Parliament or a provincial legislature.
2. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.
3. Includes price quotations, advertised competitive bids, limited bids and proposals.
4. 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.

<u>Ref</u>	<u>Description</u>	<u>Complete as Applicable</u>
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**SECTION A : GENERAL ENTERPRISE INFORMATION**

1.0 Full Name of bidder or his or her representative


1.1 ID Number of bidder or his or her representative


1.2 Position occupied in the enterprise


2.0 Name of enterprise:


2.1 Tax Reference number, if any:


2.2 VAT registration number, if any:


2.3 CIDB registration number, if any:


2.4 Company registration number, if applicable:


2.5 Close corporation number, if applicable:


2.6 Supplier reference number (PR), if any:

PR:

2.7 South African Revenue Service Tax Compliance  
Status PIN :


2.8 National Treasury Central Supplier Database  
registration number

MAAA:

3.0 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers must be indicated below. In the case of a joint venture, information in respect of each partnering enterprise must be completed and submitted

Full Name	Identity No.	State Employee No.	Personal income tax No. *
Use additional pages if necessary			

Ref	Description	Complete or Circle Applicable
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## **SECTION B : MBD 2 : 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.

- 1.0 In order to meet this requirement bidders are required to complete the TCC 001 : "Application for a Tax Clearance Certificate" form and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2.0 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3.0 The original Tax Clearance Certificate must be submitted together with the bid (attached to the inside back cover of this procurement document). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4.0 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5.0 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).
- 6.0 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).
- 7.0 Notwithstanding Clauses 1.0 to 6.0 above: Since 18 April 2016, SARS has introduced a new Tax Compliance Status System (TCS). As part of this enhanced system, tenderers can now submit a Tax Compliance Status PIN instead of an original Tax Clearance Certificate (TCC). This TCSPIN can be used by third parties to certify the taxpayer's real-time compliance status. This number, if available, is to be entered in Item 2.7 of Section A of these consolidated Municipal Bidding Documents.  
For further particulars please contact your nearest SARS branch, or call the SARS Contact Centre on 0800 00 7277, or log onto SARS eFiling.

**Attach a valid Tax Clearance Certificate OR Tax Compliance Status PIN, issued by the TCS System of the South African Revenue Service, to the inside back cover of this procurement document**

## **SECTION C : MBD 4 : DECLARATION OF INTEREST**

No bid will be accepted from persons "in the service of the state<sup>1</sup>". Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1.0 Are you presently in the service of the state?	YES	NO
If yes, furnish particulars : .....		
2.0 Have you been in the service of the state for the past twelve months?	YES	NO
If yes, furnish particulars : .....		
3.0 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES	NO
If yes, furnish particulars : .....		
4.0 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO
If yes, furnish particulars : .....		
5.0 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
If yes, furnish particulars: .....		
6.0 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	YES	NO
If yes, furnish particulars: .....		
7.0 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES	NO
If yes, furnish particulars: .....		
8.0 The names of all directors / trustees / shareholders / members / sole proprietors / partners in partnerships, their individual identity numbers and state employee numbers are indicated in <b>SECTION A</b> .		

Ref	Description	Complete or Circle Applicable
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#### **SECTION D : MBD 5 : DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire.

1.0 Are you by law required to prepare annual financial statements for auditing?

If YES, you will be required to submit audited annual financial statements (on request during the tender evaluation period) for the past three years or since the date of establishment if established during the past three years.

2.0 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

If NO, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).

3.0 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).

4.0 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

If YES, provide particulars on a letterhead. (Attach this letter to the back inside cover of this procurement document).

YES	NO

#### **SECTION E : MBD 6.1 : PREFERENCE POINTS CLAIM INTO THE PREFERENTIAL REGULATIONS**

Preference points for this tender shall be awarded as per the Tender Data and the Preferential Procurement Regulations (2017).

Failure on the part of a tenderer to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Sworn Affidavit for an EME, or sworn affidavit for a QSE (in line with the revised BBBEE codes of Good Practice), together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The Employer reserves the right to require of a tenderer, 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 Employer.

#### **DECLARATION**

1.0 B-BBEE Status Level of Contribution claimed:

Will any portion of the contract be sub-contracted?

YES	NO
-----	----

If YES, indicate:

(i) what percentage of the contract will be subcontracted?

--

(ii) the name of the sub-contractor?

Name : .....

(iii) the B-BBEE status level of the sub-contractor?

YES	NO
-----	----

(iv) whether the sub-contractor is an EME?

The undersigned, certify that the B-BBEE status level of contribution indicated in paragraph 1.0 above qualifies the company / firm for preference points and acknowledges that the remedies as per Clause 14 of the Preferential Procurement Regulations (2017) shall apply.

**Attach a B-BBEE Verification Certificate to the inside back cover of this procurement document**

Ref	Description	Complete or Circle Applicable
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## **SECTION F : MBD 6.2 : DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1.0 General Conditions

- 1.1 Preferential Procurement Regulations, 2017 (Regulation 8) makes provision for the promotion of local production and content.
- 1.2 Regulation 8.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3 Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4 A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5 The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where : x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT).

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost.

### 1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

### 2.0 Definitions

- 2.1 "bid" includes written price quotations, advertised competitive bids or proposals;
- 2.2 "bid price" price offered by the bidder, excluding value added tax (VAT);
- 2.3 "contract" means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4 "designated sector" means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5 "duly sign" means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6 "imported content" means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7 "local content" means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8 "stipulated minimum threshold" means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9 "sub-contract" means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

### 3.0 The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
------------------------------------------------	-------------------------------------

.....	..... %
-------	---------

.....	..... %
-------	---------

.....	..... %
-------	---------

<b>Ref</b>	<b>Description</b>	<b>Complete or Circle Applicable</b>
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4.0 Does any portion of the services, works or goods offered have any imported content?  YES  NO

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid. The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za). Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

US Dollar : <input type="text"/>	Pound Sterling : <input type="text"/>	Euro : <input type="text"/>	Yen : <input type="text"/>	Other : <input type="text"/>
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NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5.0 Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  YES  NO

5.1 If yes, provide the following particulars:

(a) Full name of auditor: .....

(b) Practice number: ..... (c) Telephone number: .....  
Cell number: .....

(d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6.0 Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

### **LOCAL CONTENT DECLARATION**

**(REFER TO ANNEX B OF SATS 1286:2011)**

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (Close Corporation, Partnership or Individual)

.....  
IN RESPECT OF BID No:

.....  
ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity)

NB 1 - The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

NB 2 - Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/industrial-development/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below. Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned in Section H of these Consolidated MBD returnable questionnaires ( comprising 8 pages), do hereby declare the following:

- (a) The facts contained herein fall within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;
  - 1) Bid price, excluding VAT (y) .....  R
  - 2) Imported content (x), as calculated in terms of SATS 1286:2011 .....  R
  - 3) Stipulated minimum threshold for local content (paragraph 3 above).....  %
  - 4) Local content %, as calculated in terms of SATS 1286:2011 .....  %

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

Ref	Description	Complete or Circle Applicable
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## SECTION G : MBD8 : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- a) abused the 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) wilfully 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).

In order to give effect to the above, the following questions must be answered.

1.0 Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer / Authority of the institution that imposed the restriction after the audi alteram partem rule was applied. The Database of Restricted Suppliers now resides on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

YES	NO
-----	----

2.0 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)?

The Register for Tender Defaulters can be accessed on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page.

YES	NO
-----	----

3.0 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?

If yes, furnish particulars : .....

YES	NO
-----	----

4.0 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?

If yes, furnish particulars : .....

YES	NO
-----	----

5.0 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?

If yes, furnish particulars : .....

YES	NO
-----	----

## SECTION H : MBD9 : CERTIFICATE OF INDEPENDENT BID DETERMINATION

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.

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.

The following 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.

In order to give effect to the above, the following Certificate of Bid Determination must be completed and submitted with the bid. The undersigned, in submitting the accompanying bid, in response to the invitation for the bid do hereby make the following statements that I certify to be true and complete in every respect:

1.0 I have read and I understand the contents of this Certificate;

2.0 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

<b>Ref</b>	<b>Description</b>	<b>Complete or Circle Applicable</b>
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3.0 I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4.0 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;

5.0 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:

- has been requested to submit a bid in response to this bid invitation;
- could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6.0 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. (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.

7.0 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;
- (f) bidding with the intention not to win the bid.

8.0 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9.0 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.

10.0 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.

#### **SECTION I : CONFIRMATIONS, AUTHORITIES, CERTIFICATIONS, ACKNOWLEDGEMENTS and SIGNATURES**

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

1.0 Confirms that the contents of these Consolidated MBD returnable questionnaires (comprising 8 pages) are within my personal knowledge and are to the best of my belief both true and correct;

2.0 Confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercise, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

3.0 Confirms that no partner, member, director or other person, who wholly or partly exercise control over the enterprise, has within the last five years been convicted of fraud or corruption;

4.0 Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;

5.0 Certify that the B-BBEE status level of contribution indicated in Section E : Item 1.0 qualifies the enterprise for preference points and acknowledges that the remedies as per Clause 13 of the Preferential Procurement Regulations (2011) shall apply. In the event of a contract being awarded as a result of points claimed, the enterprise may be required to furnish documentary proof to the satisfaction of the employer that the claims are correct;

6.0 Accept that, in addition to cancellation of a contract, action may be taken against me should these declarations prove to be false.

Signed ..... Date .....

Name ..... Position .....

---

## **SECTION 5: CONDITIONS OF CONTRACT**

### **GOVERNMENT PROCUREMENT: CONDITIONS OF CONTRACT (July 2010)**

The **Conditions of Contract** are the **General Conditions of Contract** as published by the National Treasury titled "Government Procurement: General Conditions of Contract (July 2010), as amended by National Treasury Circular 52 dated 30 July 2010, hereinafter referred to as **GCC**.

**THE NATIONAL TREASURY**

**Republic of South Africa**



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### **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

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**1. Definitions**

The following terms shall be interpreted as indicated:

- a. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- b. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- c. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- d. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- e. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- f. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- g. "Day" means calendar day.
- h. "Delivery" means delivery in compliance of the conditions of the contract or order.
- i. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- j. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- k. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- l. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- m. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- n. "GCC" means the General Conditions of Contract.
- o. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

- p. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- q. "Local content" means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- r. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- s. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- t. "Project site," where applicable, means the place indicated in bidding documents.
- u. "Purchaser" means the organization purchasing the goods.
- v. "Republic" means the Republic of South Africa.
- w. "SCC" means the Special Conditions of Contract.
- x. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- y. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- z. "Tort" means in breach of contract.
- aa. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

**2. Application**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

**3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

**4. Standards**  
4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

**5. Use of contract documents and information inspection**  
5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.  
5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.  
5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.  
5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

**6. Patent Rights**  
6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.  
6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

**7. Performance security**  
7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the **amount specified in SCC**.  
7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.  
7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:  
(i) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or  
(b) a cashier's or certified cheque.  
7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, **unless otherwise specified**.

**8. Inspections, tests and analyses**  
8.1 All pre-bidding testing will be for the account of the bidder.  
8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.  
8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.  
8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.  
8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.  
8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.  
8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

**9. Packing**  
9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.  
9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, **including additional requirements**, if any, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**  
10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms **specified in the contract**.

**11. Insurance**  
11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery **in the manner specified**.

**12. Transportation**  
12.1 Should a price other than an all-inclusive delivered price be required, **this shall be specified**.

**13. Incidental Services**

13.1 The supplier may be required to provide any or all of the following services, **including additional services**, if any:

- performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- furnishing of tools required for assembly and/or maintenance of the supplied goods;
- furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

**14. Spare parts**

14.1 **As specified**, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
- (b) in the event of termination of production of the spare parts:
  - (a) advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, **unless specified otherwise**.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, **within the period specified** and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) **within the period specified**, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

16.1 The method and conditions of payment to be made to the supplier under this contract **shall be specified**.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand **unless otherwise stipulated**.

**17. Prices**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any **price adjustments authorized** or in the purchaser's request for bid validity extension, as the case may be.

**18. Variation orders**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

**19. Assignment**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the **time schedule prescribed** by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

**22. *Penalties***

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

**23. *Termination for default***

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the supplier fails to perform any other obligation(s) under the contract;
- (c) if the supplier, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction;
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

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

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

**24. *Antidumping and countervailing duties and rights***

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

**25. *Force Majeure***

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

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

**26. *Termination for insolvency***

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

**27. Settlement of Disputes**

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

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

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

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

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

**28. Limitation of Liability**

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

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

**29. Governing language**

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

**30. Applicable law**

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

**31. Notices**

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

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

**32. Taxes and duties**

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

**33. Transfer of Contracts**

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

**34. Amendment of contracts**

34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**35. Prohibition of restrictive practices**

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

35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.

35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

## **SECTION 6: SPECIAL / ADDITIONAL CONDITIONS OF CONTRACT**

The **Conditions of Contract** make reference to the **Special Conditions of Contract (SSC)** for details that apply specifically to this bid. The **Special Conditions of Contract** shall have precedence in the interpretation of any ambiguity or inconsistency between it and the **Conditions of Contract**.

Each item below is cross-referenced to the clause in the **Conditions of Contract** to which it mainly applies.

SCC 1.2 **CONTRACT**

The duration of this contract is 36 months.

SCC 11.1 **INSURANCE**

### **INSURANCE SCHEDULE**

The following table sets out the insurance requirements which the service provider must maintain for the duration of this agreement.

Type of Insurance	Insured Amount
Insurance against the loss or damage of the site; or any property of the Durban ICC occasioned by the service Provider or any of its personnel as a result of failure adequately to perform the services or caused in the course Of the performance of the services.	Not less than R5 000 000 (Five million Rand) per site
Insurance against third party risk in respect of accidents or injuries to persons and/or property arising out of the performance of the services or caused in the course of the Performance of the services.	Not Less than R5 000 000 (five million Rand)

SCC 16.1 **PAYMENT**

The Contractor shall submit to the Department concerned a detailed account which shall reflect the identifying number of each item / service. Payment will be made on this account when checked and substantiated by the authorised official.

Payment for goods received and accepted by the Durban ICC shall be made no later than 30 days after submission of invoice or claim, provided however that all the terms of the contract are duly complied with.

Payment will be made only to the supplier. Factoring arrangements will not be accepted.

**SCC 17 PRICES**

- The Staff hourly rates for the various positions as set out in the Bargaining Council for the Food Retail, Restaurant, Catering and Allied Trades (BCFRRCA) will be fixed for the first 12-months of the contracts, and thereafter adjusted annually, in line with mandatory Bargaining Council for the Food Retail, Restaurant, Catering and Allied Trades increases.
- The mark-up percentage will be subjected to an increase in line with the consumer price index (CPI) on the anniversary of the contract, in the second and third year.

**SCC 21.1 DELAYS SUPPLIER PERFORMANCE**

Service Provider must provide the minimum number staff as per the instruction of the Durban ICC on as and when required basis.

In an event where the service provider fails to provide the minimum number of required staff, the service provider must address the shortfall of staff in not less than 2 hours from receiving written notification.

In an event where some of the staff members is not fit for duty as defined in the Service Level Agreement, the service provider must replace staff in not less than 2 hours from receiving written notification.

**SCC 22.1 PENALTIES**

"If the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price (as a penalty):

<b>Details</b>	<b>Penalty</b>
1. Daily revenue collection (cash handed over to the Durban ICC) is less in comparison to the system generated report	The service provider will be liable for the cash difference
2. Damages to the Durban ICC office space provided to the service provider	The service provider will be liable for the cost of repair
3. Theft of any goods (regardless of the value)	R1 500.00 per incident
4. Mishandling / damaging ICC owned resources such as cups / sauces / tumblers / plates	The service provider will be liable for the replacement cost
5. Failure to respond to an instruction from Durban ICC Management	R1 000.00 per incident

6. Customer (internal/external) complaints as a result of poor services	R1 000.00 per incident
7. Non-compliance to ISO requirements	R1 000.00 per incident
8. Non-compliance to Health & Safety statutory regulations	R1 000.00 per incident
9. Damage caused by staff/supervisors negligence (excl cost of repair)	R1 000.00 per incident

10. Minimum number of staff required per shift not adhered to	R1 000.00 per incident
11. Training frequency not adhered to without reasonable justification	R1 000.00 per incident
12. Failure to replace absent staff within 45min	R1 500.00 per incident
13. Supporting documents not up-to-date / available	R1 000.00 per incident

**ADDITIONAL CONDITIONS OF CONTRACT****ACC1      PERFORMANCE MONITORING & ASSESSMENT OF SERVICE PROVIDERS**

For contract awards that are greater than R10m, the Contractor shall be subjected to "Performance Monitoring" assessments in terms of the applicable Section of the Council's current Supply Chain Management Policy.

**ACC2      QUALITY OF PRODUCTS**

No inferior products will be accepted under this enquiry.

Should there be any cause for complaint against the standard of service or quality of products offered which is not resolved within a period of 10 working days, the Municipality reserves the right to cancel the contract after serving one month's notice, in writing, to the supplier involved. Should such notice be given, the supplier shall nevertheless be obliged to perform the duties covered by the contract up to the date of expiration of the period of notice.

**ACC3      SATISFACTORY PERFORMANCE**

The supplier shall employ for the purpose of this contract only such personnel as are careful and competent and the Municipality shall be at liberty to object to and require the supplier to remove from the job forthwith any person, including supervisory staff, employed by the supplier who, in the opinion of the Municipality, misconducts himself/herself or is incompetent or negligent in the proper performance of his/her duties and such person shall not again be employed upon this contract without the permission of the Municipality.

**ACC4      OCCUPATIONAL INJURIES AND DISEASES ACT**

This act replaces the Workmen's Compensation Act:

**The supplier shall, before commencement of work, produce documentary proof to the Deputy Municipal Manager, Treasury: Finance that he has complied in all respects with the provisions of the Occupational Injuries and Diseases Act.** The supplier undertakes that he/she will perform and comply with all provisions of the Occupational Injuries and Diseases Act and more particularly that he/she will render all returns and pay all assessments for which he/she is liable in terms of such Act.

**ACC5      DAMAGE TO PERSONS AND PROPERTY**

- (1) The supplier **shall** indemnify and keep indemnified the Council against any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.
- (2) The supplier enters into this contract as an independent contractor and shall be solely liable in respect of any claim for death, injury, damage or loss to any person or property whatsoever in respect thereof or in relation thereto.

**ACC6      RATE OF EXCHANGE VARIATION**

Where the goods are imported the Contractor shall within seven days of date of Official Purchase Order, arrange through his bankers for the foreign commitment to be covered forward down to the Rand in order to fix the rate of exchange. The Contractor shall notify the Municipality as soon as possible thereafter regarding the rate which has been fixed on such forward exchange. The

forward cover shall be from a reputable South African bank. The Contractor is to confirm with the employer prior to placing forward cover if the service provider is acceptable.

Any increase or decrease between the basic rate of exchange as at 12:00 on the date of close of the bid and that existing at the date of establishment of the forward exchange cover within the period stipulated above shall be paid or deducted by the Municipality. Upon the failure of the Contractor to arrange forward exchange cover, the Contractor shall be liable should there be an increase in the basic rate of exchange occurring after the last-mentioned date.

The bank charges incurred in obtaining the forward exchange cover must be included in the Tenderer's bid.

ACC7

### **ESTIMATED QUANTITIES**

The quantities stated in Section 8 are applicable for evaluation purposes only. The final quantity of services required shall vary, depending on the total number of actual instances a service will be required over the Contract Period. The rates tendered shall be applicable, irrespective of the total quantity of goods and services procured over the contract duration.

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**ACC9      SERVICE PROVIDER OFFICE REQUIREMENTS**

The service provider must have, for the duration of the contract, a local presence (within the geographical eThekwiniboundary).

**ACC10      EMPOWERMENT REQUIREMENT**

eThekwinimunicipality has, in the SCM policy, made provision for subcontracting to designated groups, where possible, which are defined as follows:

- a) an EME or QSE which is at least 51% owned by black people;
- b) an EME or QSE which is at least 51% owned by black people who are youth;
- c) an EME or QSE which is at least 51% owned by black people who are women;
- d) an EME or QSE which is at least 51% owned by black people with disabilities;
- e) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- f) a co-operative which is at least 51% owned by black people;
- g) an EME or QSE which is at least 51% owned by black people who are military veterans;
- h) an EME or QSE.

It is a condition of contract that a minimum of 30% of the work must be sub-contracted to one or more of the above targeted entities.

**ACC11      EMPOWERMENT REQUIREMENT: CPG PENALTY**

Failure to meet the contract participation goal shall result in the application of penalties, at the discretion of the Employer, payable in Rands, equal to one and a half times the difference between the tendered and achieved participation goals multiplied by the Award Value and divided by one hundred.

**ACC12      PANEL OF SERVICE PROVIDERS**

The entity seeks to appoint a panel of at least three (3) service providers who can provide specialised flexible personnel, as required.

All specialised personnel deployed in front-facing positions must be vaccinatedagainst Covid-19 and be able to provide proof to this effect, as and when required.

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## **SECTION 7: SCOPE AND SPECIFICATION OF REQUIRED SUPPLY / SERVICES**

The Durban ICC is one of the most advanced conferencing facilities in the world, having been voted Africa's Leading Conference Centre by World Travel Awards for 17 years. The centre has also obtained certification in ISO 9001 (Quality Management), ISO 14001 (Environmental Management), ISO 18001 (Occupational Health and Safety) and ISO 22000 (Food Safety).

The Durban ICC requires a service provider for the provision of flexible staffing solutions, for a period of 36 months.

### **7.1 Scope of Supply / Services**

- Provide specialised service personnel as and when required, specific to the events in-house and the service requirements thereof over week days and weekends.
- Provide trained, experienced and motivated service personnel who are able to communicate effectively in English to internal and external clients as well as delegates / guests at the centre at a professional level.
- Schedule services against business requirements, as requisitioned by the Durban ICC.
- Be able to provide vaccinated personnel who are able to produce vaccination certificates upon request.
- Implement a reward and recognition programme to reward service personnel who consistently deliver a high level of service and to encourage loyalty to minimise staff turnover. The Service Provider is required to provide a proven methodology to recognise exceptional performance and reward personnel for such (both financially and through promotions). This programme should link up with the job descriptions and deliverables, rewarding personnel according to a merit system.
- Performance-manage all personnel on site via an effective performance management system, with assessments taking place at least twice a year. Assessment records to be made available to the Durban ICC on request.
- Ensure all personnel are presentable at all times while on site.
- Provide and manage all transportation required for service personnel Monday to Sunday as per the Basic Conditions of Employment Act.
- Run general administration including the payroll function.
- Address and manage all industrial relation matters pertaining to the service personnel.
- Conform to all legislative requirements.

### **7.2 Supervision**

- The Service Provider shall nominate a Site Manager who shall be readily available to supervise the personnel and service arrangements.
- The Site Manager will receive their instructions from the Durban ICC Head of Department concerned or their nominee.
- The appointed Site Manager must be permanently based at the Durban ICC and available during standard business hours during the working week and when business dictates after hours and over weekends. The Site Manager / substitute should also be available on call / standby during weekends.
- Appointed Senior Management from the Durban ICC and Service Provider will meet on a weekly basis to review the service and performance levels. These meetings will be documented accordingly.
- All service personnel must be briefed and inspected before the commencement of each shift by the Site Manager and / or Floor Supervisor.

- It is expected that ad hoc checks and assessments will be conducted on a regular basis, by the Service Provider, across all types of events to ensure service levels are maintained.

### **7.3 Personnel**

- Personnel to be well groomed and presentable at all times, (this includes hygiene, posture & attire)
- The Service Provider is required to provide suitable order books, pens, lighter / matches and bottle openers to all waitrons, which they are required to have with them, at all times during their shift/s.
- The Service Provider is required to provide a plan and required resources to train personnel both in basic and advanced training as well as the Durban ICC policies and procedures for the particular competencies required. Ongoing training must include public, customer relations and service excellence.
- All personnel are to be photographed and documented by the service provider
- Health checks will be carried out by the service provider for each employee on recruitment and when required by the Durban ICC from time to time.
- Security checks will be done by the Durban ICC at the Service Provider's cost.
- Be able to provide vaccinated personnel who are able to produce vaccination certificates upon request.

### **7.4 Uniforms**

- All personnel shall wear high quality uniforms provided by the Durban ICC.
- All personnel are to ensure they collect and return their uniforms from the uniform store at the start and end of each shift.
- The Service Provider will be held accountable for any uniforms damaged or unaccounted for at the end of each shift.
- Any service personnel appearing tardy and unprofessional in both attire and behaviour will be removed from site immediately. The Service Provider will be responsible for the replacement of the service personnel within 45 minutes and for any penalties incurred due to this non-conformance.
- The Service Provider is expected to provide all personnel with name badges identifying their name and surname which is to be worn at all times while on site.
- The Durban ICC will provide colour printed photographic ID Cards at minimal cost to the Service Provider to be worn at all times, while on site (Currently R40 per card).
- The Service Provider must ensure that all personnel wear suitable closed black shoes that complement the uniform.
- The Durban ICC will make available change rooms and lockers for storing any personal belongings (available on a first-come-first served basis). Should this benefit be abused in any way the Durban ICC holds the right to discontinue / retract these benefits at its discretion

### **7.5 Invoicing**

- The required number of staff by job title will be requested 7 days in advance (unless late bookings or amendments are received). This will be done in the form of a Durban ICC order at the contract rate specified for that job title in the schedule.

- The rate paid for each person will be dependent on the position they hold / the service they are required to fulfil on their shift against the rate card.
- The Service Provider will invoice against the personnel provided for each event, submitting a breakdown of the number and cost of personnel utilised for each event.
- The breakdown will be submitted to the Durban ICC on a weekly basis, which Durban ICC Management will sign-off. The breakdown must contain the event ID number, and the number of personnel together with the contract rates.
- The Service Provider will submit an invoice to the Durban ICC at the end of each month with the above approved weekly breakdowns as supporting documentation.
- The tenderer's invoice must list the total cost of service personnel against event number as line items, the monthly cost for fixed personnel as well as the fixed management fee, totalling a combined monthly amount.

## **7.6 Training**

- Training is a crucial and necessary component of the service required from the Service Provider. Formal training needs to be given on a regular basis to ensure a high level of service is maintained throughout the year. Training ensures consistency of service levels which is crucial to an establishment boasting 5-star, international standards.
- Compulsory formal training for all personnel must be conducted by an accredited trainer / institution.
- Training must take place at least once a month as a minimum requirement unless business demands dictate otherwise.
- Training frequency to be increased should service levels drop at any time. This will be at Durban ICC's discretion in consultation with the Service Provider.
- Training must be conducted by the service provider and shall comprise of minimum two percent (2%) of the total invoice amount paid per month.
- It is imperative that the training spend is adhered to in order to ensure quality and consistently of service delivery.
- Proof of such training and attendance thereof shall be submitted monthly to Durban ICC management.

## **7.7 Facilities for Personnel**

- A staff canteen situated at the Durban ICC premises offers discounted meals on a first-come-first-serve basis.
- The Service Provider will requisition the required number of vouchers at a cost of R15 per voucher (may be subject to change) from the Durban ICC. The cost for the vouchers will be invoiced by the Durban ICC on a monthly basis.
- The Service Provider will be responsible to distribute the vouchers to the relevant personnel.

## **7.8 Office on site**

- The Durban ICC will provide administrative office space (the front office measuring approximately 6m<sup>2</sup> and the back office measuring approximately 9m<sup>2</sup>) to the Service Provider. The office space will be provided at no charge.
- The upkeep of the office will be the responsibility of the appointed Service Provider.
- A telephone will be made available in the designated office in order to provide direct communication with the Durban ICC.
- Costs for the line rental and all external calls will be for the service providers' account and invoiced monthly.
- A cost of R250 per month will be levied to cover Wi-Fi and Internet usage (max 5GB usage). Anything exceeding 5GB will be billed for using market related data tariff rates.

## **7.9 Compliance with Legislation**

- The Service Provider shall warrant that all personnel are paid in accordance with the **Bargaining Council for Hospitality Industry (BCHI)**, including statutory benefits.
- Furthermore warrant that all contributions to all statutory funds are up to date and fully declared for all employees for all contracts. Proof to be provided to the Durban ICC on a monthly basis or as and when required.

## **7.10 Transportation**

- The Service Provider must ensure that Section 17(1) of the Basic Conditions of Employment Act, No 75 of 1997 (BCEA) is adhered to.
- In accordance with the act:
  - Section 17(1) of the Basic Conditions of Employment Act, No 75 of 1997 (BCEA) defines night work as work performed after 18h00 and before 06h00 the next day.
  - Section 17(2)(b) of the BCEA states that employees, who earn below the BCEA threshold (currently R205,433.30 per annum), may only be required to perform night work if transportation is available between the employee's place of residence and the workplace at the commencement and conclusion of the employee's shift.
- In light of the above, the Service Provider must ensure that:
  - transportation is *available* between the employee's place of residence and the workplace at the commencement and conclusion of the employee's shift; and
  - The transportation is *suitable*.

## **7.11 Cost to company**

The service provider needs to account for the following in the cost to company calculations.

### **Statutory Burdens**

UIF	-	1%
SDL	-	1%

COIDA

**Statutory Entitlements**

1. Annual Leave
2. Sick Leave
3. Family Responsibility Leave
4. Nightshift Shift Allowance
5. Transport - if working from 18h00 to 06h00
6. Annual Bonus
7. Overtime
8. Severance Pay

**Specifications****Overview of Positions Required**

Categories	Description of Main Duties	Requirements
<b>Management</b>		
Site Manager	<ul style="list-style-type: none"> <li>• To conduct pre-service inspections of all personnel arriving on shift.</li> <li>• <b>To</b> ensure the smooth and efficient operation of service for all Durban ICC Events.</li> <li>• Ensuring prompt and efficient standards of service to all areas.</li> <li>• To ensure transport is scheduled and managed accordingly.</li> <li>• Communicate and confirm written and/or verbal function requirements with client and relevant department</li> <li>• Attend pre-event meetings with Events Co-ordinator.</li> <li>• Prepare for and attend pre-shift planning meetings and event forward planning meetings</li> <li>• Ensure availability of required equipment, beverages and staff for functions</li> <li>• Brief setup team regarding event requirements</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Hospitality Management</li> <li>• Minimum 5 Years' experience in similar position with the hospitality industry ..</li> <li>• Good knowledge of the service and hospitality industry.</li> <li>• Very strong communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>• Be service orientated and have good customer relation skills.</li> <li>• Well groomed and presentable at all times.</li> </ul>

Floor Supervisor	<ul style="list-style-type: none"> <li>• To conduct pre-service inspections of all personnel arriving on shift.</li> <li>• To ensure the smooth and efficient operation of service for all Durban ICC Events.</li> <li>• Ensuring prompt and efficient standards of service to all areas.</li> <li>• To ensure transport is scheduled and managed accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Hospitality Management</li> <li>• Minimum 3 Years' experience in similar position with the hospitality industry. .</li> <li>• Good knowledge of the service and hospitality industry.</li> <li>• Very strong communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>• Be service orientated and have good customer relation skills.</li> <li>• Well groomed and presentable at all times.</li> </ul>
<b>Service Personnel</b>		
Waitrons	<ul style="list-style-type: none"> <li>• Set tables and do last minute quality checks.</li> <li>• Stock service areas with supplies such as coffee, food, tableware, and linen.</li> <li>• Receive guests at their tables.</li> <li>• Explain the menu offering and beverages available.</li> <li>• Answer questions about menu items and making recommendations upon request.</li> <li>• Serve food and/or beverages to patrons; be prepared to serve speciality dishes at tables as required.</li> <li>• Ensure guests are well attended to during the event.</li> <li>• Remove dishes and glasses from tables or counters and take them to the cleaning areas.</li> <li>• Supervise a demarcated section, as allocated by the Durban ICC</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 Years' experience in hospitality waitron service.</li> <li>• Knowledge of wines, beverages and food items.</li> <li>• Very strong communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>• Be service orientated and have good customer relation skills.</li> <li>• Well groomed and presentable at all times.</li> </ul>

Bar Person	<ul style="list-style-type: none"> <li>Mix and serve alcoholic and non-alcoholic drinks to patrons, following standard recipes: Mix ingredients, such as liquor, soda, water, sugar, and bitters, to prepare cocktails and other drinks.</li> <li>Arranges bottles and glasses to make attractive display</li> <li>Slice and pit fruit for garnishing drinks.</li> <li>Perform a stock count before and after the event and accountable for minimising stock losses.</li> <li>Transportation of stock back to stores. Will utilise the point of sales system to manage the billing of patrons.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 3 Years' experience as a Bar Person.</li> <li>Knowledge of wines, beverages and popular cocktails and drink mixes is essential.</li> <li>Very strong communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>Experience with operating a point of sales system (POS) like NCR, Aloha, MICROS, GAAP is essential</li> <li>Be service orientated and have good customer relation skills.</li> </ul> <p>Well groomed and presentable at all times.</p>
Bar Hand	<ul style="list-style-type: none"> <li>Assist the Bar Person.</li> <li>Stock the bar with the required inventory.</li> <li>Collects and replenishes stock and crockery for the bar (Glasses etc.).</li> <li>Keeps the bar and surrounding areas clean.</li> <li>Assists in stock counting and reconciliation.</li> <li>Transportation of stock back to stores.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 2 Years' experience as a Bar Hand</li> <li>Very good communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>Be service orientated and have good customer relation skills.</li> <li>Well groomed and presentable at all times.</li> </ul>

Cashiers	<ul style="list-style-type: none"> <li>• Collects payment for food and or drinks served.</li> <li>• Processes credit card receipts and maintains client bar limits.</li> <li>• Issues receipts, refunds, credits or change due to customers</li> <li>• Redeems customer vouchers</li> <li>• Compute and record totals of transactions.</li> <li>• Count float in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.</li> <li>• Identify prices of goods, services or admission, and tabulate bills using calculators, Point of sales, or optical price scanners.</li> <li>• Maintain clean and orderly checkout areas</li> <li>• Always observe the stock levels and request for replenishment, when necessary</li> <li>• Sort, count, and wrap currency and coins</li> <li>• Reconcile total payments received during a time period, with total sales for that period.</li> <li>• Fill out cash up book and sign</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 Years' experience as a cashier</li> <li>• Very good communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>• Strong numeracy and literacy skills</li> <li>• Experience with operating a point of sales system, such as Aloha, NCR, MICROS, GAAP. (The Durban ICC currently utilises Aloha).</li> <li>• </li> </ul>
Site Supervisor (Back of house)	<ul style="list-style-type: none"> <li>• To requisition and provide trained personnel against work demands / required skills across all shifts.</li> <li>• To co-ordinate, manage and supervise personnel on site to ensure they deliver against specific event requirements and against expected performance levels.</li> <li>• To ensure personnel adhere to legislation as well as Durban ICC policies and procedures.</li> <li>• To ensure transport is scheduled and managed accordingly as and when required, in line with the BCEA.</li> <li>• To address performance / misconduct matters specific to their personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in people management and strong leadership skills.</li> <li>• HR and IR Experience</li> <li>• Minimum 3 years' experience in a similar position within a large establishment supplying and supervising similar services.</li> <li>• Excellent communication skills and proficiency in the English language (Verbal and written)</li> <li>• Be service orientated and have good customer relation skills.</li> </ul> <p>Well groomed and presentable at all times.</p>

Set-up Crew (Back of house)	<ul style="list-style-type: none"> <li>Set-up venues according to a venue floor plan supplied by the Durban ICC. (Set-up can include tables and chairs, props/structures, carpeting, tribune seating, outdoor areas, etc.).</li> <li>Ensure all furniture and fittings are clean and in good quality, ready for use by clients.</li> <li>Striking (breakdown / clearing) of venues post event, removal of furniture and equipment to designated storage areas and correct storage of such.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Must have previous work experience within large conference /meeting/ events establishments.</li> <li>Be familiar with Health &amp; Safety Requirements specific to set-up and striking (breakdown / clearing) of venues.</li> <li>Understand and speak English effectively.</li> <li>Be service orientated and have good customer relation skills.</li> <li>Well groomed and presentable at all times</li> </ul>
Set-up Crew :AV Equipment (Back of house)	<ul style="list-style-type: none"> <li>Set-up AV / Technical equipment (black curtain rigging, stage construction and basic PA equipment) according to a venue floor plan supplied by the Durban ICC.</li> <li>Striking (breakdown / clearing) of all AV / Technical equipment venues post event, removal of equipment to designated storage areas and correct storage of such.</li> </ul>	<ul style="list-style-type: none"> <li>Must have previous work experience within large conference / meeting/ events establishments.</li> <li>facilities specific to AV / Technical set-up and striking.</li> <li>Be familiar with Health &amp; Safety Requirements specific to set-up and striking (breakdown / clearing) of equipment.</li> <li>Understand and speak English effectively.</li> <li>Be service orientated and have good customer relation skills.</li> <li>Well groomed and presentable at all times.</li> </ul>
Back-of-House Personnel	<ul style="list-style-type: none"> <li>Co-ordinate stock requirements and correct storage.</li> <li>Ensure good storage to maintain good condition of all items stored within designated stores (glassware, linen, uniform stores, equipment stores etc.).</li> <li>Ensure all items are available for use and dispatched against event requirements.</li> <li>Manage requisitions (maintain records of despatched and returned goods) against events.</li> <li>Conduct stock take and advise Durban ICC of stock shortages timeously. (Inventories will be independently audited).</li> </ul>	<ul style="list-style-type: none"> <li>Must have previous work experience within large conference /meeting/ events establishments, with large stock content and multiple storage areas.</li> <li>Must be familiar and have experience with stock take and inventory systems.</li> <li>Be computer literate to operate a basic in-house inventory system.</li> <li>Understand and speak English effectively.</li> <li>Be service orientated and have good customer relation skills.</li> <li>Well groomed and presentable at all times.</li> </ul>

Hot Kitchen	<ul style="list-style-type: none"> <li>• Knowledge or understanding of HACCP and ISO systems</li> <li>• Be able to execute bulk cooking</li> <li>• Need to have basic knife skills</li> <li>• Basic knowledge of making hot and cold sauces and cooking technique's</li> <li>• Individual must also be suitable to work in hot or cold kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Computer Literacy in Excel and Word</li> <li>• A minimum of 2 years' experience in the hospitality industry in a 4 or 5 Star * establishment</li> <li>• Understand and speak English effectively</li> <li>• Be service orientated and good customer relation skills</li> </ul>
Kitchen Assistant Supervisor	<ul style="list-style-type: none"> <li>• Ensuring that all Culinary's Arrears are kept clean</li> <li>• Keep records to all cleaning checklists,</li> <li>• To ensure the smooth and efficient operation of service for all Durban ICC Events.</li> <li>• Ensuring prompt and efficient standards of service to all areas.</li> <li>• To ensure transport is scheduled and managed accordingly.</li> <li>• Assist the Back of house manager and supervise all the,</li> <li>• Staff allocation of duties and follow ups before during and after functions</li> <li>• Being the point of contact between the chefs and the kitchen Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Minimum 3 Years' experience in similar position with the hospitality industry. .</li> <li>• Good knowledge of the service and hospitality industry.</li> <li>• Very strong communication with specific focus on English and Zulu language skills (Verbal and written).</li> <li>• Be service orientated and have good customer relation skills.</li> <li>• Well groomed and presentable at all times.</li> </ul>

Canteen Supervisor	<ul style="list-style-type: none"> <li>• Must ensure that the staff canteen is clean at all time,</li> <li>• Serve food that is provided in quick and professional manner,</li> <li>• Ensure all equipment has been cleaned and working in order for all meal periods,</li> <li>• Stock control, portion control and maintenance of the serving equipment,</li> <li>• Ensure consistent performance and service delivery,</li> <li>• The record of the financial transaction and cleaning of checklists</li> <li>• Meal vouchers consolidation</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Computer Literacy in Excel and Word</li> <li>• A minimum of 2 years' experience in the hospitality industry in the similar role</li> <li>• Knowledge of HACCP and ISO systems</li> <li>• Knowledge in the cook – chill system</li> <li>• Cleaning chemicals usage and storage</li> <li>• Excellent verbal and written communication</li> <li>• High tolerance for working under pressure</li> <li>• Must be physically fit and in good health to extended hours on the floor</li> <li>• Must be willing to work flexible hours subject to business demands</li> </ul>
Kitchen Assistant and Set up crew	<ul style="list-style-type: none"> <li>• Maintain the hygiene standards in the main kitchen, pot washer, Dishwasher, Halaal, pantries.</li> <li>• Adhere to all cleaning schedules and plans,</li> <li>• Ensure all the culinary equipment is kept clean and in working order,</li> <li>• Ensure consistent performance and service delivery,</li> <li>• Sanitizing all the equipment before service and after service,</li> <li>• Work in partnership with the chefs by ensuring correct buffet structures and floor plans are adhere to,</li> </ul> <p>Allocating, assembling items against requisition orders and reinstating returns to stock to storage areas.</p>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• A minimum of one years' experience in the hospitality industry</li> <li>• Buffet set up/ break down and décor experience</li> <li>• Knowledge of HACCP and ISO systems</li> <li>• Cleaning chemicals usage</li> <li>• Knowledge of food serving equipment.</li> <li>• Excellent verbal and written communication</li> <li>• High tolerance for working under pressure</li> <li>• Must be physically fit and in good health to extended hours on the floor.</li> <li>• Must be willing to work flexible hours subject to business demands</li> </ul>

Junior Chef Departie	<ul style="list-style-type: none"> <li>• Will be required to work or assist in all departments of the kitchen.</li> <li>• Deal with various food requests and adapt accordingly to guest expectations.</li> <li>• Maintain understanding of contrast of flavour profile when preparing food.</li> <li>• To be able to work in a team</li> <li>• Adhere to Management structure relations to kitchen brigade</li> <li>• Ensure good culinary execution is utilised when preparing meals.</li> <li>• Ensure good in general hygiene is practice and ensure traceability records are in place.</li> <li>• Ensure service delivery of service food is executed of that of a standard of 5 Star.</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary education (Grade 12)</li> <li>• Minimum qualification of Diploma in Professional cooking, Kitchen Management or equivalent.</li> <li>• Must be able to read and write in English</li> <li>• 1 years' experience working in the same role.</li> <li>• Knowledge of HACCP and ISO systems.</li> <li>• Knowledge of the Cook-chill system.</li> <li>• Good knowledge and understanding of basic cooking terminology.</li> <li>• Clear knowledge and understanding of the process to make a basic sauce and basic classical dishes.</li> <li>• Experience working in a large conference centre is advantageous.</li> <li>• Must be able to work shifts</li> </ul>
Culinary Storeman	<ul style="list-style-type: none"> <li>• Co-ordinates and controls the receiving , storage and issuing of the culinary equipment,</li> <li>• Checking, verifying all purchases items against supplier delivery notes,</li> <li>• Allocating, assembling items against requisitions and reinstating returns to stock,</li> <li>• Updating stock records and undertakings stock counts,</li> <li>• Attending to deviations in physical stock against transactional records and inventory schedules in order to ensure specific procedures are complied with,</li> <li>• Ensure accurate and safe stock levels are maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Computer Literacy in Excel and Word</li> <li>• A minimum of 2 years' experience in the hospitality industry</li> <li>• Knowledge of HACCP and ISO systems</li> <li>• Cleaning chemicals usage and storage there</li> </ul> <p>Must be willing to work flexible hours subject to business demands</p>

**SECTION 8: SCHEDULE OF RATES / ACTIVITIES**

Designations	Cost to company (hourly rate) Weekday include Saturday (am) before 6pm	Cost to company (hourly rate) Weekday include Saturday (pm) after 6 pm	Cost to company (hourly rate) Sunday(am)	Estimated number of hours <b>per month</b>	<b>Total</b> (cost to company x est. no of hours)
Waitrons	<b>R</b>			120 hours	R
Waitrons		<b>R</b>		80 hours	R
Waitrons			<b>R</b>	30 hours	R
Section Leader	<b>R</b>			100 hours	R
Section Leader		<b>R</b>		50 hours	R
Section Leader			<b>R</b>	20 hours	R
Bar Persons	<b>R</b>			100 hours	R
Bar Persons		<b>R</b>		50 hours	R
Bar Persons			<b>R</b>	20 hours	R
Designations	Cost to company (hourly rate) Weekday include Saturday (am) before 6pm	Cost to company (hourly rate) Weekday include Saturday (pm) after 6 pm	Cost to company (hourly rate) Sunday(am)	Estimated number of hours <b>per month</b>	<b>Total</b> (cost to company x est. no of hours)
Hot Kitchen	<b>R</b>			80 hours	R
Hot Kitchen		<b>R</b>		80 hours	R
Hot Kitchen			<b>R</b>	80 Hours	R
Kitchen Assistant	<b>R</b>			80 hours	R
Kitchen Assistant		<b>R</b>		80 hours	R

Kitchen Assistant			R	80 Hours	R
Canteen Supervisor	R			50 hours	R
Canteen Supervisor		R		50 hours	R
Canteen Supervisor			R	50 Hours	R
Pastry Chef	R			20 hours	R
Pastry Chef		R		20 hours	R
Pastry Chef			R	20 Hours	R
Culinary Storeman	R			20 Hours	R
Culinary Storeman				20 Hours	R
Culinary Storeman				20 Hours	R
Junior Chef de Partie	R			80 hours	R
Junior Chef de Partie		R		40 hours	R
Junior Chef de Partie			R	20 hours	R
Site Supervisor	R			80 hours	R
Site Supervisor		R		40 hours	R
Site Supervisor			R	20 hours	R
Designations	Cost to company (hourly rate) Weekday include Saturday (am) before 6pm	Cost to company (hourly rate) Weekday include Saturday (pm) after 6 pm	Cost to company (hourly rate) Sunday(am)	Estimated number of hours <b>per month</b>	<b>Total</b> (cost to company x est. no of hours)
Bar Hands	R			100 hours	R

Bar Hands		R		50 hours	R
Bar Hands			R	20 hours	R
Cashiers	R			75 hours	R
Cashiers		R		75 hours	R
Cashiers			R	30 hours	R
Site Supervisor	R			80 hours	R
Site Supervisor		R		40 hours	R
Site Supervisor			R	20 hours	R
Set-up Crew	R			80 hours	R
Set-up Crew		R		40 hours	R
Set-up Crew			R	20 hours	R
Designations	Cost to company (hourly rate) Weekday include Saturday (am) before 6pm	Cost to company (hourly rate) Weekday include Saturday (pm) after 6 pm	Cost to company (hourly rate) Sunday(am)	Estimated number of hours <b>per month</b>	<b>Total</b> (cost to company x est. no of hours)
AV technicians	R			80 hours	R
AV technicians		R		40 hours	R
AV technicians			R	20 hours	R
Shift Leader	R			50 hours	R
Shift Leader		R		30 hours	R
Shift Leader			R	10 hours	R

BOH personnel	<b>R</b>			80 hours	<b>R</b>
BOH personnel		<b>R</b>		80 hours	<b>R</b>
BOH personnel			<b>R</b>	30 hours	<b>R</b>
Storeman	<b>R</b>			160 hours	<b>R</b>
Storeman		<b>R</b>		160 hours	<b>R</b>
Storeman			<b>R</b>	160 hours	<b>R</b>
<b>Assistant Storeman</b>	<b>R</b>			160 hours	<b>R</b>
<b>Assistant Storeman</b>		<b>R</b>		160 hours	<b>R</b>
<b>Assistant Storeman</b>			<b>R</b>	160 hours	<b>R</b>
Designations	Cost to company (hourly rate) Weekday include Saturday (am) before 6pm	Cost to company (hourly rate) Weekday include Saturday (pm) after 6 pm	Cost to company (hourly rate) Sunday(am)	Estimated number of hours <b>per month</b>	<b>Total</b> (cost to company x est. no of hours)
Site Manager				160 hours	<b>R</b>
Administrator				160 hours	<b>R</b>
Floor Supervisor				160 hours	<b>R</b>
Please state any additional monthly costs:					<b>R</b>
				<b>Subtotal (VAT excl.)</b>	<b>R</b>

<b>Percentage mark-up on total cost to company per month</b> ( <i>Subtotal (VAT excl.) x mark-up %</i> ) please state mark-up % here: _____	R
<b>VAT @ 15%</b>	R
<b>Total monthly cost (VAT Incl.)</b>	R

<b>Annual cost (VAT Incl.)</b> (Total monthly cost (VAT incl.) x 12 months)	R
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## **SECTION 10: ANNEXURES (if applicable)**

Insert as required

FUNCTIONALITY and Prompts for Judgement		MAXIMUM SCORE
<b>STAGE 1</b>		
<b>1. Approach and Methodology</b>		<b>30</b>
<p>Does the proposal clearly demonstrate a good understanding of the project requirements?</p> <p>a.6 Are all key deliverables distinctly identified and adequately addressed?</p> <p>a.7 Does the service provider demonstrate a sound project management methodology?</p> <p>a.8 Does the service provider demonstrate sound business planning and research methodologies?</p> <p>a.9 Does the service provider demonstrate a sound stakeholder process facilitation methodology?</p> <p>a.10 Does the allocation of professional personnel time and budget percentage to the stakeholder and process facilitation component of the project inspire confidence?</p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Nil</b> – No submission (score 0%; 0 points)</li> <li><input type="radio"/> <b>Poor (score 40%)</b> – The proposal shows limited understanding of the brief and project, and does not cover all elements of the scope and requirements.</li> <li><input type="radio"/> <b>Satisfactory (score 70%)</b> – The brief is well understood, clearly articulated, and key components are adequately addressed.</li> <li><input type="radio"/> <b>Good (score 90%)</b> – The proposal clearly demonstrates an understanding of the project's brief. The full required scope has been included.</li> <li><input type="radio"/> <b>Very good (score 100%)</b> - A unique proposal that is strongly aligned to and identifiable with the project. The full required scope has been included and the product offering has the potential to leave lasting legacy in precinct management.</li> </ul>		
<b>2. Key Personnel - Expertise and Experience</b>		<b>40</b>
<p>The following personnel will be required:</p> <p>Site Manager: Experience (15 pts)</p> <p>Site Supervisor: Experience (15 pts)</p> <p>Site Administrator: Experience (10 pts)</p> <p>Do the key personnel have relevant and sufficient experience and expertise (5 years' relevant experience or more; indicated through attachment of a proven track record of similar projects)?</p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Nil</b> – No submission (score 0%)</li> <li><input type="radio"/> <b>Poor (score 40%)</b> – The team has limited experience in projects of similar nature (less than 5 years' relevant experience)</li> <li><input type="radio"/> <b>Satisfactory (score 70%)</b> – The tenderer has relevant experience in projects of similar nature (5 - 8 years relevant experience)</li> <li><input type="radio"/> <b>Good (score 90%)</b> – The tenderer has good experience in projects of similar nature (between 9 – 10 years relevant experience).</li> <li><input type="radio"/> <b>Very good (score 100%)</b> – The tenderer has extensive experience in projects of similar nature (Greater than 10 years relevant experience)</li> </ul>		
<b>2. Company/Service Provider - Experience</b>		<b>30</b>
<p>Do the Company/Service Provider have relevant and sufficient experience and expertise (5 years' relevant experience or more; indicated through attachment of a proven track record of similar projects)?</p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Nil</b> – No submission (score 0%)</li> <li><input type="radio"/> <b>Poor (score 40%)</b> – The team has limited experience in projects of similar nature (less than 3 Projects of a similar nature)</li> <li><input type="radio"/> <b>Satisfactory (score 70%)</b> – The tenderer has relevant experience in projects of similar nature (3 to 5 Projects of a similar nature)</li> <li><input type="radio"/> <b>Good (score 90%)</b> – The tenderer has good experience in projects of similar nature (between 6 – 8 projects of a similar nature).</li> <li><input type="radio"/> <b>Very good (score 100%)</b> – The tenderer has extensive experience in projects of similar nature (9 or more projects of a similar nature).</li> </ul>		
<b>TOTAL</b>		<b>100</b>
<b>STAGE 2</b>		
Price: overall budget of the project		80
BEE: empowerment status		20
<b>GRAND TOTAL</b>		<b>100</b>

## **EVALUATION CRITERIA, USING FUNCTIONALITY APPROACH**

The procedure for evaluation of responsive Tender Offers will be in accordance with the eThekweni Municipality's current SCM Policy, the Preferential Procurement Policy Framework Act No 5 of 2000, and the Preferential Procurement Policy Framework Act Regulations (January 2017).

The procedure for the evaluation of responsive tenders is Price and Preference, with Functionality.

### **Price and Preference**

- The **80/20** preference points system will be used where the financial value (incl. VAT) of one or more responsive tender offers have a value that equals or is less than R 50,000,000. The **Price Points** formula and allocated **Preference Points** will be according to the above specified PPPFA Regulations.
- The **90/10** preference points system will be used where the financial value (incl. VAT) of all responsive tenders received have a value in excess of R 50,000,000. The **Price Points** formula and allocated **Preference Points** will be according to the above specified PPPFA Regulations.

### **Functionality**

- The minimum number of evaluation points for Functionality is **70**.
- The Functionality Criteria score in respect of each of the Criteria are as follows:

<b>Criteria</b>	<b>Maximum Points</b>
Tenderer's experience	30
Key Personnel – Expertise and Experience	40
Methodology	30
<b>Maximum possible score for FUNCTIONALITY (M<sub>s</sub>)</b>	100

- Each Criteria will be assessed in terms of five indicators – no response, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated to no response, poor, satisfactory, good and very good, respectively.
- The prompts for judgment and the associated scores used in the evaluation of Functionality shall be as per the following schedules:

## **SCHEDULE: APPROACH PAPER / METHODOLOGY / PROGRAMME**

The approach paper must respond to the scope of work and outline the proposed approach / methodology including proposals for outsourcing (including details of the companies to be used where applicable). The approach paper should articulate what value add the tenderer will provide in achieving the stated objectives for the project.

Tenderers must explain their understanding of the objectives of the assignment and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies to be adopted, and should also include a project plan and programme which outlines processes, procedures and associated resources, identifies risk and indicates how risks will be managed and identifies what contribution can be made regarding value management.

Tenderers must attach their approach papers to this page. The approach paper should not be longer than 10 pages.

The scoring of the approach paper will be as follows:

SCORE	PROMPTS FOR JUDGEMENT
<b>(score 0)</b>	No response/ no documents submitted
<b>Poor (score 40)</b>	The technical approach and / or methodology is poor / is unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The programme is poor and has missed critical aspects.
<b>Satisfactory (score 70)</b>	The approach is tailored to address the specific project objectives and methodology. The approach adequately deals with the critical characteristics of the project. The project plan/programme is sequenced well and not only identifies project related risks but also proposes project specific risk mitigation measures.
<b>Good (score 90)</b>	Over and above meeting the "Satisfactory" rating, the approach is tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during project lifecycle. The project plan and approach to managing risk is tailored to the critical characteristics of the project. The programme is good and has allowed for all critical aspects.
<b>Very good (score 100)</b>	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has outstanding knowledge of state-of-the- art approaches. The programme is well thought out and makes allowance for all the key risk areas. The approach paper details ways to improve the project outcomes and the quality of the outputs.

## **TENDERER'S EXPERIENCE**

The experience of the tendering entity or joint venture partners in the case of an unincorporated joint venture or consortium, as opposed to the key staff members / experts, in projects of similar nature over the last ten (10) years will be evaluated. Tenderers must provide details of their knowledge of the local area and previous experience with key local stakeholders. Tenderers should very briefly describe their experience in this regard and attach this to this schedule. Proof of participation / case studies and contact details of clients of the relevant projects must also be provided. The description should be put in tabular form with the following headings:

<b>Employer, contact person and telephone number, (where available)</b>	<b>Project Title</b>	<b>Detail of work undertaken, nature of work &amp; value</b>	<b>Date undertaken and completed</b>
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The scoring of the tenderer's experience will be as follows:

<b>Score</b>	<b>Prompts for Judgement</b>
<b>(score 0)</b>	No response/ no evidence of experience submitted.
<b>Poor (score 40)</b>	The Tenderer has limited relevant experience less than 2 projects similar scope over the last 10 years and has failed to submit references.
<b>Satisfactory (score 70)</b>	The Tenderer has the relevant experience in relation to the project under similar conditions and circumstances and has successfully programme managed at least a minimum of 3 projects of similar scope over the last 10 years. (Client Reference letters to be provided for each of the projects listed).
<b>Good (score 90)</b>	As for "Satisfactory" but Tenderer has extensive experience (minimum of 5 projects) of similar scope over the last 10 years. (Client Reference letters to be provided for each of the projects listed).
<b>Very good (score 100)</b>	As for "Good" but Tenderer has extensive experience (minimum of 7 projects) of similar scope and over the last 10 years. (Client Reference letters to be provided for each of the projects listed).

## **EXPERIENCE OF KEY STAFF**

The experience of the contracts manager plays a critical role in ensuring that the contract is managed and executed successfully, during the period of contract.

The recommended contracts manager must have minimum of 5 years Senior **Managerial** experience for the provision of flexible staffing personnel, directed at the **commercially operated hospitality and catering environments**.

Managerial expertise influences supervisory control and the transfer of relevant skills and expertise to the Operational, Administrative and Flexible staffing designations.

In light of the above, a detailed curriculum vitae (CV) inclusive of qualifications / accolades of the recommended contracts manager must be submitted for evaluation purposes.

The scoring of the experience of key staff will be as follows (for each of the indicated (required) key staff):

<b>Score</b>	<b>Prompts for Judgement</b>
<b>(score 0)</b>	No response/ no documents submitted.
<b>Poor (score 40)</b>	Key staff have less than the minimum levels of relevant qualification/training experience and/or post professional registration. (Number of years of experience and qualifications are <u>less than</u> the minimum specified in the schedule below)
<b>Satisfactory (score 70)</b>	Key staff have reasonable levels of relevant qualification/training experience and/or post professional registration. (Number of years of experience and qualifications are at least equal to the preferred specified in the schedule below)
<b>Good (score 90)</b>	Key staff have extensive levels of relevant qualification/training experience and/or general post professional registration. (Number of years of experience and qualifications are at least equal to the preferred specified in the schedule below)
<b>Very good (score 100)</b>	Key staff have outstanding levels of relevant qualification/training experience and/or general post professional registration. (Number of years of experience and qualifications are at least equal to the preferred specified in the schedule below)

## **MANDATORY CRITERIA**

The tenderers will be checked if they meet the mandatory requirements. Any tenderer that does not meet any of the mandatory requirement will be deemed non-responsive.

All responsive tender offers will then be evaluated in accordance with eThekwin Municipality's current SCM Policy, the Preferential Procurement Policy Framework Act (5 of 2000), and the Preferential Procurement Policy Framework Act Regulations (January 2017) using the 80/20 preference point system.

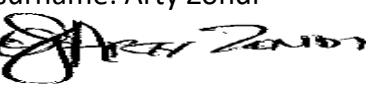
## **MANDATORY REQUIREMENTS**

<b>Does the service provider comply with the mandatory requirement? Please acknowledge as illustrated.</b>	<b>YES</b>	<b>NO</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• The service provider must pay their staff in accordance with the <b>Bargaining Council for the Food Retail, Restaurant, Catering and Allied Trades</b> . Please attach proof of compliance.		
• The bidder's key staff resources to be assigned to this project must possess a minimum 3 years' relevant experience in the following fields ( <b>Commercially Operated Hospitality and Catering Environments</b> ) and their CVs confirming their experience must be attached.		
• The service provider must be able to deploy vaccinated personnel who are able to produce vaccination certificates upon request.		

**ETHEKWINI MUNICIPALITY**  
**Occupational Health & Safety Unit**



**COVID 19 Health and Safety Specification**

Document Title	COVID 19 Health & Safety Specification
Client	DURBAN – ICC
Project Name	Provision of Flexible Staffing solutions for a period of 36 months
Contract Number	ICC - 02 - 2021
Revision	01
Date	10/05/2022
Internal Reference no.	COVID 19/016 /05/2022
Compiled by (Client Construction Health and Safety Agent)	Name and surname: Siya Nkosi Signature:  Date: 10 May 2022
Reviewed by (Manager: Safety & Risk)	Name and surname: Arty Zondi Signature:  Date: 10 May 2022



## **ETHEKWINI MUNICIPALITY OCCUPATIONAL HEALTH AND SAFETY UNIT**

### **COVID 19 HEALTH AND SAFETY SPECIFICATION**

#### **Background:**

Corona viruses are a large family of viruses that are found both in humans and animals. Some of these viruses are known to cause illnesses ranging from common cold to severe respiratory diseases. Corona virus (COVID-19) was identified in December 2019 in China. COVID-19 infections have spread to other countries in the world. Exposure to Covid-19 may cause flue like symptoms such as coughing, sneezing, headaches, fever, sore throat and at times affect the lungs and airways of employees. Symptoms can be mild, moderate, severe or fatal.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza outbreaks involving many staff members, planning for COVID-19 may involve updating plans to address the specific sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e. compared to influenza virus outbreaks).

#### **Introduction**

The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents

Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to Personal Protective Equipment (PPE). However, in the case of COVID-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-cov-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore Construction Management should develop Standard Operating Procedures as there may be unique circumstances and make a necessary call in the interest of the health and safety of employees

This is a risk assessment for dealing with the current COVID-19 situation in the construction site. It may not likely to cover all scenarios therefore management should develop SOP's as there may be unique circumstances and make a necessary call in the interest of the health and safety of Contractor employees

## **Definitions**

**“BCEA”** means the Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)

**“COVID-19”** means Coronavirus Disease 2019

**“Disaster Management Act”** means the Disaster Management Act, 2002 (Act No.57 of 2002)

**“OHSA”** means the Occupational Health and Safety Act, 1993 (Act No.85 of 1993)

**“PPE”** means personal protective equipment

**“virus”** means SARS-Cov-2 virus

**“Worker”** means any person who works in an employer’s workplace including an employee of the employer or contractor, a self-employed person or volunteer

**“workplace”** means any premises or place where a person performs work

**“NICD”** means National Institute for Communicable Diseases

**“OMP”** means Occupational Medical Practitioner

### **Hand Hygiene:**

- The Service Provider shall provide 70% alcohol-based hand sanitizers to his/her employees.

### **Social Distancing:**

- The Service Provider shall ensure social distancing when supplying and delivering of the equipment between workers and as far as practicable that there is a minimum of 1,5meter distance between workers.

### **Personal Protective Equipment (PPE)**

- The Service Provider shall ensure that every worker is provided with cloth mask.

### **Point of entry screening**

- The Service Provider shall ensure that the daily point of entry screening is completed when entering Durban ICC premises.

### **Symptomatic employees**

- The Service Provider shall ensure that employees who are sick with continuous cough, sore throat, difficulty breathing, or a high temperature in the workplace will be encouraged to stay home.

## **Emergency Numbers**

- Corona virus (COVID-19) 24-Hour Hotline number:0800 029 999
- Corona virus (COVID-19) WhatsApp Number: 0600 12 3456
- COVID-19 National Crisis Helpline - 0861 322 322
- NICD (National Institute of Communicable Diseases) 24-Hour toll-free hotline number:  
0800 029 999 or 0800 111 132
- SAPS gender-based violence service complaints (SAPS) - 0800 333 177
- GBV (Gender Based Violence) Command Centre -0800 428 428/ \*120\*7867# (free from any cell phone)/ SMS Line: 32312
- Women Abuse Helpline - 0800 150 150
- People Opposing Women Abuse (POWA) - Tel: 011 642 4345/ Afterhours cellphone: 0837651235
- Child Line - 0800 055 555
- Lifeline South Africa - 0800 012 322 (free on mobile networks including landlines)
- FAMSA - Advice on family relationships - 011 975 7107
- Human trafficking - Report cases of human trafficking - hotline operated by the Salvation Army and Be Heard - 08007 37283 (0 8000-rescue)
- National Human Trafficking Helpline - 0800 222 777
- Persons with Disabilities - SMS 'help' to 31531
- National AIDS Helpline - 0800 012 322
- Suicide Helpline - 0800 567 567
- Stop Gender Violence - 0800 150 15
- Substance Abuse Helpline - 0800 12 13 14

## **References**

- COVID-19 Disaster Management Act
- Occupational Health & Safety Act 85 of 1993
- The Department of Employment and Labour: Workplace Preparedness: COVID-19 (SARS-CoV-19 virus)
- COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020
- Hazardous Biological Agents Regulations
- National Institute for Occupational Health (NIOH)

# COMPANY LOGO

## Covid-19 access into Durban ICC premises, point of entry screening questionnaire

Durban ICC Premises: \_\_\_\_\_

Name and Surname: \_\_\_\_\_ Co No: \_\_\_\_\_

Line Manager Name: \_\_\_\_\_

Question:	Yes	No
1. Have you had flu or symptoms of flu in the last few weeks?		
2. Do you have a persistent cough that has started in the last few days?		
3. Do you have symptoms of fever? (red, tearing or burning eyes, sweats, clammy hands)?		
4. Do you have any signs of a respiratory infection, shortness of breath, difficulty breathing? (Self-test: Hold in your breath for 10 seconds)		
5. In the last 14 to 21 days, have you travelled outside the borders of South Africa?		
6. In the last 14 to 21 days, have had contact with anybody that has travelled outside the Provincial or South African borders?		
7. Have you been near or in contact with anyone who has symptoms or tested positive for COVID-19?		

If you have answered yes to any of the above questions, please inform your supervisor immediately.

Brief description of events (When, where and who else were you with:

Personal Commitment	
✓ I further undertake to immediately report any change in my medical condition to my supervisor/manager!	
✓ I will always maintain excellent personal and company hygiene standards!	
✓ I will maintain and keep the minimum social distance of 1m between myself and other employees!	
✓ I will utilize PPE and sanitizers provided to me to prevent the spread of the virus!	
✓ I will ensure all equipment / materials handed over to another person has been cleaned and sanitized!	
✓ I will not abuse, misuse, share or lose the PPE and related materials / equipment issued to me!	
Employee Signature	
Date	

Temperature: \_\_\_\_\_ °C. (if temperature is at 37.5°C or higher the access to Durban ICC will be denied)

Entry Cleared Yes  No

Line Management/Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_