

TENDER SBM 04/26/27

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



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

TENDER DOCUMENT

TENDER NUMBER	SBM 04/26/27
TENDER DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF FIRE SERVICE FURNITURE, EQUIPMENT AND APPLIANCES.
NAME OF TENDERER	
BUSINESS ADDRESS	
TELEPHONE NUMBER	
CSD NUMBER	

SUBMISSION DETAILS:

ADDRESS	TENDER BOX, GROUND FLOOR, INVESTMENT CENTRE, 15 MAIN ROAD, VREDENBURG		
CLOSING DATE	04 SEPTEMBER 2026	CLOSING TIME	12H00

The document, fully completed in all respects, together with any returnable and additional, supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the project number and description and the closing date and time indicated on the envelope. The sealed envelopes must be inserted into the appropriate official tender box before the closing date and time.

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All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Supply Chain Management

Contact Person: Rosaire Farmer
Tel: 022 701 6945
Email: rosaire.farmer@sbm.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION / SPECIFICATIONS MAY BE DIRECTED TO:

Contact Person: Ann Supra-Vertue
Tel: 022 701 6860
Email: Ann.Supra-Vertue@sbm.gov.za

INSTRUCTION: HANDLING OF TENDER DOCUMENT

Tenders must be properly received and deposited in the above-mentioned tender box on or before the closing date and before the closing time. No late tender offers will be accepted under any circumstances. Tender offers must be submitted in a sealed envelope properly marked in terms of the tender number and tender description as indicated above. If the tender offer is too large to fit into the abovementioned box, please enquire at the public counter opposite the tender boxes for assistance. No tender offers will be accepted via facsimile, email or electronic copies.

All bids must be submitted on the official bid documents issued by SBM for this bid and not be re-typed.

Do not dismember this Tender Document (do not take it apart or put documents between its pages) and all other documents of the submission must be attached to this Tender Document.

Tenders generated from e-Tender:

E-TENDER DECLARATION

It is compulsory to confirm "Yes" or "No" on all line items

Yes/No

The original document collected from the Municipality must be submitted or, if documents are printed from the e-tender website, the original, printed document must be submitted, clearly reflecting all writing and signatures in black ink. Copied documents where the writing and signatures is unclear and/or copied will render the tender non-responsive.	
Print the tender document with a quality printer. If the wording is unclear, the document will be discarded.	
Printed documents must be bound securely according to page numbers to prevent pages getting lost. Missing pages will render the tender non-responsive. Do not staple the pages together.	
The Price Schedule and All Annexures with compulsory attachments must be bind to the back of the document.	
No alterations of the document will be accepted. Any alterations will disqualify the tender.	
Print the Tender document on both sides to save paper and for standardisation.	

It is compulsory to comply and sign below if the tenderer agrees to the requirements above.

I accept and approve all of the above.

SIGNATURE OF TENDERER

CHECKLIST

Please ensure that you have included all the documents listed below and submit it with your tender document as well as ensure that you adhere to the listed requirements. This will ensure that your tender is not deemed to be non-responsive and disqualified.

PLEASE TICK BOX ON THE LEFT ☒

- ☐ Identity Documents of all those with equity ownership in the organization. In the case of a company please include only those ID documents of the Directors with equity ownership.
- ☐ Company registration forms.
- ☐ Certified copy of director/s municipal account/s.
- ☐ Registration with professional body (If applicable).
- ☐ Samples Provided (If applicable).
- ☐ All relevant sections complete and signed and all pages of tender document initialled by authorized signatory.
- ☐ Proof attached that signatory is duly authorized to enter into contractual agreement with Saldanha Bay Municipality on behalf of the organization.
- ☐ Original or Originally Certified copy of a valid SANAS approved B-BBEE certificate or a valid B-BBEE affidavit.
- ☐ Proof for claiming points for locality as required in MBD 6.1.
- ☐ Tax-compliant status on CSD.

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

Name: _____ Signature: _____

Capacity: _____

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PART A: INVITATION AND GENERAL INSTRUCTION

1. ADVERTISEMENT

<u>SALDANHABAAI MUNISIPALITEIT</u>	<u>SALDANHA BAY MUNICIPALITY</u>
TENDER NOMMER: SBM 04/26/27 TENDER BESKRYWING: AANSTELLING VAN 'N DIENSVERSKAFFER VIR DIE VOORSIENING EN AFLEWERING VAN BRANDWEERDIENS-MEUBELS, TOERUSTING EN TOESTELLE. Tender dokumente is beskikbaar om afgelaai te word op die e-Tender publikasie webtuiste www.etenders.gov.za of kan alternatiewelik verkry word by Mev. R. Farmer, Hoofstraat 15, Beleggingsentrum, Vredenburg vanaf Maandag, 17 Augustus 2026. Indien tenders verkry word, moet 'n nie-terugbetaalbare tender deposito van R306.00 betaal word aan Saldanhabaai Munisipaliteit. 'n Bewys van betaling moet aangebied word vir die verkryging van tender dokumente. Navrae: Ann Supra-Vertue E-pos: Ann.Supra-Vertue@sbm.gov.za Tenders moet in die tenderbus by die Beleggingsentrum, Hoofstraat 15, Vredenburg ingedien word voor 12H00 op Vrydag, 04 September 2026 en moet in 'n geseëde koevert wees waarop daar aan die buitekant duidelik gemerk is die bovermelde tender nommer en beskrywing. Na die sluitingsuur sal die tenders in die publiek oopgemaak word. Enige of die laagste tender sal nie noodwendig aanvaar word nie. Die 80/20 voorkeur-puntestelsel soos vervat in die Voorkeur Verkrygings Beleid, R8/5-26, van 28 Mei 2026 sal in die beoordeling van hierdie tender gebruik word. 'n Geldige inkomstebelasting uitklaringsertifikaat, soos uitgereik deur die Suid-Afrikaanse Inkomstediens, moet tesame met die tender dokument ingehandig word en die tenderaar moet voldoen aan die belastingvoorwaardes op die Sentrale Verskaffers Databasis (CSD). Mnr. H. Mettler MUNISIPALE BESTUURDER Saldanhabaai Munisipaliteit Privaatsak X12 VREDENBURG 7380	TENDER NUMBER: SBM 04/26/27 TENDER DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF FIRE SERVICE FURNITURE, EQUIPMENT AND APPLIANCES. Tender documents can be downloaded from the e-Tender publication portal at www.etenders.gov.za or alternatively can be collected from Mrs. R. Farmer, 15 Main Road, Investment Centre, Vredenburg from Monday, 17 August 2026. If tenders are collected, a non-refundable tender deposit of R306.00 is payable to Saldanha Bay Municipality. A proof of deposit is required for the collection of tender documents. Enquiries: Ann Supra-Vertue Email: Ann.Supra-Vertue@sbm.gov.za Tenders must be placed in the tender box at the Investment Centre, Ground Floor, 15 Main Road, Vredenburg, before 12H00 on Friday, 04 September 2026, in a sealed envelope upon the outside whereon is clearly marked the above-mentioned tender number and description. The tenders shall be opened in the public after the closing hour. Any or the lowest tender will not necessarily be accepted. The 80/20 preference point system as contained in the Preferential Procurement Policy, R8/5-26, of 28 May 2026 will be used in the adjudication of this tender. A valid tax clearance certificate, from the South African Revenue Services, must be supplied with the tender document and the tenderer must be tax-compliant on the Central Supplier Database (CSD). Mr. H Mettler MUNICIPAL MANAGER Saldanha Bay Municipality Private Bag X 12 VREDENBURG 7380

2. INSTRUCTION TO TENDERER

2.1 General and Special Conditions of Contract

The General Conditions of Contract (GCC) as well as Special Conditions of Contract (SCC) forming part of this set of tender documents will be applicable to this tender in addition to the conditions of tender. Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail.

2.2 Acceptance or Rejection of a Tender

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or the tender scoring the highest points.

2.3 Validity Period

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

2.4 Cost of Tender Documents

Tender documents can be downloaded from the eTender publication portal at www.etenders.gov.za or alternatively can be collected at a non-refundable tender deposit rate payable to Saldanha Bay Municipality. Payment for tender documents must be made by cash or payment into Saldanha Bay Municipality's bank account payable to the Saldanha Bay Municipality. These costs are non-refundable. No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically.

2.5 Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database, to register online. In the event that a tenderer is not yet registered, it is requested that the online registration proceeds with the Central Supplier Database. The Municipality reserves the right not to award tenders to prospective suppliers who are not registered on the Central Supplier Database.

2.6 Completion of Tender Documents

- a) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. All the pages must be initialled by the authorised signatory and returned.
- b) Tender documents may not be retyped.
- c) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

- d) No unauthorized alteration of this set of tender documents will be allowed. Any unauthorized alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.
- e) Tenders must be completed in indelible ink, and NO CORRECTION FLUID may be used in the Tender Document. If corrections must be made, a line must be drawn through the correction, and it must be initialled.
- f) The bidder must verify regularly on E-tender and our website whether there are any addendums before submission and addendums must be submitted with the tender document.
- g) If a document is electronically completed, NO ALTERATIONS OR AMENDMENTS may be made to the content of the tender document. ALTERATIONS OR AMENDMENTS to the tender document will result in disqualification. Also note that the contract will be terminated in a case where it is detected after contract signing that the tender document was altered or amended. It thus remains the responsibility of the tenderer to ensure that the same document as was issued is submitted.

2.7 Compulsory Documentation

2.7.1 Income Tax Clearance Certificate

A valid Income Tax Clearance Certificate must accompany the bid documents unless the bidder is registered on the Central Supplier Database and are Tax compliant. If the South African Revenue Services (SARS) cannot provide a valid Income Tax Clearance Certificate, the bidder must submit a letter from SARS on an original SARS letterhead that their tax matters are in order or their tax pin.

2.7.2 Construction Industry Development Board (CIDB)

When applicable, a copy of the bidder's registration and grading certificate with the CIDB must be included with the tender.

2.7.3 Municipal Rates, Taxes and Charges

Business account: See MBD 6.1 and call office if any clarification is required (important for claiming preference points).

Director's accounts:

- a) A copy of the bidder's municipal account for the month preceding the tender closure date must accompany the tender documents.
- b) Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be disqualified.

2.8 Authorized Signatory

- a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorizing the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorized to sign it for and on behalf of the bidder.

2.9 Quantities of Specific Items

Bidders are required to complete the Pricing Schedule below by providing unit prices and total prices based on the estimated quantities reflected. The quantities indicated are estimated quantities provided solely for tender evaluation purposes. The actual quantities to be procured may vary depending on the Municipality's operational requirements, the approved budget and the tendered unit prices. The Municipality reserves the right to increase or decrease the quantities awarded, or to award only part of the tender, subject to its operational requirements, budget availability and the applicable legislative framework. The Municipality is under no obligation to procure the full estimated quantities reflected in the Pricing Schedule and reserves the right not to make an award should it be in the public interest to do so or should no acceptable tender be received.

2.10 Submission of Tender

- a) The tender must be placed in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the tender number, title as well as closing date and time and be placed in the **tender box at the Ground Floor in the Investment Centre, 15 Main Road, Vredenburg by not later than 12H00 on the specified closing date.**
- b) Faxed, e-mailed and late tenders will not be accepted. Tenders may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.

2.11 Expenses Incurred in Preparation of Tender

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the tender.

2.12 Contact with Municipality after Tender Closure Date

- a) Bidders shall not contact the Saldanha Bay Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded.
- b) If a bidder wishes to bring additional information to the notice of the Saldanha Bay Municipality, it should do so in writing to the Saldanha Bay Municipality.
- c) Any effort by the firm to influence the Saldanha Bay Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

2.13 Opening, Recording and Publications of Tenders Received

- a) Tenders will be opened on the closing date immediately after the closing time specified in the tender documents. If requested by any bidder present, the names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.
- b) Details of tenders received in time will be published on the Municipality's website as well as recorded in a register which is open to public inspection.

2.14 Evaluation of Tenders

The items will be evaluated separately and awarded per item. Accordingly, tenderers may elect on what items to tender. In the event that a tenderer does not price an item in full (meaning all the sub-items are not priced), the tenderer will be found non-responsive for that item.

Tenders will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in this set of tender documents and the 80/20 preference point system will be applied. Council reserves the right to make an award in whole, partly or to make no award.

2.15 Supply Chain Management Policy and Regulations

Bids will be awarded in accordance with the PREFERENTIAL PROCUREMENT POLICY adopted by Council on R8/5-26, of 28 May 2026, as well as the Municipality's Supply Chain Management Policy.

- a) B-BBEE
 - Original or originally certified B-BBEE certificate or Affidavit.
- b) Locality
 - i) Where the tenderer is the owner of the property:
 - ii) The municipal account must be registered in the trading name of owner of the property, for example:
 - Partnership (Lead company according to agreement).
 - Joint Venture (Lead company according to agreements and where daily operations are done).
 - Close Corporation (name of the CC).
 - Public Company "Limited or Ltd" (name of the company).
 - Private company / Proprietary company / (Pty) Ltd (name of the company).
 - Non-Profit Company "NPC" (name of the company).
 - State Owned Company "SOC" (name of the SOC).

- In the case of a One-person business / sole propriety the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses') which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address, and such proof must be submitted in the form of an Affidavit.

c) Where the tenderer is not the owner of the property:

i) Sole propriety (residential):

- If the municipal account is not registered in the name of the Sole Propriety, a valid Lease Agreement to be submitted.
 - OR
- If no valid Lease Agreement exist, an affidavit from the owner of the property must be submitted.
- The owner of the property must confirm the following:
 - ✓ That the sole propriety is conducting business from the said address as indicated in the bid documents.
 - ✓ What are the conditions/agreement for conducting business from premises.
 - ✓ For example: Declares that no written lease agreement exists, a verbal lease agreement exist, sole supplier does not have any obligation to contribute to any payment of municipal accounts; sole propriety not liable for any rent payments, etc.
 - ✓ The ID numbers of both the owner of property and the sole propriety must reflect on the affidavit.

NB: A Detailed affidavit must be submitted. Not the affidavit that only indicates the following "I don't own any buildings and therefore does not have any municipal accounts".

Note: Affidavits valid for a period of 3 months

- Close Corporation, Public Company, Personal Liability Company, (Pty) Limited, Non-Profit Company, State Owned Companies - A valid Lease Agreement must be submitted:
 - ✓ If a valid Lease Agreement does not exist, an affidavit from the owner of the property must be submitted.
 - ✓ The owner of the property must confirm the following:

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

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

- i) If any Sub Leasing exist, a valid Sub Lease agreement must be submitted.
- ii) In instances where a director owns an apartment (block of buildings) and runs more than one business from it, this block is registered in the name of a trust or one (1) of the business's he owns. When a tenderer submits a bid, is not the one (1) owning the business, the same information as per 2.24.2.2 above must be submitted.

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

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

2.16 Contract

The successful bidder will be expected to sign the agreement of this bid document within 7 (seven) days of the date of notification by the Saldanha Bay Municipality that his/her bid has been accepted. **The signing of the relevant sections of this bid document signifies the conclusion of the contract. The Municipality, at its discretion, may request the signing of an additional Service Level Agreement which, together with the signed tender document, will constitute the full agreement between the Municipality and the successful bidder.**

2.17 Language of Contract

The contract documents will be compiled in English, and the English versions of all referred documents will be taken as applicable.

2.18 Stamp and Other Duties

The successful bidder will be liable for all duties and costs on legal documents resulting in the establishment of a contract and for the surety and retentions.

2.19 Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

2.20 Enquiries

Enquiries in connection with this tender, prior to the tender closure date, regarding the Supply Chain Management related aspects, may be addressed to Rosaire Farmer, Tel: 022 701 6945 or e-mail rosaire.farmer@sbm.gov.za. Enquiries regarding the specifications may be addressed to Ann Supra-Vertue, Tel: 022 701 6860 or email at Ann.Supra-Vertue@sbm.gov.za

2.21 Submission of Invoices:

Invoices are to be either mailed or physically delivered to:

E-mail: creditors@sbm.gov.za

Physical address: Creditors Depart - 1st Floor, Beansa Building
21 Main Road
Vredenburg
7380

Where the value of an intended contract will exceed R2 300 000 (R2.3 million) it is the bidder's responsibility to be registered with the South African Revenue Services for VAT purposes in order to be able to issue tax invoices.

The successful bidder(s) to ensure compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991.

In terms of Section 20(4) of the Act, the TAX INVOICE(S) received from registered VAT vendors MUST bear the following information:

- The words "TAX INVOICE" in a prominent place;
- Name, address and VAT registration number of the supplier;
- The name and address: Saldanha Bay Municipality, Private Bag X12, Vredenburg, 7380;
- The Saldanha Bay Municipality VAT registration number: 41001113150;

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- Unique VAT invoice number and date of issue;
- Accurate description of goods and/or services;
- Quantity or volume of goods or services supplied; and
- Price and VAT amount and percentage (%).

Failure to comply with abovementioned will result in payments not been made timeously.

Also take note that Saldanha Bay Municipality will not be liable for any late payments as a result of invalid Tax Invoice submitted by suppliers.

I hereby declare compliance with Section 20(4) of the Value Added Tax (VAT) Act, 89 of 1991 and that I am duly authorised to sign on behalf of the company.

PRINT NAME

SIGNATURE

DATE

PART B: COMPULSORY RETURNABLE DOCUMENTS (SCM RELATED)

3. MBD 1: INVITATION TO TENDER

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF SALDANHA BAY MUNICIPALITY					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS OF BUSINESS					
STREET ADDRESS OF BUSINESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN		OR	CSD No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	Yes	No	CONTRIBUTOR FACTOR (1 – 10)		
DOCUMENTS REQUIRED AS PRESCRIBED TO CLAIM PREFERENCE POINTS. IF DOCUMENTS ARE NOT PROVIDED AS REQUESTED 0 POINTS WILL BE ALLOCATED.					
ORIGINAL OR ORIGINAL CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE ISSUED BY A SANAS ACCREDITED AGENCY OR EME OR QSE SWORN AFFIDAVIT OR A CERTIFIED COPY THEREOF.					
MUNICIPAL ACCOUNT OR LEASE AGREEMENT IN THE NAME OF THE BUSINESS OR AN AFFIDAVIT FROM THE OWNER OF THE PROPERTY WHERE OF BUSINESS.					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	YES OR NO (Provide proof)		ARE YOU A FOREIGN BASED SUPPLIERS FOR THE GOODS / SERVICES / WORKS OFFERED?		YES OR NO (If yes, answer 3)
CRS no		TOTAL BID PRICE (Brought forward)			R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	Supply Chain Management		DEPARTMENT	Fire and Rescue Services	
CONTACT PERSON	Rosaire Farmer		CONTACT PERSON	Ann Supra-Vertue	
TELEPHONE NUMBER	022 701 6945		TELEPHONE NUMBER	022 701 6860	

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E-MAIL ADDRESS	rosaire.farmer@sbm.gov.za	E-MAIL ADDRESS	Ann.Supra-Vertue@sbm.gov.za
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i) BID SUBMISSION
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE. 1.3. THIS BID IS SUBJECT TO THE 80/20 PREFERENCE POINT SYSTEM AS CONTAINED IN THE PREFERENTIAL PROCUREMENT POLICY, R8/5-26, OF 28 MAY 2026, WILL BE USED IN THE ADJUDICATION OF THIS TENDER.
2. TAX COMPLIANCE REQUIREMENTS
BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3. APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4. FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3. 2.5. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.6. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 2.7. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES/NO 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES/NO 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES/NO 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES/NO 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES/NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

1. MBD 4: DECLARATION OF INTEREST

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

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3.12.	Are any of the company's directors, managers, principal shareholders or stakeholders in service of the state?	YES / NO	
3.12.1.	If so, furnish particulars.		
3.13.	Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?	YES / NO	
3.13.1.	If so, furnish particulars.		
3.14.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES / NO	
3.14.1.	If so, furnish particulars.		
4.	Full details of directors / trustees / members / shareholders:		
COMPLETION OF THE FOLLOWING INFORMATION IS COMPULSORY:			
Full Name	Identity Number	Individual Tax Number for each Director	State Employee Number
CERTIFICATION			
I CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.			
NAME OF ENTERPRISE			
CAPACITY		DATE	
NAME (PRINT)		SIGNATURE	
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;		

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b)	a member of the board of directors of any municipal entity;
c)	an official or any Municipality or municipal entity;
d)	an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
e)	a member of the accounting authority of any national or provincial entity; or
f)	an employee of Parliament or a provincial legislature.
² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercise control over the company.	

2. MBD 6.1: (PREFERENCE POINTS CLAIM FORM)

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

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

1.4.1. B-BBEE

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

1.4.2. Locality

1.4.2.1. Where the tenderer is the owner of the property

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

- Partnership (Lead company according to agreement).
- Joint Venture (Lead company according to agreements and where daily operations are done).
- Close Corporation (name of the CC).
- Public Company "Limited or Ltd" (name of the company).
- Private company / Proprietary company / (Pty) Ltd (name of the company).
- Non-Profit Company "NPC" (name of the company).
- State Owned Company "SOC" (name of the SOC).
- In the case of a One-person business / sole proprietor the account must either be in the trading name or in the owner's name.
- In the case of a Private Company (Pty) Ltd. (small businesses') which trades from the residential address of the Director, the municipal account can be in the name of the Director if he/she is the owner of the residential

property. This is applicable in cases where the company has only 1 Director. If more than 1 Director, the other directors must also reside at the same address, and such proof must be submitted in the form of an Affidavit.

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

Sole propriety (residential):

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

Note: Affidavits valid for a period of 3 months

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

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

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

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

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

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

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

2. DEFINITIONS

- a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- d) **"bid"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation;
- e) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- f) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- g) **"bid for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- h) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

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

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

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

Where

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

4. POINTS AWARDED FOR PRICE THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

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

5. POINTS AWARDED FOR SPECIFIC GOALS

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

5.1. B-BBEE

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

5.2. LOCALITY

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

6. DECLARATION

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

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

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

6.2. LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 5.2

LOCALITY: _____ (maximum of 10 points)

7. DECLARATION WITH REGARD TO COMPANY / FIRM

7.1. Name of company / firm: _____

7.2. Company registration number: _____

7.3. VAT registration number: _____

7.4. Type of company / firm:

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

[TICK APPLICABLE BOX]

7.5. MUNICIPAL INFORMATION

Municipality where business is situated: _____

Street address of business:

Registered municipal account number: _____

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 5, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

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- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

3. MBD 8: BIDDER'S PAST PRACTICES

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

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

Item	Question	Yes	No	
3.1.	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes ☐	No ☐	
3.1.1.	If so, furnish particulars:			
3.2.	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐	

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3.2.1.	If so, furnish particulars:		
3.3.	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
3.3.1.	If so, furnish particulars:		
3.4.	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
3.4.1.	If so, furnish particulars:		
3.5.	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
3.5.1.	If so, furnish particulars:		

CERTIFICATION

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

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

Signature

Date

Position

Name of Tenderer

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DECLARATION OF MUNICIPAL ACCOUNTS OF COMPANY AND DIRECTORS

Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?

Yes

☐

No

☐

The Tenderer must affix proof of Municipal Accounts or valid lease agreements of the company as well as Directors and also complete the addresses of Directors below. If the Bidder has more than 11 Directors, a schedule with addresses must also be attached to the tender document.

Company Address:

Director 1 Address:

Mr. / Mrs

Director 2 Address:

Mr. / Mrs

Director 3 Address:

Mr. / Mrs

Director 4 Address:

Mr. / Mrs

Director 5 Address:

Mr. / Mrs

Director 6 Address:

Mr. / Mrs

Director 7 Address:

Mr. / Mrs

Director 8 Address:

Mr. / Mrs

Director 9 Address:

Mr. / Mrs

Director 10 Address:

Mr. / Mrs

Director 11 Address:

Mr. / Mrs

Attach page if space insufficient.

4. MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

CERTIFICATE OF INDEPENDENT BID DETERMINATION

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

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I certify, on behalf

of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. 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.

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11. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
12. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

5. CENTRAL SUPPLIER DATABASE (CSD)

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

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

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

Enquiries can be made to Mr. H. Siecker at 022 701 7070.

(hein.siecker@sbm.gov.za)

CSD registration number (if registered):

6. PROOF OF EXPERIENCE

- The bidder must provide proof of relevant experience in the supply and delivery of office furniture and relevant equipment.
- Proof of experience must:
 - Not be older than three (3) years from the tender closing date;
 - Include at least two (2) completed contracts relevant to the supply and delivery of furniture, office equipment, appliances or similar goods.
- Acceptable proof shall include:
 - Copies of invoices and corresponding proof of payment (e.g. bank-stamped proof or official remittance advice)
 - Appointment Letters
 - Reference Letters
- The documentation must clearly indicate:
 - Name of the client;
 - Description of goods supplied;
 - Date of supply.
- The purchaser reserves the right to verify the authenticity of submitted documents.

Reference Schedule

Tenderers are required to complete the Reference Schedule below. The references listed must correspond with the supporting reference letters or appointment letters submitted with the bid. The Municipality reserves the right to verify any information provided.

No.	Client / Organisation	Description of Goods relating to the item	Item relevance (Indicate item number)	Contract / Supply Period	Contact Person	Contact Number	Supporting Reference Attached (Yes/No)
1							
2							
3							
4							

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5							
6							
7							
8							
9							
10							

Failure to provide proof of relevant experience for any of the categories listed above with the tender submission or upon request will result in the bid being deemed non-responsive for that specific item or category.

PART C: CONDITIONS OF CONTRACT

7. GENERAL CONDITIONS OF CONTRACT (GCC OF 2010)

1. Definitions

The following terms shall be interpreted as indicated:

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

restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the 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 supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means that 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.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

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

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1. The goods 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.

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

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 supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk.
- Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies 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 23 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 and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

11. Insurance

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

12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) 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 in SCC, 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:

- (a) 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:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The 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 in SCC.
- 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 in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the 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 in SCC.

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 in SCC.

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 in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1. The 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 these 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. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. 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 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the 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; or
 - (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works 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 intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) The name and address of the 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.
- 23.8. The National Treasury is empowered to determine the period of restriction, and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1. When, after the date of bid, provisional payments are required, or 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the 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. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein;

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

28.Limitation of liability [Legal]

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 in SCC.

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 the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

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

34. Prohibition of Restrictive practices

- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

8. SPECIAL CONDITIONS OF CONTRACT

The provisions of the National Treasury General Conditions of Contract (GCC), 2010, shall apply in full.

Notwithstanding this, the following clauses are specified for purposes of interpretation and application to ensure alignment with the requirements of this tender. These specifications do not amend or override the GCC but provide clarification on how the provisions will be implemented in this procurement process.

A. General Conditions of Contract (GCC) clauses specified for purposes of interpretation and application:

Clause 7: Performance Security	Removed
Clause 8: Inspections, tests and analyses	For purposes of this tender, the following specific requirements shall be added to GCC Clause 8: a) All furniture shall be inspected upon delivery and installation. Acceptance shall only occur after confirmation that goods: • conform to specifications; • are free from defects; • are correctly assembled; • are undamaged; and • are supported by required warranties and manuals.
Clause 9: Packing	For purposes of this tender, the following specific requirements shall be added to GCC Clause 9: a) The supplier shall ensure that all goods are packed to adequately protect them against: • Damage during transport and handling • Exposure to environmental conditions (including heat, moisture, salt air, and dust) • Contamination or degradation affecting performance or safety. b) Failure to comply may result in rejection.
Clause 10: Delivery and documents	For purposes of this tender, the following specific requirements shall be added to GCC Clause 10: a) Delivery shall be “delivered to site and offloaded” at the Saldanha Bay Fire Department facilities.

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	b) The supplier shall bear all costs and risks until goods are delivered, offloaded and signed for. c) Delivery period: • Delivery shall be completed within 30 calendar days from receipt of official purchase order.
Clause 11: Insurance	For purposes of this tender, the following specific requirements shall be added to GCC Clause 11: a) The supplier shall maintain insurance covering loss, theft, damage and transit risks until final acceptance by the Municipality.
Clause 12: Transportation	For purposes of this tender, the following specific requirements shall be added to GCC Clause 12: a) Prices shall be fully inclusive of transport, offloading, installation, assembly and all associated costs.
Clause 13: Incidental services	For purposes of this tender, the following specific requirements shall be added to GCC Clause 13: a) The contract price shall include: • Assembly; • Installation; • Positioning of furniture; • Final adjustment and levelling; • Removal of packaging materials.
Clause 14: Spare Parts	For purposes of this tender, the following specific requirements shall be added to GCC Clause 14: a) This clause is particularly relevant for ergonomic chairs and modular furniture. b) Spare parts shall remain available for a minimum period of five (5) years after delivery.
Clause 15: Warranty	For purposes of this tender, the following specific requirements shall be added to GCC Clause 15: a) Minimum warranty period: • 24 months (or manufacturer standard, whichever is longer)

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	b) Warranty must cover: • Manufacturing defects • Component failure under normal use c) The supplier shall replace or repair defective items within 10 working days of notification. d) The supplier shall remain fully responsible for all warranty obligations under this contract, irrespective of whether the goods or any component thereof is manufactured or supplied by a third party. e) No limitation of warranty based on third-party sourcing shall be accepted.
Clause 16: Payment	For purposes of this tender, the following specific requirements shall be added to GCC Clause 16: i) Payment shall be made within 30 days of receipt of a valid invoice and acceptance of goods by the Municipality.
Clause 17: Price Adjustments	Removed
Clause 25: Force Majeure	For purposes of this tender, the following specific requirements shall be added to GCC Clause 25: a) Force majeure claims must be supported by verifiable documentary evidence acceptable to the purchaser. b) Force majeure shall not include: • Supplier-related logistical constraints; • Financial inability or cash flow constraints; • Failure of subcontractors or suppliers unless caused by a qualifying force majeure event. c) The supplier shall notify the purchaser in writing within five (5) days of the occurrence of such event.
Clause 28: Limitation of Liability [Legal]	For purposes of this tender, the following specific requirements shall be added to GCC Clause 28: i) The limitation of liability provided for in GCC Clause 28 shall not apply in the following circumstances: • Personal injury or death caused by the supplier;

	• Gross negligence or wilful misconduct; • The supply of defective or non-compliant safety-critical equipment. ii) In such cases, the supplier shall be liable for the full extent of damages suffered.
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B. Additional SCC Clauses:**i. Compliance Standards:**

- Furniture shall comply with:
 - SANS standards applicable to office furniture;
 - Occupational Health and Safety Act requirements;
 - Ergonomic requirements for office environments;
 - Environmental sustainability requirements where applicable.

ii. Technical Sheets / Brochures / Catalogues:

- The bidder shall submit full technical documentation and/or original manufacturer brochures for all equipment offered with their tender submission or upon request.
- The documentation must clearly indicate:
 - Technical specifications
 - Performance characteristics
 - Materials of construction
 - Compliance with applicable standards
 - Intended use
- The submitted documentation will be used to:
 - Verify compliance with specifications;
 - Evaluate suitability and fitness for purpose;
 - Confirm conformity with safety and regulatory standards.
- Documentation must be:
 - Clear, legible, and specific to the product offered;

- Cross-referenced to the relevant specification items where applicable.
- Where a bidder proposes an equivalent product to that specified, the bidder shall provide sufficient documentary evidence to demonstrate that the offered product meets or exceeds all stated technical, performance, quality, certification, construction, and functional requirements of the specification. The responsibility for proving equivalence and compliance with the tender requirements shall rest solely with the bidder.

iii. Quality and Manufacturing Standards:

- All furniture supplied shall be new, unused and of current production models. Reconditioned, refurbished or second-hand furniture shall not be accepted.

iv. Defects Liability Period:

- A defects liability period of twelve (12) months shall apply following final acceptance.

v. Contract Flexibility

- The purchaser reserves the right to increase or decrease quantities based on operational requirements and subject to budget availability.

vi. Estimated Quantities

- Quantities reflected in the pricing schedule are estimated quantities for evaluation purposes and do not constitute a commitment by the Municipality.
- Orders will be placed based on actual operational requirements and subject to budget availability.
- The supplier shall supply goods at the unit prices quoted, irrespective of quantities ordered.

vii. Evaluation Clarification

- Evaluation will be conducted per item, and the purchaser reserves the right to:
 - Award to multiple suppliers
 - Not award any item

ITEM	ITEM DESCRIPTION
ITEM 1	OFFICE FURNITURE
ITEM 2	OFFICE EQUIPMENT
ITEM 3	RECEPTION AREA COUCHES
ITEM 4	COFFEE AND SIDE TABLES

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ITEM 5	WASHER AND DRYER
ITEM 6	KITCHEN EQUIPMENT
ITEM 7	CLEANING EQUIPMENT
ITEM 8	SLEEPING QUARTERS FURNITURE
ITEM 9	STEEL SHELVING

C. Declaration of Compliance with Special Conditions of Contract

Failure by the bidder to duly complete and sign this declaration may result in the bid being deemed non-responsive.

I hereby declare that I have read, understand, and fully comply with the Special Conditions of Contract. I further acknowledge that these conditions shall be binding upon me/us in the event that the contract is awarded.

Name of Bidder

Signature on Behalf of Tenderer

Date

9. AUTHORITY TO SIGN BID

TYPE OF ENTERPRISE (Please indicate with an "X" and complete the indicated section below)

Company (Pty) Ltd. & Ltd.	Please complete section 1 below	
Close Corporation (CC)	Please complete section 2 below	
Sole Proprietor	Please complete section 3 below	
Partnership	Please complete section 4 below	
Consortium, Club, Trust, etc.	Please complete section 5 below	
Joint Venture	Please complete section 6 below	

1. COMPANIES – (PTY) LTD. & LTD.

1.1. If a bidder is a COMPANY ((Pty) Ltd. OR Ltd.), a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.

1.2. A valid resolution must be signed by:

- 1.2.1. Majority directors; or
- 1.2.2. Chairman of the Board; or
- 1.2.3. Company Secretary

PARTICULARS OF RESOLUTION BY THE BOARD OF DIRECTORS OF THE COMPANY

Date resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated authorised signatory	
Capacity	
Specimen signature	

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Full name and surname of ALL director(s)

Is a copy of the resolution attached?	YES		NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. CLOSE CORPORATION (CC)

2.1. In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

2.2. A valid resolution must be signed by:

2.2.1. Majority members; or

2.2.2. Member with majority shareholding but only if such shareholding is more than 50%;
or

2.2.3. Company Secretary.

PARTICULARS OF RESOLUTION BY THE MEMBERS OF THE CLOSE CORPORATION			
Date resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated authorised signatory			
Capacity			
Specimen signature			
Full name and surname of ALL director(s) / member (s)			
Is a copy of the resolution attached?	YES		NO

SIGNED ON BEHALF OF CLOSE CORPORATION (CC):		DATE:	
PRINT NAME:			

WITNESS 1:		WITNESS 2:	

3. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) & NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

I, _____, the undersigned, hereby confirm that I am submitting this bid in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. PARTNERSHIP

We, the undersigned partners in the business trading as _____

hereby authorize Mr / Ms _____

to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner			Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

5. CONSORTIUM / CLUB / TRUST / ETC.

We, the undersigned consortium partners, hereby authorize _____

(Name of entity) to act as lead consortium partner and further authorize

Mr / Ms _____

to sign this offer as well as any contract resulting from this bid and any other documents and correspondence in connection with this bid and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and must be signed by each member:

Full Name of consortium member	Role of consortium member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM / CLUB / TRUST / ETC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

6. JOINT VENTURE

We, the undersigned, are submitting this bid offer in joint venture and hereby authorize Mr / Ms _____ authorized signatory of the Company / Close Corporation / Partnership (name) _____, acting in the capacity of lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

LEAD PARTNER (Whom the Municipality shall hold liable for the purpose of the tender)

Name of firm:			
Address:			
		Tel. No.	
Signature:		Designation	

2nd PARTNER

Name of firm:			
Address:			
		Tel. No.	
Signature:		Designation	

3rd PARTNER

Name of firm:			
Address:			
		Tel. No.	
Signature:		Designation	

4th PARTNER

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Address:		Tel. No.	
Signature:		Designation	

NOTE: A copy of the Joint Venture Agreement indicating clearly the percentage contribution of each partner to the Joint Venture, is to be submitted with the bid.

A board resolution, authorising each signatory who signed above to do so, is to be submitted with the bid.

10. CONTRACT FORM: PURCHASE OF GOODS/WORKS/SERVICES (MBD7)

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS. NOTE: THIS FORM WILL ONLY BE SIGNED BY THE PURCHASER AFTER AWARD AND APPEAL/S HAVE BEEN DEALT WITH.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works or to render services described in the attached bidding documents to (name of institution) in accordance with the requirements and specifications stipulated in bid number SBM 04/26/27 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Technical Specification(s)
 - Preference claims in terms of the Preferential Procurement Policy adopted by Council, R8/5-26 of 28 May 2026;
 - Declaration of interest;
 - Special Conditions of Contract;
 - (i) General Conditions of Contract; and
 - (ii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

i)

DATE:

TENDER SBM 04/26/27

PURCHASE OF GOODS/WORKS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I in my capacity as
accept your bid under reference number SBM 04/26/27 dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note (goods or works) or after receipt of an invoice (services).

TO BE COMPLETED: GOODS / WORKS

ITEM NO.	PRICE (VAT INCL)	BRAND	DELIVERY PERIOD	POINTS CLAIMED FOR HDI'S (B-BBEE)	POINTS CLAIMED FOR RDP GOALS (LOCALITY)

TO BE COMPLETED: SERVICES

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	POINTS CLAIMED FOR HDI'S (B-BBEE)	POINTS CLAIMED FOR RDP GOALS (LOCALITY)

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

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

ii)

DATE:

PART D: SPECIFICATIONS AND MANDATORY REQUIREMENTS

11. DETAILED SPECIFICATIONS

ITEM 1: OFFICE FURNITURE

1.1 Office Desk Workstation:



i) Design and Construction:

- Modern minimalist European-style design suitable for professional office environments.
- Constructed from high-quality melamine-faced board.
- Finished with standard white trim on all visible edges.
- All materials to be durable, scratch-resistant, and suitable for commercial office use.

ii) Approximate Dimensions:

- Overall desk size: 2000 mm (L) × 1600 mm (W).

iii) Desk Configuration:

- The workstation shall consist of:
 - One (1) desk with a single pedestal.
 - One (1) integrated credenza fitted with a roller shutter door.
 - **Right-hand configuration.**

iv) Storage Requirements:

- The pedestal shall include:
 - Two (2) standard stationery drawers.
 - One (1) deep filing drawer suitable for suspension files.

v) The credenza shall:

- Incorporate a roller shutter door mechanism.
- Provide secure and accessible storage space for files and office equipment.

vi) Finish and Colour:

- Standard manufacturer's colour: **Smoked Cedar or approved equivalent.**
- White trim to be supplied as standard.
- Colour selection subject to approval by the purchaser.

vii) Quality Requirements:

- Furniture shall be new, unused, and free from defects.
- All components shall be manufactured to commercial office furniture standards.

- Drawers and moving components shall operate smoothly and securely.

viii) Installation:

- Supplier shall include delivery to site.
- Installation and assembly shall be undertaken by the successful bidder.
- All packaging material and installation debris shall be removed from site upon completion.

ix) Approved Equivalent:

- **As per the image included** or approved equivalent meeting or exceeding the above specifications.

1.2 Server Unit:



i) Design and Construction:

- Modern minimalist European-style design suitable for executive and professional office environments.
- Manufactured from high-quality melamine-faced board.
- Robust construction suitable for daily commercial office use.
- All exposed edges shall be neatly finished and protected against wear and impact.

ii) Dimensions:

- Overall size: 1600 mm (L) × 750 mm (H) × 450 mm (D).

iii) Configuration:

- The server unit shall comprise:
 - Two (2) hinged doors.
 - Three (3) open storage shelves.
 - Internal storage configuration designed for efficient filing and office storage requirements.

iv) Finish and Colour:

- Finish: Durable melamine.
- Colour: Walnut finish with white trim, matching the desk specified under Item 1.1.
- All units supplied under this tender shall maintain a consistent colour and finish throughout.

v) Quality Requirements:

- Furniture shall be new, unused, and free from defects.

- Hinged doors shall be fitted with quality hinges to ensure smooth and reliable operation.
- Shelving shall be capable of supporting standard office files, books, and office equipment without deformation.
- All fittings and hardware shall be of commercial-grade quality.

vi) Installation:

- Supplier shall include delivery to site.
- Installation and assembly shall be included where required.
- All packaging materials and installation waste shall be removed from site after installation.

vii) Approved Equivalent:

- As per the image included or approved equivalent meeting or exceeding the above specifications.

1.3 Visitor Chair (Mesh Back and Seat):



i) General Requirements:

- Visitor chair suitable for reception areas, boardrooms, meeting rooms, interview rooms, and office visitor seating.
- Ergonomic design to provide comfort and support during extended seating periods.
- Commercial-grade construction suitable for institutional and office use.

ii) Seat and Backrest:

- Breathable non-woven mesh backrest or equivalent.
- Black woven mesh seat or equivalent durable upholstery.
- Ergonomically contoured backrest for enhanced user comfort.
- Adjustable lumbar support for improved lower back support.

iii) Armrests:

- Adjustable polyurethane (PU) armrests.
- Durable armrest construction suitable for frequent use.

iv) Frame and Base:

- Heavy-duty sleigh-base frame.

- Black powder-coated steel finish.
- Corrosion-resistant construction.
- Non-marking floor protectors fitted to frame.

v) Performance Requirements:

- Minimum load capacity: 120 kg.
- Chair shall be stable and free from excessive flexing or movement under normal operating conditions.
- Suitable for continuous commercial office use.

vi) Colour:

- Black.

vii) Quality and Warranty:

- Product shall be free from defects in materials and workmanship.
- Supplier shall provide product specifications and warranty information.
- Minimum warranty period: 3 years or manufacturer's standard warranty, whichever is greater.

1.4 Ergonomic High-Back Office Chair:



i) General Requirements:

- High-back ergonomic office chair suitable for administrative, professional and managerial office environments.
- Designed for prolonged daily use in a commercial office setting.
- Chair shall be supplied assembled or requiring minimal assembly.

ii) Seat and Backrest:

- High-back design with integrated or detachable adjustable headrest.
- Backrest manufactured from breathable non-woven mesh fabric or equivalent.
- Seat upholstered in black woven mesh fabric or equivalent durable commercial-grade material.
- Adjustable lumbar support to provide lower back support.

- Seat slide adjustment allowing forward and backward movement for ergonomic positioning.

iii) Mechanism:

- Synchronised tilt (synchro) mechanism.
- Minimum five-position tilt-lock mechanism.
- Gas-lift height adjustment.
- Adjustable tension control for user weight and comfort.
- Capability to independently adjust seat height and reclining function.

iv) Armrests:

- Height-adjustable PU (polyurethane) armrests.
- Durable armrest construction suitable for commercial office use.

v) Base and Mobility:

- Five-star nylon base.
- Heavy-duty twin-wheel castors suitable for carpeted and hard-floor surfaces.
- Base and castors designed for stability and smooth mobility.

vi) Performance Requirements:

- Minimum load capacity: 120 kg.
- Chair shall remain stable under normal office conditions.
- Components shall be capable of repeated daily use without deformation or structural failure.

vii) Colour:

- Black as standard.

viii) Quality and Warranty:

- Product shall be free from defects in materials and workmanship.
- Minimum warranty period: 3 years (5 years preferred).

1.5 Office Desk with 3-Drawers Pedestal:



DESK:

i) General Requirements:

- Office desk suitable for administrative, professional, managerial, and executive workspaces.
- Modern and functional design suitable for commercial and public-sector office environments.
- Desk shall provide a durable work surface for daily office activities.
- Product supplied complete with all necessary fittings and components.

ii) Dimensions:

- Nominal size: 1800 mm (L) × 900 mm (W).
- Minor dimensional variations may be accepted provided functionality is not compromised.

iii) Construction:

- Manufactured from high-quality melamine-faced board or equivalent engineered wood material.
- All exposed edges finished with durable impact-resistant edging.
- Structure designed to ensure stability and rigidity during normal office use.
- Black trim or equivalent professional finish.

iv) Finish and Colour:

- Surface finish: Melamine.
- Colour: **Arden or approved equivalent.**
- Finish shall be resistant to scratches, stains, and normal office wear.

v) Performance Requirements:

- Suitable for continuous commercial office use.
- Work surface capable of supporting standard office equipment, including computers, monitors, telephones, and documents.
- Easy-to-clean and low-maintenance surface.
- Stable construction with no excessive movement or flexing.

vi) Quality Requirements:

- Materials shall be free from defects and suitable for institutional office environments.
- All edges and corners shall be smoothly finished and free from sharp protrusions.
- Product shall comply with accepted furniture manufacturing standards.

PEDESTAL:

i) General Requirements:

- Mobile pedestal suitable for use with office workstations, desks, and executive office furniture.
- Designed to provide secure storage for documents and office supplies.
- Commercial-grade construction suitable for institutional and office environments.

ii) Construction:

- Manufactured from high-quality melamine-faced board or equivalent engineered wood material.
- All exposed edges fitted with durable impact-resistant edging.
- Robust construction designed to withstand daily office use.
- Finished with black trim or equivalent professional detailing.

iii) Dimensions:

- Standard under-desk mobile pedestal configuration.
- Dimensions shall be compatible with standard office desks and workstations.

iv) Drawers:

- Three (3) standard storage drawers.
- Smooth-running drawer runners.
- Drawers capable of accommodating office stationery and general filing requirements.
- Drawer fronts aligned and fitted with suitable handles or integrated grip design.

v) Locking Mechanism:

- Central locking system securing all drawers.
- Supplied with a minimum of two keys per pedestal.

vi) Finish and Colour:

- Material finish: Melamine.
- Colour: **Arden or approved equivalent.**
- Surface shall be resistant to scratches, stains, and normal office wear.

vii) Mobility:

- Fitted with durable castors suitable for carpeted and hard floor surfaces.
- Castors shall provide smooth movement and stability during use.

viii) Performance Requirements:

- Suitable for continuous commercial office use.
- Stable construction with no excessive movement or distortion under normal loading conditions.
- Easy to clean and maintain.

ix) Quality Requirements:

- Product shall be free from defects in materials and workmanship.
- All edges and corners shall be smoothly finished and safe for office use.
- Manufactured to accepted commercial office furniture standards.

1.6 Visitor Office Chair – Mesh Back with Sleigh Base:



i) General Requirements:

- Visitor chair suitable for offices, meeting rooms, boardrooms, reception areas, and public-sector environments.
- Ergonomic design providing comfort and support during meetings and visitor seating.
- Commercial-grade construction suitable for frequent use.

ii) Seat and Backrest:

- Breathable black mesh backrest or equivalent.
- Upholstered seat finished in black mesh fabric or equivalent durable commercial-grade upholstery.
- Ergonomically contoured backrest to provide adequate support and comfort.
- Seat and backrest designed for continuous office use.

iii) Armrests:

- Fixed polyurethane (PU) armrests.
- Armrests securely integrated into the chair frame and designed for durability.

iv) Frame and Base:

- Heavy-duty steel sleigh-base frame.
- Black powder-coated or chrome-plated finish.
- Corrosion-resistant construction.
- Non-marking floor glides fitted to protect flooring surfaces.

v) Performance Requirements:

- Minimum load capacity: 100 kg.
- Stable construction with no excessive movement or flexing during normal use.
- Suitable for commercial and institutional office environments.

Colour:

- Black.

vi) Quality and Durability:

- Product shall be manufactured from durable materials suitable for daily office use.
- Chair shall be free from defects in materials and workmanship.
- Supplier shall provide technical specifications confirming compliance with requirements.

1.7 Office Storage Cabinet – Hinged Door, 4-Tier Shelving:



i) General Requirements:

- Freestanding office storage cabinet suitable for administrative, professional, and institutional office environments.
- Designed for the secure storage of files, documents, stationery, and office supplies.
- Modern, durable construction suitable for continuous commercial use.

ii) Dimensions:

- Height: Approximately 1500 mm.
- Width and depth to be manufacturer's standard dimensions appropriate for office storage requirements.

iii) Construction:

- Manufactured from high-quality melamine-faced board or equivalent engineered wood material.
- Top panel thickness: 32 mm melamine.
- All exposed edges fitted with 2 mm high-impact PVC edging or equivalent.
- Cabinet construction shall provide stability, durability, and resistance to normal office wear.

iv) Doors:

- Fitted with hinged doors.
- Doors shall open and close smoothly and be properly aligned.
- Durable hinges designed for frequent office use.

v) Shelving:

- Supplied with four (4) internal shelves.
- Shelves shall be capable of supporting files, archives, and office supplies without excessive deflection.
- Shelf configuration shall maximize storage capacity and accessibility.

vi) Finish and Colour:

- Melamine finish.
- Colour to match the office furniture range (**Smoked Cedar / Arden / Lockeport / or approved equivalent**).
- Surface finish shall be resistant to scratches, stains, and routine cleaning materials.

vii) Performance Requirements:

- Suitable for continuous commercial office use.
- Stable and rigid construction.
- Easy to clean and maintain.
- Designed to accommodate standard office filing and storage requirements.

viii) Quality Requirements:

- Product shall be free from defects in materials and workmanship.
- All edges and corners shall be safely finished.
- Materials and fittings shall be suitable for long-term office use.

ITEM 2: OFFICE EQUIPMENT

2.1 Auto Feed Paper Shredder:

i) General Requirements:

- Type: Auto-feed paper shredder.
- Application: Medium- to high-volume office use.
- Colour: Black or manufacturer's standard finish.

ii) Shredding Performance:

- Auto-feed capacity: Minimum 140 sheets.
- Manual feed capacity: Minimum 10 sheets per pass.
- Shred type: Cross-cut or mini cross-cut.
- Particle size: Approximately 4 mm x 12 mm.
- Security level: Minimum DIN P-4.

iii) Material Handling:

- Shall shred:
 - Paper documents.
 - Credit cards.
 - Stapled documents without manual staple removal.

iv) Operating Features:

- Automatic start and stop function.
- Forward and reverse operation.
- Automatic reverse function for jam clearance.
- Continuous auto-feed capability.

v) Safety Features:

- Interlocking safety power control.
- Overheat protection.
- Overload protection.
- Automatic shut-off when required for safety.

vi) Duty Cycle:

- Auto-feed operation: Minimum 60 minutes continuous run time.
- Manual-feed operation: Minimum 20 minutes continuous run time.
- Cool-down period not exceeding 45 minutes.

vii) Waste Collection:

- Waste bin capacity: Minimum 19 litres.
- Easy-access removable waste bin.

viii) Mobility:

- Fitted with lockable castor wheels for ease of movement and stability.

ix) Performance Specifications:

- Shredding speed: Minimum 1.8 metres per minute.
- Feed opening width: Approximately 220 mm or greater.

x) Physical Dimensions:

- Approximate dimensions:
 - Width: 366 mm
 - Depth: 287 mm
 - Height: 500 mm
- Equivalent dimensions acceptable.

xi) Electrical Requirements:

- Power supply: 220–240V AC, 50Hz.
- Standard South African plug configuration.

2.2 Guillotine:i) General Requirements:

- Type: Manual desktop paper guillotine.
- Paper Size Capacity: A4
- Base Construction: Heavy-duty steel base for stability and durability.

ii) Cutting Capacity:

- Minimum cutting capacity: 20 sheets of 80gsm paper per cut.
- Cutting style: Straight cut.
- Cutting length: Minimum 297 mm (A4 width) or greater.

iii) Blade Assembly:

- High-carbon steel or equivalent hardened steel blade.
- Durable blade capable of repeated office use.
- Blade designed for clean and accurate cuts.

iv) Safety Features:

- Transparent safety shield/guard.
- Blade safety lock for storage and transport.
- Finger protection guard.
- Safe manual operation mechanism.

v) Accuracy Features:

- Adjustable paper guide for accurate alignment.
- Printed measurement guides and grid markings.
- Paper clamping mechanism to prevent document movement during cutting.

vi) Materials to be Cut:

- The guillotine shall be capable of cutting:
 - Office paper.
 - Photographs.
 - Film and similar lightweight office materials.

vii) Construction Requirements:

- Sturdy steel base.
- Corrosion-resistant finish.
- Ergonomic operating handle.
- Stable desktop design suitable for routine office usage.

viii) Dimensions:

- Cutting width: Approximately 310 mm or greater.

- Suitable for standard A4 document trimming

ITEM 3: RECEPTION AREA COUCHES:

3.1 Two-Seater Reception Couch:



i) General Requirements:

- Two-seater reception couch suitable for reception areas, waiting rooms, meeting areas, visitor lounges, and informal collaboration spaces.
- Modern and professional design suitable for commercial and public-sector office environments.
- Comfortable seating designed for regular visitor and guest use.

ii) Dimensions:

- Approximate dimensions:
 - Width: 1 720 mm
 - Depth: 820 mm
 - Height: 760 mm
- Equivalent dimensions may be accepted provided seating capacity and functionality are maintained.

iii) Construction:

- Robust internal frame construction suitable for continuous commercial use.
- High-density foam cushioning for seat and backrest comfort and support.
- Durable upholstery suitable for high-traffic office environments.

iv) Upholstery:

- Commercial-grade fabric upholstery or equivalent.
- Colour: **Wasabi (green) or approved equivalent.**
- Upholstery shall be resistant to normal wear and easy to maintain.
- Fabric suitable for commercial office and reception environments.

v) Frame and Base:

- Heavy-duty steel frame.

- White powder-coated steel base and support structure.
- Corrosion-resistant finish suitable for office environments.
- Stable construction designed to prevent movement or distortion during normal use.

vi) Performance Requirements:

- Suitable for reception and visitor seating applications.
- Designed for continuous commercial office use.
- Comfortable seating for two adults.
- Durable construction capable of withstanding frequent daily use.

vii) Quality Requirements:

- Product shall be free from defects in materials and workmanship.
- All exposed edges and surfaces shall be neatly finished.
- Materials shall be suitable for institutional and commercial environments.

ITEM 4: COFFEE AND SIDE TABLES:

iv.1. Coffee Table with Tempered Glass Support Structure:



i) General Requirements:

- Supply and deliver a modern rectangular coffee table, or approved equivalent.
- Unit must be new, unused, and suitable for office reception areas, lounges, waiting rooms, staff accommodation, or residential use.
- Supplier to provide all assembly components and instructions where assembly is required.

ii) Dimensions:

- The table shall have approximate dimensions of:
 - Length: 1 100 mm
 - Width: 550 mm
 - Height: 350 mm
- A dimensional variance of $\pm 10\%$ shall be acceptable provided the intended functionality is maintained.

iii) Construction and Materials:

- Table top constructed from medium-density fibreboard (MDF), engineered wood, laminated board, or equivalent durable material.
- Additional lower shelf constructed from the same or similar durable material.
- Supporting side panels/base constructed from tempered safety glass or equivalent impact-resistant transparent material.
- Glass thickness: Minimum 8 mm tempered safety glass.

iv) Design Requirements:

- Contemporary rectangular design.
- Two-tier configuration comprising:
 - Upper tabletop surface.
 - Lower storage/display shelf.
- Open-access design for ease of cleaning and storage.
- Smooth, rounded, or finished edges for user safety.

v) Functional Requirements:

- Suitable for placement of magazines, documents, refreshments, decorative items, and general lounge use.
- Stable construction capable of supporting normal daily use.
- Easy-to-clean surfaces resistant to normal wear and tear.

vi) Safety Requirements:

- Glass components must be manufactured from tempered safety glass.
- Edges of glass panels to be polished and finished.
- Unit must be stable when placed on a level surface.

v) Colour and Finish:

- Wood finish in natural wood grain, oak, maple, walnut, or similar neutral finish.
- Transparent tempered glass side panels.
- Professional appearance suitable for government and municipal facilities.

vi) Quality Requirements:

- Materials and workmanship shall be free from defects.
- Surfaces shall be resistant to scratches and normal wear associated with daily use.
- Components shall be securely fastened and properly aligned.

4.2 Tempered Glass Side Table (45 cm × 45 cm):



i) General Requirements:

- Supply and deliver a freestanding side table/end table, or approved equivalent.
- Unit must be new, unused, and suitable for offices, reception areas, lounges, waiting rooms, staff accommodation, and residential environments.
- Supplier shall provide all assembly hardware and instructions where assembly is required.

ii) Approximate Dimensions:

- The table shall have approximate dimensions of:
 - Height: 500 mm
 - Length: 450 mm
 - Width: 450 mm
- A dimensional variance of $\pm 10\%$ shall be acceptable, provided functionality and stability are maintained.

iii) Construction and Materials:

- Table top constructed from MDF, engineered wood, laminated board, or equivalent durable material.
- Additional lower shelf constructed from the same or similar durable material.
- Side support panels and base structure constructed from tempered safety glass.
- Tempered glass thickness: Minimum 8 mm.

iv) Design Requirements:

- Contemporary rectangular design.
- Two-tier configuration comprising:
 - Upper tabletop surface.
 - Lower storage/display shelf.
- Open-access design for ease of cleaning and storage.
- Smooth, rounded, or finished edges for user safety.

v) Functional Requirements:

- Suitable for placement of lamps, refreshments, books, documents, electronic devices, decorative items, and general office or residential use.
- Stable construction capable of supporting normal daily usage.
- Easy-to-clean surfaces resistant to routine wear and tear.

vi) Safety Requirements:

- All glass components shall be manufactured from tempered safety glass.
- Glass edges shall be polished and free from sharp or unfinished surfaces.
- Unit shall remain stable on a level floor surface.

vii) Colour and Finish:

- Wood finish in natural wood grain, oak, maple, walnut, or similar neutral finish.
- Transparent tempered glass side panels.
- Professional appearance suitable for government and municipal facilities.

viii) Quality Requirements:

- Materials and workmanship shall be free from defects.
- Surfaces shall be resistant to scratches and normal wear associated with daily use.
- Components shall be securely fastened and properly aligned.

ITEM 5: WASHER AND DRYER:**5.1 Heavy-Duty Top Loader Washing Machine:**i) Minimum Technical Specification:

Wash Capacity	Minimum 27 kg
Spin Speed	Minimum 1,400 rpm
Power Supply	220–240V, 50Hz
Motor	Inverter technology or equivalent energy-efficient motor
Drum/Tub	Corrosion-resistant stainless-steel drum/tub
Water Levels	Minimum 10 selectable water levels
Programmes	- Normal Wash - Quick Wash - Heavy Duty - Delicates

	- Bedding/Blanket Cycle - Baby Care - Rinse & Spin - Tub Clean/Eco Tub Clean
Lid	- Tempered glass viewing lid - Soft-close mechanism

ii) Safety Features:

- Child lock.
- Auto restart after power interruption.
- Imbalance detection.

iii) Filtration:

- Integrated lint filter/magic filter system

iv) Energy Efficiency:

- Energy-efficient operation with inverter technology or equivalent.

v) Approximate Dimensions (or equivalent):

- Width: Approximately 700 mm
- Height: Approximately 1,151 mm
- Depth: Approximately 748 mm

vi) Colour:

- Black, grey, silver, or manufacturer standard.

vii) Warranty Requirements

- Minimum 2-year comprehensive warranty.
- Motor warranty of at least 10 years where inverter technology is offered.

5.2 Large Capacity Heat Pump Tumble Dryer:

Minimum Technical Requirements

- i) Type:
 - Freestanding front-load tumble dryer.
 - Heat Pump or Hybrid Heat Pump drying technology.
- ii) Capacity:
 - Minimum drying capacity: 17 kg.
- iii) Energy Efficiency:
 - Energy-efficient heat pump technology.
 - Minimum energy rating equivalent to A+++ or better.
- iv) Construction:
 - Stainless steel drum.
 - Corrosion-resistant cabinet construction.
 - Tempered glass viewing door or equivalent durable door design.
- v) Controls:
 - Digital control panel with LCD or LED display.
 - Touchscreen or electronic controls.
 - User-friendly programme selection.
- vi) Drying Features:
 - Sensor drying technology to automatically detect moisture levels.
 - Automatic adjustment of drying time and temperature.
 - Wrinkle-prevention function.
 - Time-dry option.
 - Quick-dry programme.
 - Delicate fabric programme.
- vii) Programmes:
 - Cotton
 - Towels
 - Bedding
 - Delicates
 - Wool
 - Shirts
 - Active Wear
 - Hygiene/Sanitising Cycle
 - Quick Dry
 - Rack Dry

- Air Dry/Cool Air

viii) Smart Features:

- Wi-Fi connectivity.
- Remote monitoring and control via mobile application.
- AI-assisted drying optimisation or equivalent smart drying technology.

ix) Safety Features:

- Child lock.
- Door lock during operation.
- Overheating protection.
- Automatic fault detection/diagnostics.

x) Additional Features:

- Interior drum light.
- Auto-open door or humidity release function.
- Drying rack included.
- End-of-cycle alert.

xi) Physical Requirements:

- Approximate dimensions:
 - Width: 686 mm
 - Height: 984 mm
 - Depth: 840 mm
- Colour:
 - Dark Steel, Silver, Grey, Black, or manufacturer's standard finish.

xii) Electrical Requirements:

- Power supply: 220–240V, 50Hz.
- Electric operation suitable for South African power standards.

ITEM 6: KITCHEN EQUIPMENT:

6.1 Microwave Oven:

i) General Requirements:

- Type: Freestanding Solo Microwave Oven.
- Capacity: Minimum 56 litres.
- Colour/Finish: Stainless Steel, Black Stainless Steel, or equivalent durable finish.

ii) Performance:

- Microwave Output Power: Minimum 1,200 Watts.
- Input Power: Approximately 1,350 Watts or better.
- Equipped with Inverter Technology or equivalent for precise and even cooking performance.
- Even heating and defrosting capability.

iii) Controls:

- Electronic touch control panel.
- Digital LED display.
- Programmable timer.
- Multiple microwave power levels.

iv) Functional Features:

- Defrost function.
- Reheat function.
- Keep Warm function.
- Fast cooking capability.
- Auto-cook programmes.
- Even cooking and heating technology.

v) Interior Features:

- Easy-clean antibacterial interior coating.
- Interior LED lighting.
- Large turntable with enhanced stability system to prevent spillage during operation.

vi) Safety Requirements:

- Child Lock function.
- Overheat protection.
- Automatic shut-off on completion of cooking cycle.

vii) Construction:

- Durable cavity construction suitable for frequent commercial or institutional use.
- Corrosion-resistant interior.
- Robust door mechanism with viewing window.

viii) Approximate Dimensions (or Equivalent):

- Width: Approximately 606 mm
- Height: Approximately 344 mm
- Depth: Approximately 503 mm

ix) Electrical Requirements:

- Power Supply: 220–240V AC, 50Hz.
- Standard South African plug configuration

6.2 Air Fryer:



i) General Requirements:

- Type: Countertop Air Fryer.
- Capacity: Minimum 11 litres.
- Colour: Black or equivalent manufacturer standard finish.

ii) Performance:

- Power Output: Minimum 1,300 Watts.
- Rapid hot-air circulation technology for fast and even cooking.
- Adjustable temperature control function.
- Adjustable timer function.

iii) Cooking Functions:

- The appliance shall be capable of:
 - Air frying
 - Baking
 - Roasting
 - Grilling
 - Reheating
 - Toasting
 - Defrosting
 - Dehydrating or equivalent multifunction cooking capability.

iv) Controls:

- Easy-to-use control panel.
- Temperature adjustment control.
- Time adjustment control.
- Cooking status indicator lights.

v) Construction:

- Heat-resistant housing.
- Removable cooking bowl/container.
- Durable food-grade cooking surfaces.
- Accessories for multi-level cooking, baking, and roasting.

vi) Safety Requirements:

- Automatic shut-off function.
- Overheat protection.
- Cool-touch handles.
- Non-slip base.
- Compliance with applicable South African electrical safety requirements.

vii) Included Accessories:

- Cooking bowl/container.
- Cooking racks.
- Baking pan/tray.
- Food handling tongs or equivalent accessories.

viii) Electrical Requirements:

- Power Supply: 220–240V AC, 50Hz.
- Standard South African plug configuration.

ix) Physical Dimensions (Approximate or Equivalent):

- Width: Approximately 530 mm
- Depth: Approximately 420 mm
- Height: Approximately 440 mm

6.3 Enamelled Cast Iron Cookware Set (11-Piece) with 13-Piece Kitchen Knife and Utensil Set:



ENAMELLED CAST IRON POT SET:

i) General Requirements:

- Supply and deliver a complete enamelled cast iron cookware set, or approved equivalent.
- All items must be new, unused, and suitable for domestic, institutional, staff accommodation, or catering use.
- Cookware must be compatible with gas, electric, ceramic, and induction cooking surfaces.

ii) Set Composition:

- The cookware set shall consist of a minimum of:
 - 4 x Cast iron casserole pots with lids in assorted sizes.
 - 1 x Cast iron grill pan.
 - 1 x Cast iron frying pan/skillet.
 - 1 x Cast iron roasting/baking dish.
- Total set: Minimum 11 pieces (including lids).

iii) Material Requirements:

- Manufactured from high-quality cast iron.
- Exterior and interior finished with durable enamel coating.
- Non-stick or easy-release cooking surface.
- Corrosion-resistant and heat-resistant construction.

iv) Capacity Requirements:

- Largest casserole pot capacity: Minimum 5.0 litres.
- Additional cookware items to provide varying cooking capacities suitable for boiling, frying, grilling, roasting, and baking.

v) Performance Requirements:

- Suitable for high-temperature cooking.
- Even heat distribution and heat retention characteristics.
- Oven-safe construction.
- Compatible with induction cooktops.

- Tight-fitting lids to retain moisture and heat.

vi) Design Features:

- Integrated cast handles or equivalent heat-resistant handles.
- Durable lid knobs suitable for normal cooking temperatures.
- Easy-to-clean enamelled finish.
- Scratch-resistant coating suitable for regular use.

vii) Colour and Finish:

- Black, charcoal, grey, or similar neutral finish.

KITCHEN KNIFE AND UTENSIL SET:

i) General Requirements:

- Supply and deliver a 13-piece kitchen knife and utensil set, or approved equivalent.
- All items must be new, unused, and suitable for domestic, institutional, staff accommodation, or catering environments.
- Components shall be manufactured from food-safe materials suitable for regular kitchen use.

ii) Set Composition:

- The set shall comprise a minimum of:
 - Knives (5 Pieces)
 - ✓ 1 × Chef's knife (approximately 20 cm blade length).
 - ✓ 1 × Bread knife with serrated edge (approximately 20 cm blade length).
 - ✓ 1 × Santoku or multi-purpose knife (minimum 17 cm blade length).
 - ✓ 1 × Utility knife (minimum 12 cm blade length).
 - ✓ 1 × Paring knife (minimum 8 cm blade length).
 - Kitchen Tools and Accessories (8 Pieces) comprising a combination of:
 - ✓ Soup ladle
 - ✓ Cooking spoon
 - ✓ Skimmer
 - ✓ Slotted turner/spatula
 - ✓ Whisk or equivalent cooking utensil
 - ✓ 1 × Cutting board.
 - ✓ 1 × Kitchen scissors.
 - ✓ 1 × Storage stand, knife block, or organiser.

iii) Blade Requirements:

- Knife blades shall be manufactured from stainless steel, carbon steel, or equivalent food-grade material.
- Blades shall be corrosion resistant.
- Precision-ground or laser-cut cutting edges.
- Sharp cutting performance suitable for food preparation tasks.
- Non-stick or easy-clean coating preferred.

iv) Handle Requirements:

- Ergonomically designed handles.
- Non-slip grip or textured finish.
- Securely fixed to blade construction.

v) Kitchen Utensils:

- Manufactured from heat-resistant nylon, silicone, stainless steel, or equivalent durable material.
- Suitable for use with non-stick cookware.
- Easy to clean and resistant to normal kitchen temperatures.

vi) Storage System:

- Knife and utensil stand/block included.
- Storage unit designed to safely house knives and utensils.
- Stable construction suitable for countertop use.

vii) Performance Requirements:

- Suitable for slicing, chopping, dicing, peeling, carving, and food preparation.
- Durable construction for regular domestic or institutional use.
- Rust-resistant and easy to maintain.

viii) Quality and Safety Requirements:

- Food-contact materials must be non-toxic and hygienic.
- Edges and finishes must be free from defects.
- Storage system must securely hold all supplied components.

6.4 20 Liter Water Urn:**Minimum Technical Requirements:**

- Capacity: 20 litres

- Body construction: Brushed stainless steel (minimum Grade 201 or equivalent food-grade stainless steel)
- Power rating: 1600W
- Power supply: 220–240V AC, 50Hz
- On/Off switch with thermostatically controlled keep-warm function
- Variable temperature control for selection and maintenance of desired water temperature
- External water level indicator
- Concealed heating element or equivalent hygienic heating system
- Boil-dry protection
- Automatic safety cut-out for overheating protection
- Dispensing tap suitable for hot water dispensing
- Cool touch handles for safe handling
- Indicator lights for power and heating status
- Suitable for continuous office, conference, training, and catering use

6.5 Freestanding Combination Fridge-Freezer:

i) General Requirements:

- Supply and deliver a freestanding bottom-freezer combination refrigerator, or approved equivalent.
- Unit must be new, unused, and comply with applicable South African electrical and safety standards.
- Minimum warranty: 2 years manufacturer warranty.

ii) Capacity Requirements:

- Total net storage capacity: Minimum 190 litres.
- Refrigerator compartment: Minimum 120 litres.
- Freezer compartment: Minimum 60 litres.

iii) Energy Efficiency:

- Energy efficiency rating: A-rated or better.
- Energy-efficient operation suitable for office, municipal, and institutional environments.

iv) Refrigerator Compartment:

- Minimum of 2 adjustable safety-glass shelves.
- Interior light.
- Fresh produce crisper drawer(s).
- Egg tray included.

- Adjustable/removable shelving configuration.

v) Freezer Compartment:

- Bottom-mounted freezer configuration.
- Minimum 4-star freezer rating.
- Ice tray included.
- Auto-defrost or equivalent frost-management system.

vi) Construction and Design:

- Freestanding design.
- Corrosion-resistant exterior finish in silver or similar colour.
- Antibacterial or hygienic door seals.
- Adjustable levelling feet.
- Reversible door configuration preferred.

vii) Temperature Control:

- Variable thermostat or electronic temperature control.
- Separate temperature regulation for refrigerator and freezer sections where applicable.

viii) Approximate Dimensions:

- Maximum dimensions:
 - Height: 1 500 mm
 - Width: 550 mm
 - Depth: 600 mm
- Dimensions may vary slightly provided minimum capacity requirements are met.

ITEM 7: CLEANING EQUIPMENT:

7.1 Wet-and-Dry Vacuum Cleaner:

i) Minimum Technical Requirements:

- Wet and dry vacuum-cleaning capability.
- Motor power: Maximum 1300W.
- Container capacity: Minimum 30 litres.
- Container material: Stainless steel.
- Power supply: 220–240V, 50–60Hz.
- Power cable length: Minimum 6 metres.
- Suction hose length: Minimum 2.2 metres.
- Hose diameter: 35 mm or equivalent.

- Integrated blower function.
- Integrated filter cleaning system.
- Flat pleated or equivalent washable filter system.
- Drain plug/screw for convenient disposal of collected liquids.
- Variable suction power control.
- Integrated power outlet with automatic on/off function for connection of power tools.
- Swivel castors for mobility.
- Robust impact-resistant housing with protective bumper.
- On-board storage for accessories and power cable.

ii) Standard Accessories:

- Suction hose (minimum 2.2 m).
- Extension/suction tubes.
- Wet and dry floor nozzle.
- Crevice nozzle.
- Flexible suction hose for power tool connection.
- Power tool adaptor.
- Filter bag(s).
- Flat pleated or equivalent filter.

iii) Performance Requirements:

- Suitable for cleaning wet and dry debris in workshops, municipal buildings, stores, offices and operational facilities.
- Capable of continuous commercial or industrial-duty operation.
- Easy access to filter for cleaning and replacement.
- Stable construction with easy manoeuvrability.

7.2 Mop Wringer and Bucket:



i) Minimum Technical Requirements:

- Single-bucket mop trolley suitable for commercial and institutional cleaning.
- Bucket capacity: Minimum 25 litres.
- Frame construction: Heavy-duty steel frame with corrosion-resistant finish.
- Integrated mop wringer for efficient removal of excess water from mop heads.
- Ergonomic push handle for ease of operation.
- Non-marking swivel castors for smooth movement and manoeuvrability.
- Stable design to prevent tipping during operation.
- Suitable for use with standard commercial mop heads.
- Easy-to-clean bucket and wringer components.
- Durable construction suitable for frequent commercial use.

ii) Performance Requirements:

- Suitable for cleaning hard floor surfaces in offices, municipal facilities, healthcare facilities, educational institutions, shopping centres, hotels, and similar environments.
- Provides efficient water management and reduced manual effort during mopping operations.
- Designed for continuous commercial or institutional cleaning applications.

ITEM 8: SLEEPING QUARTERS FURNITURE:

8.1 ¾ Bed Base with Mattress:

Minimum Technical Specifications

i) Bed Size:

- Size: Three-Quarter (¾) Bed.
- Nominal dimensions: Approximately 1070 mm x 1880 mm or equivalent industry standard.

ii) Bed Configuration:

- Complete bed set consisting of:
 - Mattress.
 - Matching upholstered base.

iii) Comfort Level:

- Firm comfort support rating.
- Designed to provide orthopaedic/postural support and spinal alignment.

iv) Mattress Construction:

- High-quality spring support system or equivalent technology.

- Reinforced edge support to maximise sleeping surface.
- High-density comfort layers and cushioning.
- Breathable upholstery materials for improved sleeping comfort.

v) Support Technology:

- Incorporates posture-support technology or equivalent system designed to:
 - Promote correct spinal alignment.
 - Reduce pressure points.
 - Minimise partner disturbance.
 - Enhance durability and long-term support.

vi) Upholstery:

- Durable knitted or woven mattress fabric.
- Hygienic and breathable sleeping surface.
- Attractive quilted finish.

vii) Base Construction:

- Heavy-duty timber or steel-reinforced base construction.
- Upholstered finish.
- Stable support structure designed for institutional use.

viii) Durability Requirements:

- Suitable for continuous residential or institutional occupancy.
- Sag-resistant support structure.
- Designed for long service life under normal usage conditions.

ix) Additional Warranty Requirements:

- Minimum 10-year manufacturer's warranty on the mattress against structural defects or equivalent manufacturer's warranty.

8.2 1-Drawer Pedestal Cabinet:



i) General Requirements:

- Supply and deliver a 1-drawer pedestal cabinet, freestanding, or approved equivalent.
- Unit must be new, fully assembled or supplied with assembly instructions and fittings.
- Suitable for office, residential, accommodation, or institutional use.
- Minimum manufacturer warranty: 6 months.

ii) Construction and Materials:

- Cabinet carcass and drawer constructed from melamine-faced engineered wood board or equivalent durable material.
- Drawer fitted with smooth-opening runners.
- Legs constructed from solid timber or equivalent durable material.
- Timber legs to have a stained or sealed protective finish.

iii) Storage Requirements:

- Minimum 1 drawer for storage.
- Drawer to provide adequate storage for personal effects, stationery, documents, or similar items.
- Drawer fitted with suitable handle or integrated pull mechanism.

iv) Design and Finish:

- Contemporary design suitable for modern office or residential environments.
- Neutral finish in slate, grey, woodgrain, or similar colour.
- Surfaces to be scratch-resistant and easy to clean.
- Stable construction with four supporting legs.

v) Approximate Dimensions:

- Approximate dimensions:
 - Height: 600 mm
 - Width: 490 mm
 - Depth: 420 mm
- Variations of $\pm 10\%$ will be accepted provided functionality is not compromised.

vi) Quality Requirements:

- All edges must be properly finished and free from defects.
- Unit must be stable and level when placed on a flat surface.
- Materials must be resistant to normal wear and tear under routine use.

ITEM 9: STEEL SHELVING:

9.1 5-Shelf Steel Shelving:



i) Specifications:

- Colour: Black
- Approximate Dimensions: 1910 (H) x 914 (W) x 305 (D) mm
- Material: Heavy-duty steel
- Reinforcement: Gussets for enhanced stability and load support
- Application: Suitable for commercial, industrial, and home storage needs

ii) Key Features:

- Robust steel construction for durability
- Reinforced shelves with gussets for extra strength
- Stable and reliable storage solution
- Sleek black finish for a professional appearance
- Easy organisation of tools, equipment, files, and stock items

A practical and dependable shelving unit designed to maximise storage space while maintaining strength and stability.

PART E: PRICING SCHEDULE

12. PRICING SCHEDULE

ITEM 1: OFFICE FURNITURE

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
1.1	Office Desk Workstation	1		
1.2	Server Unit	1		
1.3	Visitor Chair (Mesh Back and Seat)	2		
1.4	Ergonomic High-Back Office Chair	1		
1.5	Office Desk with 3-Drawers Pedestal	1		
1.6	Visitor Office Chair – Mesh Back with Sleigh Base	4		
1.7	Office Storage Cabinet – Hinged Door, 4-Tier Shelving	3		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

ITEM 2: OFFICE EQUIPMENT

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
2.1	Auto Feed Paper Shredder	1		
2.2	Guillotine	1		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

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ITEM 3: RECEPTION AREA COUCHES

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
3.1	Two-Seater Reception Couch	2		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

ITEM 4: COFFEE AND SIDE TABLES

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
4.1	Coffee Table with Tempered Glass Support Structure	1		
4.2	Tempered Glass Side Table (45 cm × 45 cm)	2		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

ITEM 5: WASHER AND DRYER

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
5.1	Heavy-Duty Top Loader Washing Machine	2		
5.2	Large Capacity Heat Pump Tumble Dryer	2		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

ITEM 6: KITCHEN EQUIPMENT

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
6.1	Microwave Oven	2		
6.2	Air Fryer	2		
6.3	Enamelled Cast Iron Cookware Set (11-Piece) with 13-Piece Kitchen Knife and Utensil Set	2		
6.4	20 Liter Water Urn	2		
6.5	Freestanding Combination Fridge-Freezer	1		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

ITEM 7: CLEANING EQUIPMENT

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
7.1	Wet-and-Dry Vacuum Cleaner	1		
7.2	Mop Wringer and Bucket	2		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

ITEM 8: SLEEPING QUARTERS FURNITURE

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
8.1	¾ Bed Base with Mattress	3		
8.2	1-Drawer Pedestal Cabinet	3		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

TENDER SBM 04/26/27**ITEM 9: STEEL SHELVING**

ITEM	ITEM DESCRIPTION	QTY	UNIT PRICE (EXCL. VAT)	TOTAL PRICE (EXCL. VAT)
9.1	5-Shelf Steel Shelving	6		
TOTAL EXCL. VAT				
15% VAT				
TOTAL INCL. VAT				

13. PRICE ADJUSTMENTS

Bids shall remain valid and binding for a minimum of 90 days after the tender closure date and the validity extend automatically till the contract is signed if validity goes beyond the number of days indicated. The reason for this is to ensure that the tender is valid till appeals were considered, if received.

I accept and approve all of the above.

.....

SIGNATURE OF TENDERER

Failure to accept the automatic extension will render the bid non-responsive. Any bidder may at any time withdraw their bid in writing in which case the bid will not be further considered.

14. OMISSIONS, ALTERATIONS AND ADDITIONS

15. SCHEDULE OF VARIATIONS FROM SPECIAL CONDITIONS OF CONTRACT

1. Bidders may provide a 2.5% discount for payment made within 30 days of receipt of invoice. Bidder should note that this discount is optional and has no influence on the evaluation or adjudication of bids.
2. Please complete the following should your company BE WILLING TO PROVIDE the 2.5% deduction for payment within 30 days as per clause 1 above:

YES, my company IS WILLING TO HAVE THE 2.5% taken off of payment made within 30 days.

Tenderer's signature _____ for acceptance of the 2.5% discount.

(Only if tenderer wishes to provide the 2.5% discount)