



BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 75/25 SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION & COMMISSIONING/TESTING OF ELECTRICAL SUBSTATION TELEMTRY MONITORING EQUIPMENT (SCADA SYSTEMS) & SUPERVISORY COMMUNICATION NETWORK INSTALLATIONS IN THE STELLENBOSCH MUNICIPALITY AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2028

TENDER NUMBER: **B/SM 75/25**

DESCRIPTION: **SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION & COMMISSIONING/TESTING OF ELECTRICAL SUBSTATION TELEMTRY MONITORING EQUIPMENT (SCADA SYSTEMS) & SUPERVISORY COMMUNICATION NETWORK INSTALLATIONS IN THE STELLENBOSCH MUNICIPALITY AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2028**

CLOSING DATE: **17 MARCH 2025**

CLOSING TIME: 12h00: Bids will be opened in the **Council Chambers or Supply Chain Management Boardroom.**

CIDB: The following CIDB class of construction works will be applicable to the Tender, in accordance with the sum tendered or value determined in accordance with regulation 25 (7A) of the Construction Industry Development Regulations, 2004, (as amended) – As at 23 May 2019 – Class of Construction Works: 1EP or higher

INFORMATION:

Tender Specifications: **Mkuseli Lwana at 021 808 8302: e-mail: Mkuseli.Lwana@ Stellenbosch.gov.za**

SCM Requirements: **Renae Bergstedt at 021 808 8588 : e-mail: renae.bergstedt@ Stellenbosch.gov.za**

Office hours for collection: **08h00-15h30**

A Compulsory Clarification Meeting will be held on 26 **February 2025 at 12:00pm**. The Compulsory Clarification meeting will be held via the Microsoft Teams App. Tenderers must ensure to download the App and Mercia Davidse Mercia.Davidse@ Stellenbosch.gov.za the necessary contact details (email address and cell phone number) at least 48 hours prior (**24 February 2025 at 12:00 pm**) to the meeting to enable to set up a virtual meeting. Tenderers who fail to forward their details in the time frame will not attend the briefing session. Tenderers who fail to attend the compulsory information session will be regarded as non-compliant.

Tenders may only be submitted on the Tender document issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered and Stellenbosch Municipality does not bind itself to accept the lowest bid or any of the tenders that has been submitted.

Sealed Tenders, with “**B/SM 75/25 SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION & COMMISSIONING/TESTING OF ELECTRICAL SUBSTATION TELEMTRY MONITORING EQUIPMENT (SCADA SYSTEMS) & SUPERVISORY COMMUNICATION NETWORK INSTALLATIONS IN THE STELLENBOSCH MUNICIPALITY AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2028**” clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Town House Complex, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy and relevant specification as depicted in the document and also the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452.

The preferential points system applied is as follows: 80/20 in terms of the approved policy.

Price	80
B-BBEE status level of contribution	20
Total points for Price, and -BBEE	100

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This Tender is subject to the general conditions of contract (GCC) and special conditions for Tendering.
2. Relevant terms of reference.
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality.

4. No award will be made to tenderers whose tax status is non-compliant.
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid.

*Tender documents, in English, are available free of charge on the website: www.stellenbosch.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, Town House Complex, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fee of **R468.00 per document**.*

Note: The municipality will never contact you to pay money in exchange for the award of a tender

G Mettler (Ms)
MUNICIPAL MANAGER



TENDER KENNISGEWING

STELLENBOSCH MUNISIPALITEIT NOOI U VIR DIE VOLGENDE TENDER: B/SM 75/25: VOORSIENING, AFLEWERING, AF-LAAI, INSTALLASIE, OPSTEL, KONFIGURASIE EN INBEDRYFSTELLING/TOETSING VAN ELEKTRIESE SUBSTASIE-TELEMETRIE-MONITERINGSTOERUSTING (SCADA-STELSELS) EN TOESIGHOUENDE KOMMUNIKASIENETWERK-INSTALLASIES IN DIE STELLENBOSCH MUNISIPALITEITSAREA, VIR 'N KONTRAKTYDPERK WAT EINDIG OP 30 JUNIE 2028.

TENDER NOMMER: B/SM 75/25

BESKRYWING: VOORSIENING, AFLEWERING, AF-LAAI, INSTALLASIE, OPSTEL, KONFIGURASIE EN INBEDRYFSTELLING/TOETSING VAN ELEKTRIESE SUBSTASIE-TELEMETRIE-MONITERINGSTOERUSTING (SCADA-STELSELS) EN TOESIGHOUENDE KOMMUNIKASIENETWERK-INSTALLASIES IN DIE STELLENBOSCH MUNISIPALITEITSAREA, VIR 'N KONTRAKTYDPERK WAT EINDIG OP 30 JUNIE 2028.

SLUITINGSdatum: 17 MAART 2025

TYD VAN SLUITING: 12h00. Tenders sal oopgemaak word in die Raadsaal of in die Voorsieningskanaalbestuurs Raadsaal

KIOR: Die volgende KIOR klas vir konstruksiewerk, in ooreenstemming met die bedrag getender of waarde bepaal in ooreenstemming met regulasie 25 (7A) van die Konstruksie-industrie Ontwikkelingsraad, Regulasies, 2004 (soos gewysig) op 23 Mei 2019, sal op die bod van toepassing wees. Tendersaars moet 'n geskatte KIOR kontrakteur gradering van ten minste 1EP of hoër hê.

NAVRAE:

Tender spesifikasies: Mkuseli Lwana by 021 808 8302: e-pos: Mkuseli.Lwana@stellenbosch.gov.za

Vkb vereistes: Renae Bergstedt by 021 8088588: e-pos: Renae.Bergstedt@stellenbosch.gov.za

Kantoor Ure: 08h00-15h30

'n Verpligte inligtingsessie sal gehou word op **26 Februarie 2025 om 12:00 vm**. Die verpligte inligtingsessie sal via die Microsoft Teams-app gehou word. Tendersaars moet toesien dat hulle die "App" aflaai en Mercia Davidse Mercia.Davidse@stellenbosch.gov.za minstens 24 uur (**24 Februarie 2025 om 12:00 nm**) voor die vergadering van die nodige kontakbesonderhede (e-posadres en selfoonnommer) voorsien om die munisipaliteit in staat te stel om die virtuele vergadering op te stel. Tendersaars wat nie die verpligte inligtingsessie bywoon nie, sal nie in ag geneem word nie.

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir 180 dae na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëde tenders duidelik gemerk: **"BSM 75/25: VOORSIENING, AFLEWERING, AF-LAAI, INSTALLASIE, OPSTEL, KONFIGURASIE EN INBEDRYFSTELLING/TOETSING VAN ELEKTRIESE SUBSTASIE-TELEMETRIE-MONITERINGSTOERUSTING (SCADA-STELSELS) EN TOESIGHOUENDE KOMMUNIKASIENETWERK-INSTALLASIES IN DIE STELLENBOSCH MUNISIPALITEITSAREA, VIR 'N KONTRAKTYDPERK WAT EINDIG OP 30 JUNIE 2028."**, op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooië stel tenderdokumente. Tendersaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch Voorkeurverkrygingsbeleid effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

Prys	80
BBSEB status	20
Totale punte vir prys en B-BSEB status	100

Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC) en spesiale voorwaardes vir die tender;
2. Toepaslike opdrag

3. Tenderaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëelde koevert wees wat duidelik gemerk is met die Tondernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnametrooi van **R468.00 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.*

Let wel: Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)
MUNISIPALE BESTUURDER



TENDER NO.: B/SM 75/25

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PROCUREMENT DOCUMENT

NAME OF TENDERER:	
Total Bid Price (Inclusive of VAT) (refer to page 116):	
BBBEE LEVEL	

February 2025

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Stellenbosch Municipality,
PO Box 17, Stellenbosch, 7599

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

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REGARDING SPECIFICATIONS:**

**Mkuseli Lwana
Manager: Operations &
Maintenance**



1. TENDER NOTICE & INVITATION TO TENDER

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Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir 180 dae na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëldes tenders duidelik gemerk: **"BSM 75/25: VOORSIENING, AFLEWERING, AF-LAAI, INSTALLASIE, OPSTEL, KONFIGURASIE EN INBEDRYFSTELLING/TOETSING VAN ELEKTRIESE SUBSTASIE-TELEMETRIE-MONITERINGSTOERUSTING (SCADA-STELSELS) EN TOESIGHOUENDE KOMMUNIKASIENETWERK-INSTALLASIES IN DIE STELLENBOSCH MUNISIPALITEITSAREA, VIR 'N KONTRAKTYDPERK WAT EINDIG OP 30 JUNIE 2028."**, op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooië stel tenderdokumente. Tendersaanbiedinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch Voorkeurverkrygingsbeleid effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

Prys	80
BBSEB status	20
Totale punte vir prys en B-BSEB status	100



Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC) en spesiale voorwaardes vir die tender;
2. Toepaslike opdrag
3. Tendersaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëelde koevert wees wat duidelik gemerk is met die Tondernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnamefooi van **R468.00 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.*

Let wel: Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)

MUNISIPALE BESTUURDER



**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	B/SM 75/25	CLOSING DATE:	17 MARCH 2025	CLOSING TIME:	12H00
DESCRIPTION	SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION & COMMISSIONING/TESTING OF ELECTRICAL SUBSTATION TELEMETRY MONITORING EQUIPMENT (SCADA SYSTEMS) & SUPERVISORY COMMUNICATION NETWORK INSTALLATIONS IN THE STELLENBOSCH MUNICIPALITY AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2028.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT **STELLENBOSCH MUNICIPALITY, TOWN HOUSE COMPLEX, PLEIN STREET, STELLENBOSCH**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
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 [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
3. TOTAL NUMBER OF ITEMS OFFERED		4. TOTAL BID PRICE	R
5. SIGNATURE OF BIDDER	6. DATE	
7. CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Mkuseli Lwana
CONTACT PERSON	Renae Bergstedt	TELEPHONE NUMBER	021 808 8302
TELEPHONE NUMBER	021 808 8588	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS	Mkuseli.Lwana@ Stellenbosch.gov.za
E-MAIL ADDRESS	Renae.bergstedt@ Stellenbosch.gov.za		



PART B
TERMS AND CONDITIONS FOR BIDDING

1. 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 PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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.**

SIGNATURE OF BIDDER:

.....
CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

.....



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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY



2. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Certificate of Clarification/Virtual Meeting Attendance - Is the form duly completed and signed by both tenderer and agent of the Stellenbosch Municipality?	Yes		No	
Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes		No	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes		No	
MBD 5 - Is the form duly completed and signed?	Yes		No	
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit attached? (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)	Yes		No	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes		No	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes		No	
MBD 10 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested? (NB! MUNICIPAL ACCOUNTS WILL BE VERIFIED AND USED AS BASIS FOR PREFERENCE POINTS SCORING IN TERMS OF THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY. THE BUSINESS ADDRESS, LEASE AGREEMENT OR SWORN AFFADAVIT WILL BE THE BASIS FOR AWARDDING POINTS FOR LOCALITY)	Yes		No	
OHSA (Occupational Health and Safety) - Is the form duly completed and signed? Is a valid Letter of Good Standing from the Compensation Commissioner attached?	Yes		No	
Form of Indemnity - Is the form duly completed and signed?	Yes		No	
Pricing Schedule - Is the form duly completed and signed?	Yes		No	
Form of Offer - Is the form duly completed and signed?	Yes		No	
Declaration by Tenderer - Is the form duly completed and signed?	Yes		No	



3. AUTHORITY TO SIGN A BID

1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

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

OR

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

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

2. COMPANIES AND CLOSE CORPORATIONS

2.1. If a Bidder is a **COMPANY**, a certified copy of the resolution by the board of directors, duly signed, authorising 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

2.2. 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**.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

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)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a CERTIFIED COPY of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



3. 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:	

4. CONSORTIUM

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 tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

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

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



4. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender 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 tender offer and any contract resulting from it on our behalf.

(i) Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

(ii) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

(iii) Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

(iv) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.



5. STANDARD CONDITIONS OF TENDER (CIDB)

F.1 General

F.1.1 Actions

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

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

Note

- 1) *A conflict of interest may arise due to a conflict of roles, which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.*
- 2) *Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty, which would in any way, affect any decisions taken.*

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

F.1.2 Tender Documents

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

F.1.3 Interpretation

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

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

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

- a) **conflict of interest** means any situation in which:
 - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
 - ii) an individual or organisation is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
 - iii) incompatibility or contradictory interests exist between an employee and the organisation which employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;



-
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
 - d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels;
 - e) **organization** means a company, firm, enterprise, association or other legal entity, whether incorporated or not, or a public body;
 - f) **functionality** means the measurement according to the predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service and technical capacity and ability of a tenderer.

F.1.4 Communication and employer's agent

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

F.1.5 Cancellation and Re-Invitation of Tenders

F1.5.1 An organ of state may, prior to the award of the tender, cancel a tender if-

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

F1.5.2 The decision to cancel a tender must be published in the cidb website and in the government Tender Bulletin for the media in which the original tender invitation was advertised.

F.1.6 Procurement procedures

F.1.6.1 General

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

F.1.6.2 Competitive negotiation procedure

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

F.1.6.2.2 All responsive tenderers, or not less than three responsive tenderers that are highest ranked in terms of the evaluation method and evaluation criteria stated in the tender data, shall be invited in each round to enter into competitive negotiations, based on the principle of equal treatment and keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of F.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's



competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

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

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

F.1.6.3 Proposal procedure using the two stage-system

F.1.6.3.1 Option 1

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

F.1.6.3.2 Option 2

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

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

F.2 Tenderer's obligations

F.2.1 Eligibility

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

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

F.2.2 Cost of tendering

F2.2.1 Accept that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

F2.2.2 The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

F.2.3 Check documents

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

F.2.4 Confidentiality and copyright of documents



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

F.2.5 Reference documents

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

F.2.6 Acknowledge addenda

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

F.2.7 Clarification meeting

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

F.2.8 Seek clarification

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

F.2.9 Insurance

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

F.2.10 Pricing the tender offer

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

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

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

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

F.2.11 Alterations to documents

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

F.2.12 Alternative tender offers

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

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



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

F.2.13 Submitting a tender offer

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

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

F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the tender data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

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

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

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

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

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

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

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

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

F.2.15 Closing time

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

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



F.2.16 Tender offer validity

- F.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.
- F.2.16.2** If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period with or without any conditions attached to such extension.
- F.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.
- F.2.16.4** Where a tender submission is to be substituted, submit a substitute tender in accordance with the requirements of F.2.13 with the packages clearly marked as "SUBSTITUTE".

F.2.17 Clarification of tender offer after submission

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

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

F.2.18 Provide other material

- F.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employer's request, the employer may regard the tender offer as non-responsive.
- F.2.18.2** Dispose of samples of materials provided for evaluation by the employer, where required.

F.2.19 Inspections, tests and analysis

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

F.2.20 Submit securities, bonds and policies

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

F.2.21 Check final draft

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

F.2.22 Return of other tender documents

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

F.2.23 Certificates

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

F.3 The employer's undertakings



F.3.1 Respond to requests from the tenderer

- F.3.1.1** Unless otherwise stated in the tender Data, respond to a request for clarification received up to five working days before the tender closing time stated in the Tender Data and notify all tenderers who drew procurement documents.
- F.3.1.2** Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:
- an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
 - the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
 - in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

F.3.2 Issue Addenda

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

F.3.3 Return late tender offers

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

F.3.4 Opening of tender submissions

- F.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.
- F.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the tender data, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its B-BBEE status level and time for completion for the main tender offer only.
- F.3.4.3** Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

- F.3.5.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.
- F.3.5.2** Evaluate functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the tender data, and announce the score obtained for the technical proposals and the total price and any points claimed on B-BBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.
-



F.3.6 Non-disclosure

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

F.3.7 Grounds for rejection and disqualification

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

F.3.8 Test for responsiveness

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

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

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

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

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

F.3.9 Arithmetical errors, omissions and discrepancies

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

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

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

- a) Where there is a discrepancy between the amounts in words and amounts in figures, the amount in words shall govern.
 - b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
-



- c) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

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

F.3.10 Clarification of a tender offer

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

F.3.11 Evaluation of tender offers

F.3.11.1 General

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

F.3.11.2 Method 1: Price and Preference

In the case of a price and preference:

- 1) Score tender evaluation points for price
- 2) Score points for preference
- 3) Add the points scored for price and preference

F.3.11.3 Method 2: Functionality, Price and Preference

In the case of a functionality, price and preference:

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

The 80/20 point system for acquisition of services, works or goods up to Rand value of R50 million.

The following formula must be used to calculate the points for price in respect of tender (including price quotation) with a rand value equal to, or above R30 000 and up to Rand value of R50 000 000 (all applicable taxes included):

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

Where:

- P_s = Points scored for price of bid under consideration;
 P_t = Price of bid under consideration; and
 P_{min} = Price of lowest acceptable tender or offer.

- 1) (a)(1) A maximum of 20 points (80/20 preference points system) or 10 (90/10)



preference points system), must be allocated for specific goals. These goals are :

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (ii) Promotion of enterprises located in the municipal area (WCO24)
- 2) Regarding par 1(a)(1)(i) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- A tenderer must submit proof of its BBBEE status level contributor.
 - A tenderer failing to submit proof of BBBEE status level of contributor may only score in terms of the 80/90-point formula for price; and scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 3) Regarding par 1(a)(1)(ii) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	10	5
Outside of the boundaries of the municipality	0	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.

- 4) An employer of state may apply the formula in paragraph (i) for price quotations with a value less than R30 000, if and when appropriate:



- 5) Subject to paragraph 4.3.8 of “Standard for Uniformity in Procurement, April 2017”, the contract must be awarded to the tender who scores the highest total number of points.

The 90/10 preference points system for acquisition of services, works or goods with a Rand value above R50 million

- 5) (a) The following formula must be used to calculate the points for price in respect of tenders with a Rand value above R50 000 000 (all applicable taxes included):

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

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

- 6) (a)(i) A maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), must be allocated for specific goals. These goals are :
- (ii) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (iii) Promotion of enterprises located in the municipal area (WCO24)
- 7) Regarding par 6(a)(i) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE status level of contributor	Number of points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- A tenderer must submit proof of its BBBEE status level contributor.
- A tenderer failing to submit proof of BBBEE status level of contributor may only score in terms of the 80/90-point formula for price; and



scores 0 points out of 10/5 BBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

- 8) Regarding par 6(a)(1)(ii) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	10	5
Outside of the boundaries of the municipality	0	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.

- 5) (c) A maximum of 10 points may be allocated in accordance with subparagraph (5)(b).
- 5) (d) The points scored by tender in respect of B-BBEE contribution must be added to the points scored for price as calculated
- 5) (e) Subject to paragraph 4.3.8 of “Standard for Uniformity in Procurement, April 2017”, the contract must be awarded to the tender who scores the highest total number of points.

F.3.11.6 Decimal places

Score price, preference and functionality, as relevant, to two decimal places.

F.3.11.7 Scoring Price

Score price of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

Where:

N_{FO} = the number of tender evaluation points awarded for price.

W_1 = the maximum possible number of tender evaluation points awarded for price as stated in the Tender Data.

A = a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Table F.1: Formulae for calculating the value of A

Formula	Comparison aimed at achieving	Option 1 ^a	Option 2 ^a
1	Highest price or discount	$A = \left(1 + \frac{P - P_m}{P_m}\right)$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = \left(1 - \frac{P - P_m}{P_m}\right)$	$A = P_m / P$
	^a P_m = is the comparative offer of the most favourable comparative offer. P = is the comparative offer of the tender offer under consideration.		

F.3.11.8 Scoring preferences

Confirm that tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where tenderers are



not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

F.3.11.9 Scoring functionality

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_O / M_S$$

Where:

S_O = the score for quality allocated to the submission under consideration;

M_S = the maximum possible score for quality in respect of a submission; and

W_2 = the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data

F.3.12 Insurance provided by the employer

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

F.3.13 Acceptance of tender offer

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

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

F.3.14 Prepare contract documents

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

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

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

F.3.15 Complete adjudicator's contract



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

F.3.16 Notice to unsuccessful tenderers

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

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

F.3.17 Provide copies of the contracts

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

F.3.18 Provide written reasons for actions taken

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

F3.19 Transparency in the procurement process

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

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

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

F3.19.4 The client must publish the information on a quarterly basis, which contains the following information:

- Procurement planning process
- Procurement method and evaluation process
- Contract type
- Contract status
- Number of firms tendering
- Cost estimate
- Contract title
- Contract firm(s)
- Contract price
- Contract scope of work
- Contract start date and duration
- Contract evaluation reports

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

F3.19.6 Consultative Forum must be an independent structure from the bid committees. F3.19.7 The information must be published on the employer's website.

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



6. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the **“Tender Number and Title”** clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
 - 2.2. Mailed, telegraphic or faxed tenders will not be accepted.
 - 2.3. Documents may only be completed in non-erasable ink.
 - 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
 - 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
3. **Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please insure that provision is made for VAT in these instances.**
 - 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
 - 3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Stellenbosch Municipality is **4700102181**.
 - 3 Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 - 4 Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
 - 5 Tenders shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
 - 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-



responsible.

7. Negotiations for a fair market related price

7.1 The award of the tender may be subject to price negotiation with the preferred tenderers.

8 This bid will be evaluated and adjudicated according to the following criteria:

- 8.1 Relevant specifications
- 8.2 Value for money
- 8.3 Capability to execute the contract
- 8.4 PPPFA & associated regulations

9 Service Level Agreement

The award of the tender is subject to the signing of a Service Level Agreement (SLA) between the successful bidder and Stellenbosch Municipality.

10 Inclusion as a standard clause in the tender specification documents where any asset is constructed (delete which ever is not applicable)

On practical completion date, a report or certificate should be issued indicating the total costs of the project attributable to each significant component as identified within the lowest asset hierarchy level (4) as specified within the infrastructure catalogue or Annexure A of the Stellenbosch Municipality's asset management policy as approved in 2014, if not contained in the catalogue.

Where a tender runs over more than one financial year (therefore not concluded by 30 June of a year) the following provision must be included in the consultant's project management agreement – it therefore forms part of the consultant's responsibilities:

Inclusion in contract with consultants

If construction is still in progress over the year-end period of the Stellenbosch Municipality, being 30 June of each year, the Municipality should be furnished with a report / certificate at year-end (30 June), which details (a) The cumulative expenditure incurred up to 30 June for the project. (b) any details if the project is taking a significant longer period of time to complete than expected, including reasons for any delays. (c) details where construction or development has been halted either during the current or previous reporting period(s), including reasons for halting the construction or development of the asset/project.

11 Centralised Supplier Database

No Bids will be awarded to a bidder who is not registered on the Centralised Supplier Database (CSD).

The CSD supplier number starting with (MAAA) number is automatically generated by the Central Database System after successful registration and validation of a prospective service provider. This number is now a mandatory requirement, as referred to in regulation 14(1) (b) of the Municipal Supply Chain Management Regulations, as part of the listing criteria for accrediting a prospective service provider. Prospective suppliers should self – register on the CSD website at www.csd.gov.za Registration on the CSD will be compulsory in order to conduct business with the STELLENBOSCH MUNICIPALITY. Registration on CSD can be done by contacting 021 808 8594 or Nicolene.Hamilton@stellenbosch.gov.za

Centralised Supplier Database No. MAAA.....



7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full Name of bidder or his or her representative										
3.2.	Identity Number										
3.3.	Position occupied in the Company (director, shareholder ² etc.)										
3.4.	Company Registration Number										
3.5.	Tax Reference Number										
3.6.	VAT Registration Number										

3.7.	Are you presently in the service of the state?	YES		NO	
3.7.1.	If so, furnish particulars:				
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				

¹ MSCM Regulations: "in the service of the state" means to be –

- a. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- d. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- e. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.

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



3.9.	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	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	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	
3.13.1.	If so, furnish particulars:				



3.14.	Please provide the following information on ALL directors/shareholders/trustees/members below:		
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB: a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S) b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

³ MSCM Regulations: "in the service of the state" means to be –

- a. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- d. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- e. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.



8. MBD5 – DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)

For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:

1. Are you by law required to prepare annual financial statements for auditing?	YES		NO	
1.1. If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.				
2. Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?	YES		NO	
2.1. If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days.				
2.2. If yes, provide particulars.				
3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?	YES		NO	
3.1. If yes, furnish particulars				
4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?	YES		NO	
4.1 If yes, furnish particulars				
CERTIFICATION I, the undersigned (name) _____, certify that the information furnished on this declaration form is correct. I accept that the state may act against me should this declaration prove to be false.				
SIGNATURE		DATE		
NAME (PRINT)				
CAPACITY				
NAME OF FIRM				

9. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES 80/20 or 90/10

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2022 and the Stellenbosch Preferential Procurement Policy 2022/23

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and any other applicable preference.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.2 Points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contributor

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and BBEE (must not exceed 100)	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed. **(N/A)**

1.6 The purchaser 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 purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

80/20 or **90/10**

$$P_S = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_S = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

P_{min} = Price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender.
- 5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.
- 5.3 A maximum of 20 points (80/20 preference points system) must be allocated for specific goals. These goals are:
- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (b) Promotion of enterprises located in the municipal area (WCO24) **(N/A)**
- 5.4 Regarding par 5.3 (a) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

- 5.5 A tenderer must submit proof of its BBBEE status level contributor.
- 5.6 A tenderer failing to submit proof of BBBEE status level of contributor –
- 5.6.1 may only score in terms of the 80/90-point formula for price; and
 - 5.6.2 scores 0 points out of 10/5 BBBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

- 5.7 Regarding par 5.3 (b) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of	Number of
-----------------------------	------------------	------------------



	Points for 80/20 Preference Points System	Points for 90/10 Preference Points System
Within the boundaries of the municipality	N/A	N/A
Outside of the boundaries of the municipality	0	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

7.1 B-BBEE Status Level of Contributor: . = (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

7.2 Within the boundaries of Stellenbosch Municipality (WC024)? **(N/A)**

YES		NO	
-----	--	----	--

Business Address -

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises are situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached) **(N/A)**

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
 - ii) The name of the sub-contractor.....
 - iii) The B-BBEE status level of the sub-contractor.....
 - iv) Whether the sub-contractor is an EME or QSE
- (Tick applicable box)**



YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:

9.2 VAT registration number:

9.3 Company registration number:

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g., transporter, etc.

[TICK APPLICABLE BOX]

9.7 **MUNICIPAL INFORMATION**

Municipality where business is situated:



Registered Account Number:

Stand Number:

9.8 Total number of years the company/firm has been in business:

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			

PLEASE COMPLETE IN FULL YOUR OWN AFFIDAVIT TO CLAIM POINTS



SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL (DRAFT EXAMPLE)

(DO NOT USE. USE NEW/APPLICABLE TEMPLATE)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner (Select one) of the following enterprise and am duly authorised to act on its behalf:

NB!

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”</p>



Definition of “Black Designated Groups”	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”
--	---

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less
- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

NB!

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take



the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date : _____

NB! ORIGINALLY CERTIFIED/ NOT COPY

 Commissioner of Oaths

Signature & stamp

Date:

EXAMPLE OF POINT SCORING AND ALLOCATION OF PREFERENCE POINTS (80/20) WHERE LOCALITY AS A GOAL IS INCLUDED. STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY.

BIDDER	PRICE	BBBEE LEVEL (VALID)	BUSINESS PREMISES (IN WC024)
TENDERER A	R 80 000	1	NO
TENDERER B	R 75 000	1	YES
TENDERER C	R 70 000	2	NO

BIDDER	PRICE POINTS (Out of 80)	BBBEE POINTS (Out of 10)	LOCALITY POINTS (Out of 10)	TOTAL POINTS (Out of 100)
TENDERER A	68.57	10	0	78.57
TENDERER B	74.29	10	10	94.29
TENDERER C	80	9	0	89



10. MBD 8 – 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:
 - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <i>(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).</i>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(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).</i>	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No



4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



11. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids 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).⁴ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. 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
 - 3.3. 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:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

STELLENBOSCH MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



affiliated with the bidder, who:

- 5.1. has been requested to submit a bid in response to this bid invitation;
 - 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 5.3. 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 consortium⁵ 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:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

⁵ 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.



12. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Stellenbosch Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER'S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s) and Municipal Accounts If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement or sworn affidavit must be submitted with this tender.

- PLEASE SUBMIT MUNICIPAL ACCOUNTS FOR THE FOLLOWING TWO MONTHS AFTER BID CLOSURE TO THE RELEVANT SCM PRACTITIONER SHOULD THE BID NOT BE AWARDED YET.

Signature	Position	Date



13. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993 (ACT 130 OF 1993)

Stellenbosch Municipality has legal duty in terms of Section 89 of the said Act to ensure that all contractors with whom agreements are entered into for the execution of work are registered as employers in accordance with the provisions of this Act and that all the necessary assessments have been paid by the contractor.

In order to enter into this agreement, the following information is needed regarding the above-mentioned:

Contractor's registration number with the office of the Compensation Commissioner:

NOTE:

A copy of the latest receipt together with a copy of the relevant assessment OR a copy of a valid Letter of Good Standing must be handed in, in this regard.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



14. FORM OF INDEMNITY

INDEMNITY

Given by (Name of Company) _____
of (registered address of Company) _____
a company incorporated with limited liability according to the Company Laws of the Republic of South Africa (hereinafter called the Contractor), represented herein by (Name of Representative) _____
_____ in his capacity as (Designation) _____
of the Contractor, is duly authorised hereto by a resolution dated _____/20____,
to sign on behalf of the Contractor.

WHEREAS the Contractor has entered into a Contract dated _____ / 20____,
with the Municipality who require this indemnity from the Contractor.

NOW THEREFORE THIS DEED WITNESSES that the Contractor does hereby indemnify and hold harmless the Municipality in respect of all loss or damage that may be incurred or sustained by the Municipality by reason of or in any way arising out of or caused by operations that may be carried out by the Contractor in connection with the aforementioned contract; and also in respect of all claims that may be made against the Municipality in consequence of such operations, by reason of or in any way arising out of any accidents or damage to life or property or any other cause whatsoever; and also in respect of all legal or other expenses that may be incurred by the Municipality in examining, resisting or settling any such claims; for the due performance of which the Contractor binds itself according to law.

SIGNATURE OF CONTRACTOR:	
DATE:	
SIGNATURE OF WITNESS 1:	
DATE:	
SIGNATURE OF WITNESS 2:	
DATE:	



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

PART B – SPECIFICATIONS AND PRICING SCHEDULE



15. SPECIFICATIONS

Section A:

SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION & COMMISSIONING/TESTING OF ELECTRICAL SUBSTATION TELEMTRY MONITORING EQUIPMENT (SCADA SYSTEMS) & SUPERVISORY COMMUNICATION NETWORK INSTALLATIONS IN THE STELLENBOSCH MUNICIPALITY AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2028.

1. Introduction

The Stellenbosch Municipality's electricity services department is currently upgrading telemetry monitoring system (SCADA systems) in all Electricity 66kV and 11kV substations.

The aim is to establish a three-year contract (valid until 30 June 2028) with a qualified contractor to continue the upgrading process until all substations have been serviced. The contract will cover the supply, installation, setup, configuration, and testing of all equipment required to establish a reliable communication network between each affected substation and the control centre.

2. Background

The Electricity Department has implemented a SCADA system using the licensed Electrical Transient Analyzer Program (ETAP) operating system for Supervisory Control and Data Acquisition (SCADA). This system integrates with the ABB REF560 Remote Terminal Units (RTUs) installed in all upgraded substations to date. This three-year contract will exclusively cover the supply of substation equipment required to interface with the ETAP SCADA system. It is important to emphasize that the ETAP SCADA system will remain in place, and any proposed solution from the bidder must seamlessly integrate with the existing system for further consideration.

3. Scope of works

- 3.1 The scope under this tender shall include the supply of complete telemetry systems or Remote Terminal Unit (RTU) and Industrial Ethernet switches, suitable for industrial applications that will act as the gateway between the master station (ETAP) and substation equipment.
- 3.2 The monitored statuses and alarms are in turn registered with the master station where it is displayed for human interface or flagged as an alarm/warning. All hard-wired signals and communication networks within the substation shall be brought to a common point (marshalling box and Ethernet switch/s). The successful bidder's installation responsibilities will include the interface between these common points and the telemetry equipment or RTU.



- 3.3 Substations shall be upgraded with new telemetry equipment under this contract. Communication to all Intelligent Electronic Devices (IEDs) shall be established via an Ethernet (preferred) or serial communication bus, depending on available communication ports.
- 3.4 Hardwired signals via marshalling cabinet shall include monitoring signals from battery chargers, door switches, bus-section statuses (if no IED is installed) and in the rare case where 11kV and 66kV equipment makes use of hard-wired signals – all requirements shall be finalised on site.
- 3.5 Telemetry installations shall have one of the following installation setups:
- 11kV Substations: New or retrofitted panel with electronic IEDs – RTU will interface with IED via IEC61850 communication protocol, Ethernet over fibre bus. All status or alarm signals from the feeders/incomers shall be relayed to the Central Processing Unit (CPU) via the communication protocol. Bus-sections, if existing relay is fitted, will interface with the telemetry system via hard-wired status signals.
 - 66kV Substations: Existing or new Control panels installed in substations may have IEDs that accommodates only DNP3 and or Modbus protocol. In such a case, the preferred protocol would be DNP3 above Modbus. Switch-yard monitoring signals (breakers, isolators, transformers) are generally hardwired to the control panel. Should the signals be hardwired and configured on to the relay, these signals shall be relayed to the telemetry equipment via the communication network and be configured accordingly. Should these signals be hardwired to the 66kV control panel only, these signals will be made available in the marshalling box by the client and the successful bidder shall be responsible to hardwire these signals to the RTU.
- 3.6 A list of available Input/Output (I/O) and required monitoring points shall be issued to the successful bidder based on each substation setup. These statuses and alarms shall be configured by the successful bidder on the RTU.
- 3.7 The onus and responsibility will lie with the successful bidder to interface with the existing Master station (ETAP). Any additional cost that might be incurred to achieve this connection must be included in the bidder's offered price. Failure to comply with this requirement shall result in the termination of the contract with the bidder.
- 3.8 The complete RTU and Industrial Ethernet switches shall be supplied, delivered and off-loaded at a location specified by the Municipality. The bidder's offer shall include all hardware required to ensure the optimal operation of the RTU unit. Then unit shall be completely fitted and wired up in a surface mounted 3CR12 powder coated metal enclosure supplied with mounting brackets.
- 3.9 Surface mounted enclosure (3CR12 metal, epoxy coated, colour: RAL 7035 grey) with CPU, 2 x 16 slot input cards, power supplies, breakers with spare space for future addition of I/O cards.
- 3.10 The RTU shall be compatible with the communication protocols specified in this document



- 3.11 The RTU shall be licenced with a minimum of 750 data points where any Double Point Indication (DPI) or 8-bit string shall be configurable as one data point.
- 3.12 The RTU shall have a minimum of two Ethernet ports, one for the radio link to the master and the other for the IEC 61850 network. The RTU shall further host the facility of three (minimum) serial network ports for serial communication if required. The RTU shall make use of either a fibre network or Internet Protocol (IP) based radio link to the Master station. The installation shall include hardwired signals connections from a marshalling box mounted 300mm from the RTU enclosure (RTU Enclosure to be mounted by the service provider). Communication Ethernet connection (main + spare) to the RTU shall be made from the Ethernet switch (RJ45 Ethernet port) mounted in a cabinet above the RTU enclosure. In the case of a RS485 serial bus, the installation of the communication cable will be supplied by the Municipality to the RTU enclosure. All work and requirements (cables, glands, cable numbers etc.) to complete this work shall be included in the installation price offered. Hardwired connections to the input cards shall be between the marshalling kiosk and the RTU panel via a 0.22mm Mylar multi-core cable. The electrical schematic shall consist of a main switch to isolate the DC supply to the enclosure. Sub-breakers shall be wired from the main switch to be able to isolate circuits separately. The power circuit shall consist of 6A 2pole circuit breaker (main switch) feeding the following:
- Circuit breaker to supply the RTU and telemetry equipment (rating determined by supplier)
 - 2A 2pole circuit breaker (30VDC fan)
 - 2A 2pole circuit breaker (30VDC Ethernet switch)
 - 2A 2pole circuit breaker feeding a 60W 24VDC regulated PSU (radio supply)
- All wiring will conform to SANS panel wiring standards.
- 3.13 “As built” drawing shall be issued to the Municipality for record purposes. The successful bidder shall issue “for approval” drawings to the Municipality prior to manufacturing. Only once the drawings were approved by the Municipality, the bidder will be allowed to proceed with the manufacturing process.
- 3.14 The configuration of the RTU shall be designed and programmed as per the RTU specialist’s standards but these standards must comply with the Municipality’s setup requirements and interface with existing IEDs in the substation and ETAP SCADA system. The bidder shall ensure that a reliable monitoring system is installed in each substation.
- 3.15 The successful bidder shall offer prices for Industrial Ethernet Switches. These switches will have to reliably operate under the harsh tripping and operating conditions of an electrical substation therefore it shall be designed accordingly. No other offer will be accepted as an alternative option. Technical sheets must accompany the bidder’s offer for evaluation purposes. Failure to comply will deem the bidder as non-responsive and lead to the disqualification of the offer.



4. Clarification meeting

- 4.1 The Tenderer must be represented at the briefing meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved. Should a Tenderer or his/her representative not attend the briefing meeting, his/her tender offer will be regarded as non-compliant and will not be considered for evaluation,

5. Special conditions of tender

- 5.1 Stellenbosch Municipality does not bind itself to accept the lowest or any tender.
- 5.2 All other supporting documentation of the tender must be attached at the back of this document. All relevant details of proposed method of executing and specifications of equipment and materials offered must be included in the tender document.
- 5.3 This tender document must not be dismembered (Do not take it apart or put documents between its pages). The tender document and all relevant specifications and attachments thereto must be binded together in a suitable binder.
- 5.4 Please note that a PDF format of the completed tender offer and excel price list may be submitted with the tender document on a suitable USB flash drive with the returnable documents. However, the hard copy tender document must include all the returnable and supporting documents. Only the pricing in the printed tender document will be accepted for evaluation.
- 5.5 The Municipality reserves the right to adjust the quantities of work specified in this tender subject to the budget availability for the duration of this tender.
- 5.6 The projects and maintenance are not definite but is subject to the funds being available. Further, work shall only be carried out on instruction on an as and when required basis as requested by the duly authorized municipal representative (Electrical Services).
- 5.7 All tenderers must comply with all requirements mentioned in this specification. The technical evaluation will be based on the compliance of tenders with the General conditions of the tender specification.
- 5.8 The successful tenderer must have in-depth experience of communication network and telemetry installations, particularly the ETAP SCADA system. Please include a minimum of 3 (three) references of previous contracts with client contact details with this tender for verification.
- 5.9 The successful tenderer must be experienced in working in substations/live substations / switch yards and must be familiar with the dangers and safety procedures required in such areas, refer to clause 15.
- 5.10 The tender will be evaluated on the total price of all items. If not quoted on all line items, the tender will be regarded as non-responsive.



- 5.11 The municipality reserve the right to compare quoted prices to market related prices and re-negotiate price that are regarded as too high to a fair market price with the successful tenderer.
- 5.12 It must be noted that the requirements of the Municipality have been rationalized to improve direct and indirect costs and to benefit of a standardized equipment installation. This is also considered for the operation and maintenance of the distribution network.
- 5.13 It is required that local labour is appointed by the successful tenderer for all unskilled labour tasks as and when needed. The component for unskilled labour in relation to the staff requirements shall be 100%.
- 5.14 Tenderers must include detailed copies of qualifications of the personnel who are going to be working on projects. Refer to clause 13 and 14.
- 5.15 All supporting documents and specifications shall be included in the tender and shall be attached at the back of this tender document.
- 5.16 Substations earmarked for an installation shall be verified at the beginning of each financial year, after the Electricity Services planning.
- 5.17 The Tenderer must be the OEM (Original Equipment Manufacturer), an accredited distributor with the OEM or an appointed agent. The Tenderer must submit proof in form of a letter from the OEM as well as proof of after sales support with the tender submission.
- 5.18 The successful bidder must be experienced in working in substations/live switch yard areas and must be familiar with the dangers and safety procedures required in such areas. The bidder must have a competent person in his/her employment that has a valid Operating Regulations for High Voltage Systems (ORHVS) certificate to be further evaluated for this tender. Proof of such accreditation must be submitted with the tender document. Furthermore, the successful bidder shall be expected to always have a current and valid Health-and-Safety file present on site in which all procedures and safety aspects are documented. Failure to issue proof of competency will lead to the disqualification of the bid.
- 5.19 A guarantee of 12 months for work and supplied equipment from the date of installation or delivery is required. Each bidder shall guarantee their workmanship and supplied products for a period of twelve months from date of installation or delivery. All flaws, poor workmanship, or faulty installations after the hand-over of each site shall be fixed and corrected at the bidder's own cost.
- 5.20 It is compulsory that the schedule of Contactable References as provided in this tender be completed in full and must accompany each proposal. Please complete the schedule in the format indicated below. Separate schedules may be attached with the returnable documents. Stellenbosch Municipality reserves the right to accept any part or no tender at all.



6. Insurance of contract risk

The successful Tenderer shall submit proof of adequate insurance with a minimum of R5 million for the duration of the contract for accidents, emergencies which may result for this works when the contract is awarded.

7. Unbundling of Municipal Infrastructure Assets

- 7.1 As part of the project close-out, the Tenderer must also unbundle the assets. The unbundling of capital assets means breaking down the capital assets into components according to the capital asset hierarchy as per GRAP 17 (PPE) in support of the annual compilation of a GRAP compliant Fixed Asset Register. In dealing with the unbundling of capital assets, the unbundling must occur at the end of every financial year and the end of the project.
- 7.2 The unbundling or componentization of the Property, Plant and Equipment (PPE) assets are required to be updated on the Fixed Asset Register (FAR) for effective asset maintenance and provision of services. The FAR will annually be updated for all assets and components. All new assets to be recorded on the FAR would therefore have to be unbundled into its constituent components and all components be recorded on the FAR under the parent asset. The unbundling of primary assets into secondary components will be to a level that is sufficient for GRAP 17 compliance. Generally, the componentization of the PPE assets will be based on the component value, type of component (civil, electrical & mechanical) as well as anticipated lifespan of the component.
- 7.3 The unbundling of projects may only commence once the project is complete, all cost is known, including retention fees, and the following documents are available:
- Final bill of quantities.
 - As built plans and drawings.
 - Completion and hand over certificates, and
 - Final payment certificate.
 - All capital expenditure per project or per capital suspense must be verified to ensure that the total expenditure on a project is included, that is professional fees, actual cost, retention fees and all other relevant expenditure.
- 7.4 Once the final cost is determined, then the unbundling of the project commences. The total project cost should be broken down to a component level.
- 7.5 The following information should be provided for each component of the capital asset once the project has been unbundled:
- Asset description,
 - Original cost,
 - Capital suspense account,
 - WIP Asset code,



- Expected useful life,
- Acquisition date (Equal to the date of last expenditure, except retention),
- Start depreciation date,
- Asset Class as per Asset hierarchy

7.6 All unbundled capital assets must be captured spatially by geo referencing it in ESRI or Arc-map or a compatible spatial program.

In doing so the replaced or upgraded capital assets must be identified.

7.7 When a replacement or upgrade is identified, the following information must be provided, the asset code, the portion in units that is replaced or in the case of a complete replacement an indication to this extent.

7.8 The GIS layer for as-built plans must be updated independently for the capital asset register layer. All information must be made available in electronic format to the Asset and IT section.

7.9 The generic components per asset type for ELECTRICITY is listed below, however additional/ special components would also have to be considered when unbundling assets.

ELECTRICITY	USEFUL LIFE IN YEARS		
	MIN	-	MAX
Cooling towers	25	-	30
Mains	15	-	20
Meters			
Prepaid	10	-	20
Credit	20	-	25
Power stations			
Coal	50	-	60
Gas	50	-	60
Hydro	50	-	60
Nuclear	50	-	60
Supply/reticulation	15	-	25
Transformers	25	-	50
Lines			
Underground	25	-	45
Overhead	20	-	30
Cables	25	-	45
Substations			
Switchgear	20	-	30
Equipment			
Outdoor	20	-	30
GIS	15	-	30
Indoor	30	-	40
Electrical panels	3	-	5
Telemetry	7	-	15



8. Area of Works

The area of works shall be the complete municipal electrical network within the WC024 municipal areas as defined, this includes the Stellenbosch and Dwars-river (Franschhoek, Pniel) areas.

9. Performance

- 9.1 This contract will be dependent on performance Should the Tenderer not perform all duties in a professional, timeous, and cost-effective manner, non-performance will result in termination. Due to the specialized nature of the works, Tenderers are advised to complete the price Schedule in its entirety. Tenderers who complete only portions of the Schedule will not be considered and therefore deemed non-responsive.
- 9.2 Due to the specialized nature of the contract tenders shall have all the equipment on the Schedule of Equipment attached. Tenders who do not meet this requirement will not be considered. Proof of ownership of the said equipment shall be submitted with the tender document on the date and time of submission as per the tender Advert. Should special equipment have to be hired, all the relevant details of the supplier must be included in the tender.

10. Hours of Service

- 10.1 The Tenderer shall ensure that the personnel declared in this tender is available five days a week, Monday to Friday, excluding public holidays that fall on these days. Normal Working hours shall be from 8:00 to 16:30 Monday to Friday.
- 10.2 The Tenderer may be required to perform work on weekends or public holiday. If work is required on a weekend and/or Public Holiday, the prescribed rates will apply and will only be honoured if a written instruction by a duly authorized representative (Electrical Services) was given.
- 10.3 No work is to be performed on a Saturday, Sunday and/or Public Holiday without the written instruction by a duly authorized municipal representative (Electrical Services).
- 10.4 The Tenderer's team shall be available immediately when called by the duly authorized municipal representative (Electrical Services).
- 10.5 Under emergency conditions the Tenderer and the Municipality, shall ensure attendance / come to site on a call-out within 3 hours on receipt of the call. Otherwise, should there be no need to come to site as determined by the duly authorized municipal representative (Electrical Services), the issue will be resolved telephonically/remotely.



11. Evaluation of tender

All tenders received will be assessed in terms of the specification and the requirements of this tender document as well as the Supply Chain Management Regulations, and the Stellenbosch Municipality Supply Chain Management Policy and if found to be non-complaint will not be evaluated.

12. Key personnel

The tenderer shall have the following key personnel in its permanent employment at the close of tender (provide proof/agreement if outsourced).

- 1 x Supervisor/Project Leader
- 2 x Artisan or 2 Technicians

The activities under this contract shall be overseen and supervised by a project leader/supervisor who shall have in depth knowledge of installation and commissioning of ETAP SCADA system.

13. Supervisor/Project Leader

The **Supervisor /Project Leader** shall have a Trade Test or National Diploma in Electrical Engineering from a recognised training Institution (Foreign Qualifications shall be certified by the South African Qualifications Authority), the Trade Test certificate certified by a relevant SETA. A minimum of five (5) years post qualification experience in medium voltage switchgear, transformer maintenance, repairs and operations and also be certified as responsible persons in terms of NRS040. The Supervisor/Project Leader shall have received training in the maintenance of switchgear used by the Stellenbosch or by a training authority acknowledged by the Stellenbosch Municipality (e.g., OEM, Eskom or another similar electricity utility). The Tenderer to submit CVs of the Supervisor/project Leader. The CVs shall indicate the employer, start and end dates of each period declared and the description of the work performed for each period.

14. Artisan or Technician

The **Artisan or Technician** shall have a Trade Test or National Diploma in Electrical Engineering from a recognised training Institution (Foreign Qualifications shall be certified by the South African Qualifications Authority). The Trade Test certificate certified by a relevant SETA. A minimum of two (2) years' experience in installation and commissioning of ETAP SCADA system, The Artisan or Technician shall have been trained on SCADA system. Training certificates must have been issued by an accredited assessor. The Tenderer to submit CVs of the Artisan or Technician. The CVs shall indicate the employer, start and end dates of each period declared and the description of the work performed for each period.

The Stellenbosch Municipality reserves rights to competency assess the Artisan or Technician on the tenderer's list against its current maintenance standards.



15. Similar projects successfully completed.

Tenderers must complete the attached schedule for previous projects in this document. Previous projects will be regarded as the maintenance of medium voltage equipment. A Tenderer who has successfully completed a minimum of 3 similar projects as required in this tender will be considered for evaluation. References of the projects completed must be included on the schedule below. The tenderer must provide **WRITTEN** references (a letter from the customer), not merely contact details. Add pages if it is deemed necessary. Failure to include the successfully completed projects will be deemed as non-responsive and will not be considered for evaluation.

Please complete schedules in the format indicated in evidence schedule. Tenderer may add additional pages where necessary.

Tenderers must have a minimum CIDB 1 EP or higher Tenderer's grading. Only suitable qualified Tenderers who successfully completed similar projects of this nature are eligible to submit tenders.

All items will be evaluated in total, and the tender will be awarded to successful bidder(s).

16. Tools, Equipment and instruments (To be required at commencement of Contract)

The tenderer must have the tools, test equipment and instruments per crew, the details of which shall be entered into Returnable Schedule.


16. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

For the purpose of evaluation 3 reference letters must be provided, failure to submit the documentation will be deemed non-responsive and lead to the disqualification of the bid:



The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)



17. Remote Terminal Unit Specification

17.1 System Design

- The RTU systems shall be responsible to collect process information and control the substation equipment via different communication protocols described in this specification.
- Internal and external HW-I/O Module should be included in the RTU unit or extendable. Via described telecommunication protocol communication to higher Central Control Systems has to be full field.
- The assembling of the RTU should be available in centralized architecture or in a de-centralized way with remote I/Os distributed Modules.
- The equipment shall have front access to indicate operational and error states by light emitting diodes on the front plate.
- The electronic modules shall be labelled in the front using the same name as indicated in the technical documentation.
- The equipment shall be designed to restart automatically after power failure. It shall not be necessary to manually restart the equipment after the recovery of the auxiliary power source.
- The hardware shall be designed for a service life of at least 10 years.

17.2 Hardware Design

- The RTU shall be microprocessor-based and shall be covered inside DIN rail mountable modules or in scalable housings.
- Optional centralized and de-centralized solutions shall be provided to remove and replace faulty modules without the need of special tools.

17.3 Scalable housing

- The RTU should be flexible architecture to handle both centralized and decentralized applications.

17.4 CPUs

- The RTU shall include one CPU board which is responsible for the main processing tasks and for communication. The main tasks of the CPU boards are managing and controlling the internal / external I/O boards via the:
 - (a) Reading process events from the I/O boards
 - (b) Writing commands to the I/O boards
 - (c) Communication to control center and to subordinate devices.
 - (d) Managing of the time base and synchronizing the I/O boards
 - (e) It shall be possible to build up a multiprocessor-architecture with more than one Module solution.
- The RTU shall be capable of handling up to 5000 data points preferably.
- The firmware and the configuration of the RTU shall be stored power-fail-save in the Flash/Electrically Erasable Programmable Read-Only Memory (EEPROM) Memory of



the RTU. Programs and configurations shall not require reloading due to power outage. It must be possible to easily change or update the firmware to implement enhancements or change protocols.

- The RTU should have a minimum of 4 serial ports (RS485/RS232-C) which can be configured separately with multi protocols.
- Each CPU board shall be equipped with a minimum of 2 Ethernet interfaces to support specified protocols such as IEC 61850, 104, Modbus TCP and DNP3 TCP. It shall also be possible to transfer the configuration of an RTU to a local or remote computer.
- With the Ethernet interface it shall also be possible to perform a remote diagnostic of the RTU and Ethernet-based communication to higher and lower equipment.
- The RTU shall provide Data Archives to save data like system events from the RTU, process events, measuring values, pulse counter values. It shall be possible to store this information with the timestamp with 1 ms resolution in the data archive which will be saved/stored in a non-volatile memory of the RTU and not be erased in case of an outage of the power supply. The archives shall be locally and remotely accessible. (Remotely accessible from Stellenbosch Municipality's (Ethernet) network).
- The central processor shall include a real time clock with the possibility to be synchronized by external GPS equipment or from the operation control center via a periodically transmitted synchronization instruction with a communication protocol supporting this function. The time tagging shall be made within the RTU in accordance with the internal time of the RTU. The RTU shall be equipped with synchronization facilities (procedure) to achieve time accuracy of +/- 5 ms to the host system (master station)
- The connection of the respective communication lines shall be possible in several ways: Direct links with RS232-C interfaces, radio links, fibre-optic cables, and digital communication networks in order to be flexible with system adaptations.

17.5 I/O Boards

- Each I/O device shall be equipped with its own microprocessor which takes over a part of the data processing, e. g. digital filter for binary inputs, threshold supervision for analog inputs, etc.
- The I/O devices shall provide time stamping of events and analog values with an accuracy of +/-1ms within the RTU.
- The inputs shall be potentially isolated by the means of optical couplers. Direct connections to the input and output process signals voltages are available with 24-60VDC and 110-125VDC nominal voltages without the need of interposing components.
- For commands there should be a 1 out of n check, to ensure that only one command will be activated at a time.
- Analogue input modules must be configurable to connect different input signals according to the presented telemetering ranges.



17.6 Power supply

- The RTU main power supply is nominal 24VDC. The power supply module shall have the following properties and functions:
 - (a) Potential isolation between inputs and outputs
 - (b) Cooling by natural convection
 - (c) Electronic power limitation
 - (d) Short-circuit proof.
 - (e) Over voltage protection
 - (f) Controlled load balancing
 - (g) Alarm indication in case of failure
- Remote I/O shall feed off the supplied 24VDC signal in the panel. Input voltage for the RTU shall be 30VDC or 110VDC respectively, depending on the substation setup.

Functional Requirements

17.7 Communication with Control Center

- The RTU must be capable of communicating with a Master Station using the Tele-control communication protocol IEC 60870-5-104 or DNP 3 level 2 over TCP/IP. It must be possible to communicate simultaneously with multiple Master Stations as a communication Gateway Interface, using different communication protocols.
- The protocol DNP3 level 2 slave shall be certificated by an independent institute.
- The RTU shall provide serial communication with software parameterized RS232 and or RS485 standard ports.
- For Ethernet communication min. one 10/100 BaseT port must be available. All communication interfaces shall be accessible on the front side provided as RJ45 jacks.

17.8 Communication at IED Level - IEC61850

- The RTU shall natively support the communication via IEC61850 station bus. The RTU shall provide IEC61850 client and server functionality.
- It shall be possible to combine the RTU in a hybrid solution:
 - (a) parallel I/O connections
 - (b) serial IED connections via IEC, DNP or Modbus
 - (c) station bus via IEC61850
- RTU shall combine different IEC61850 functions in one device.
 - (a) IEC61850 Gateway
 - (b) IEC61850 Server
 - (c) NTP/SNTP time server
 - (d) IEC61850 IED Supervision
- (The RTU shall be configurable to synchronize of a main and back-up NTP server – (1)



NTP 1, (2) NTP 2 and (3) IEC 60870-5-104) ETAP System.

Data Engineering shall be possible with different system configuration tools. Input Interface of the RTU is the SCD-file, who described the complete substation. The RTU shall have the facility to import SCD-files from different IEC61850 system configuration tools).

The engineering and SCD file structure shall be standard as defined by IEC61850-6.

- To be able to make future extensions to the complete scope of automation in substations following shall be assured:
 - (a) Functions as standard elements (logical nodes LN)
 - (b) Process information as standard elements (data and data attributes)
 - (c) Communication services independent from physical media and transport protocol
 - (d) Engineering process as standard elements
- It shall be possible to do the following diagnostics with the RTU, IEC61850 and diagnostic tool:
 - (a) Browse and display IEC61850 related indications of IEDs (whether statuses are online and offline)
 - (b) Signal monitoring
 - (c) Protocol analyzer focused on IEC61850 protocol.
 - (d) Compare two SCL files or compare an IED online with an SCL file.
- The RTU shall also provide serial / Ethernet interfaces for communication with subordinated devices like intelligent electronic devices (IEDs). Digital protection relays, metering devices or subordinated RTUs shall be connectable.
- The following protocols shall be supported at least: e.g., IEC 60870-5-101, IEC 60870-5-103, DNP3 level 2, Modbus.

17.9 Commands

- The RTU shall be capable of handling the following types of output commands:
 - (a) Single command outputs
 - (b) Double command outputs
 - (c) Regulation step commands (Tap changer relays)
 - (d) Set point command outputs (Analog set points and digital set points)
- It shall be possible to mix different types of commands at the same binary output module (except analog set points, which are handled by analog output module).
- The commands may be executed in one or two step mode (select before operating sequence). The “Select before Operate” mode shall decrease the residual error probability in command direction. An appropriate select acknowledge response shall be issued to the Control Center prior to executing a control. The selection of a point for control shall be cancelled if an Execute command is not received within a time period of 20seconds or if another Execute command is issued.
- The functionality ‘1 out of n check’ shall be available to check the output circuit of an object command, which has to be checked before the actual command is given. The



permissible tolerance range shall be defined by means of parameters. The RTU shall support a second output group which will allow parallel output.

- Object Command outputs (single and double command outputs) shall be possible as pulse commands in an adjustable pulse length from 0,1 to 20 seconds. Single commands shall also be possible as persistent outputs.
- It shall be possible to limit the pulse duration of an object command to the runtime of the switching device (e.g., isolator). The run time end is recognized by the new position indication of the respective switching device.
- The binary outputs shall be galvanic isolated from the internal circuits via relay contacts.



17.10 Indications

- The state of the power system switching devices, other indications and alarm points shall be monitored through dry contacts fed from the RTU. The RTU shall be capable of handling single point inputs as well as double point inputs, represented by two sequential bits of the binary input board.
- It's still possible to mix different single and double inputs on one binary input board.
- Each binary input must have a digital filter in order to prevent ordinary contact bouncing. The digital filter is set by a parameter to specify how many milliseconds an input must be stable before it is accepted as a new signal stage.

To prevent a permanent transmission of indications which frequently change their state, oscillation suppression must be available, which can be activated or deactivated per indication.

The binary inputs shall be isolated from the internal circuits by means of optic couplers.

17.11 Measurements

- The RTU shall provide differential analog inputs for the acquisition of analog signals from measuring transducers. The following measuring ranges shall be available:
 - (a) $\pm 2.5\text{mA}$ (optional)
 - (b) $\pm 5\text{mA}$
 - (c) $\pm 10\text{mA}$
 - (d) $\pm 20\text{mA}$
 - (e) to 20mA
 - (f) $\pm 1\text{Vdc}$
 - (g) $\pm 10\text{Vdc}$

The resolution of the measurement shall be 12 bits + sign

- Unstable input signals shall be smoothed to prevent too many updates. The smoothing factor shall be configurable. The RTU shall have the capability to adjust the input range to other values by means of parameters.
- It shall be possible to configure an analog dead band for each analog input point. The purpose of the analog dead band is to prevent noisy input signals from continuously reporting analog fluctuations within the RTU and to the control center. The RTU shall only report new analog values that exceed the dead band. Additionally, it shall be possible to configure background cycles for the transmission of analog values.
- The RTU shall also provide the possibility to acquire digital measured values, represented by 8 bits 16 bits of a binary input module. The RTU shall handle conversions of binary data (BIN), binary coded decimals (BCD) and gray code.
- The RTU shall support the following processing functions:
 - (a) scan analog inputs cyclically
 - (b) supervision of zero value and switching detection
 - (c) smoothing
 - (d) analogue transmitting based with integrator algorithm
 - (e) periodic update of RTU database
 - (f) store events into measurement archive with a minimum of 80000 entries with



timestamp

- The measuring range and line frequency shall be easy to configure by Software adjustments.

17.12 Integrated Total Processing

- The RTU shall automatically save pulse accumulator readings from metering devices. Each pulse accumulator input shall be represented by one binary input channel of the binary input board and shall support 32-bit counters.
- It shall be possible to read pulses with a pulse frequency up to 25Hz.

17.13 Current Transformers (CT)/ Voltage Transformers (VT) direct Metering

- The RTU should handle direct connection to CT/VTs with independent phase measurement. AC connections of 3 to 4 wires should be supported.
- Input metering for 1 or 5 Ampere shall be available without mA transducer.
- The following metered parameter shall be available:
 - (a) 3-Phase-Neutral Voltage
 - (b) 3-Phase-Phase Voltage
 - (c) 3-Phase Current
 - (d) Active / Reactive Power
 - (e) Power Factor
 - (f) Frequency
 - (g) Phase rotation
- Out of these indications, the RTU metering unit should support the following calculated values:
 - (a) +/- Active Energy
 - (b) +/-Reactive Energy
 - (c) Voltage / Current Distortion

17.14 Programmable Logic Capability

- The RTU shall be provided with programmable logic capabilities supported by easy-to-use editor facilities. These facilities shall allow the creation of programmable logic and computational algorithms for the RTU DIN-Rail. The programmable logic capability shall enable the RTU to perform control functions such as closed-loop analog control, sequencing for equipment startup and shutdown, automatic failover control, and other such functions typically performed by Programmable Logic Controllers (PLCs).
- The programming methods shall comply with IEC 61131-3, the emerging international standard for programmable logic controllers in the following program languages:
 - (a) Function Block Diagram (FBD)
 - (b) Ladder Diagram (LD)
- The PLC programs shall run parallel to the tele-control task, but with lower priority
- PLC programs shall have access to all process signal values as well as the process signal qualifiers such as invalid, time, etc.



- PLC variables shall be reported to control centers and issued (in the case of outputs) to sub-devices as normal I/O.

17.15 Time Management and Synchronization

- The time resolution of the RTU shall be 1 ms for events, scanned by the directly connected I/O board.
- Synchronization with absolute time shall be possible by following methods:
 - (a) Time synchronization of the RTU by the Network Control Centre (NCC) via a periodically transmitted synchronization instruction with a communication protocol supporting this function.
 - (b) Time synchronization of the RTU using NTP/SNTP V4 (RFC2030) on a LAN/WAN network.
- The long-term time accuracy shall be better than +/- 5 milliseconds.
- A time synchronized RTU shall be able to synchronize subordinate RTUs and IEDs via:
 - (a) a periodically transmitted synchronization instruction with a communication protocol supporting this function.
 - (b) Time synchronization using SNTP V4 (RFC2030) on a LAN/WAN network.

17.16 Archive Function

- The RTU shall be able to handle archive data and shall be protected against voltage loss. (data shall be stored on a non-volatile memory).
- Archives shall store the following data with time stamp:
 - (a) Process events of the RTU and connected subsystems (subordinate RTU's, IED's, protection relays)
 - (b) Virtual data points (e.g. calculated values of PLC function)
 - (c) User-login
 - (d) Commands
 - (e) System events and messages
 - (f) Analogue measured values
 - (g) Integrated totals (counter values)
- The archives shall work as a cyclic buffer with configurable buffer sizes according to the project requirements.
- The archive files shall be protected against voltage loss.
- The archive data shall be accessible via:
 - (a) Webserver, TCP/IP channel (remote, WAN/LAN)
 - (b) CSV export (text file), Import in EXCEL
 - (c) via file transfer



17.17 Diagnostics

- The hardware and software shall be continuously monitored from the I/O modules throughout the entire RTU. The hardware and software monitoring shall be carried out by active checks at several levels.
- The RTU shall report its system and error states to the Control Center by means of System Events.
- The RTU shall provide remote diagnostics capabilities. It shall be possible to connect to the RTU from a remote computer in order to analyze the system and error status, check-up of the configuration or signal values of the RTU remotely, e.g., by means of a Webserver via LAN/WAN.
- Remote access via the Intranet shall be combined with authority privileges for the user for the following activities:
 - (a) Monitoring the RTU-produced internal error messages.
 - (b) Monitoring and checking the RTU configuration and the status of all connected process signals.
 - (c) Checking the current version of the configuration file.
 - (d) Downloading or uploading the RTU configuration file.
 - (e) Checking and downloading revised software files for the RTU CPU boards.
 - (f) Uploading the archive files

17.18 Cyber Security:

- The following security functions shall be included in the RTU:
 - (a) **User Account Management (UAM)**, integrated into the Webserver
 - (b) **User Activity Logging (UAL)** on the non-volatile memory and not be erasable, data must be able to be accessed for trouble shooting by a different method
 - (c) Closing of unused TCP/IP ports
 - (d) All the above security features fulfill basic requirements of the following security standards:
 - (e) NERC/CIP
 - (f) North American Electric Reliability Corporation - Critical Infrastructure Protection
 - (g) IEC 62351
 - (h) Power systems management and associated information exchange - Data and communications security
 - (i) IEEE 1686
 - (j) Standard for Substation Intelligent Electronic Devices (IED) Cyber Security Capabilities.

17.19 Configuration tool

- The supplier shall provide a suitable software tool for the configuration and database programming of the RTU. The tool shall be state-of-the-art, running on standard



desktop or laptop computers, and shall be based on Windows.

- All related RTU software must be HW independent and not related to the different type or architecture of the RTU systems.
- The user interface shall be an application according to Microsoft standard presentation format.
- The configuration tool shall contain online documentation for easy handling.
- The interface shall allow for bulk configuration by means of a convenient mechanism (for example: spreadsheet type functionality)

17.20 Documentation

- Comprehensive RTU documentation is required such as:
 - (a) System Description
 - (b) Function Description
 - (c) Connections and Settings of hardware components
 - (d) Data Sheets
 - (e) Commissioning and Installation
 - (f) RTU tool User's Guide
 - (g) Communication Interfaces (towards Host and Sub- devices)
 - (h) Circuit Diagrams in AutoCAD
 - (i) Signal lists in EXCEL
 - (j) All documentation shall be in English language.
- All text documents, except for OEM documents, shall be provided both as printed hard copies and as files on CD ROM.

General requirements

17.21 Reliability

The RTU shall be compliant to the reliability class R3 acc. IEC 60870-4 (MTBF \geq 8760h). These figures shall be valid for RTU sizes of about 2000 I/O signals.

17.22 Availability

The RTU shall meet the availability class A3 acc. IEC 60870-4 ($A\geq 99.95\%$).

17.23 Maintainability

The RTU shall be designed to facilitate periodic preventive maintenance and inspection. The meantime to repair shall be compliant to class RT4 (MRT \leq 1h) acc. IEC 60870-4.



17.24 Time separating capability

The time separating capability shall be compliant to IEC 60870-4.class SP2 ($\leq 10\text{ms}$) between stations and class SP3 ($\leq 5\text{ms}$) within a station.

17.25 Time resolution

The time resolution of the RTU shall be compliant to class TR4 ($\leq 1\text{ms}$) of IEC 60870-4.

17.26 Analog overall accuracy

The analog overall accuracy of the RTU shall comply to class A4 (Error $\leq 0.5\%$) of IEC 60870-4.

17.27 Analog Resolution

The analog value resolution of the RTU shall be 11 bit plus sign.

17.28 Automatic calibration of A/D converter

The RTU shall be equipped with an automatic calibration facility to achieve high long-term stability (e.g. Channel for automatic zero calibration).

17.29 Environmental Conditions

- (a) Climatic conditions according to IEC 60870-2-2:
- (b) Temperature: $-25^{\circ}\text{C} \dots +55^{\circ}\text{C}$ (Class C2)
- (c) Relative Humidity: $5 \dots 95\%$, non-condensing (Class C1)
- (d) Atmospheric pressure: 70 to 106 kPa
- (e) Altitude (operation): up to 3000 m

Item	Standard	Test Level
1	Low Temperature (IEC 60068-2-1)	-25°C
2	High Temperature (IEC 60068-2-2)	$+70^{\circ}\text{C}$
3	Temperature-Humidity (IEC 60068-2-30, cyclic test)	95%
4	Vibration response test, sinusoidal: IEC 60068-2-6 IEC 60255-21-1 Class 1 0,5g (10 – 150 Hz)	0,5g (10 – 150 Hz)
5	Vibration seismic test, sinusoidal: IEC 60068-2-6	3mm (2-9 Hz)



Item	Standard	Test Level
	IEC 60255-21-3 Class 1: 3,5mm (1 – 9 Hz) IEC 60870-2-2 Class Bm: 3mm (2 – 9 Hz)	
6	Vibration endurance test, sinusoidal: IEC 60068-2-6 IEC 60255-21-1 Class 1: 0,5g (10 – 150 Hz) IEC 60870-2-2 Class Bm: 1g (9 – 200 Hz)	1g (9 – 200 Hz)
7	Vibration high frequency test, sinusoidal: IEC 60068-2-6 IEC 60870-2-2 Class Bm: 1,5g (200 – 500 Hz)	1,5g (200 – 500 Hz)
8	Shock (half sine) IEC 60068-2-27 IEC 60255-21-2 CL1 (15g/11ms) IEC 60870-2-2 (10g / 11ms)	15g / 11ms and 25g / 10ms
9	Bump (half sine) IEC 60068-2-29 IEC 60870-2-2 Class 1: 10g / 16ms / 1000 pulses	10g / 16ms / 1000 pulses

17.30 Safety

The RTU should be tested according to safety standard IEC 60950-1 requirements.
 A **CB** certificate should be available

Insulation, EMC Immunity and CE Declaration

17.31 Insulation, EMC Immunity and CE Declaration

Insulation

Item	Standard	Test Level
1	Insulation resistance according to IEC 60255-5	>100MOhm / 500V DC
2	Insulation dielectrics withstand voltages according	2,5kV, 50Hz, 1min



Item	Standard	Test Level
	IEC 60255-5 (IEC 60870-2-1 class VW3, ANSI/IEEE C37.90-1989, 1,5kV)	
3	Insulation impulse voltage withstand test IEC 60255-5 (IEC 60870-2-1 class VW3)	5kV (1,2/50µs)

EMC Immunity Tests

Item	Standard	Test Level
1	Electrostatic discharge immunity IEC 61000-4-2 level 4 (IEC 60870-2-1 A3.1 level 4) (IEC61000-6-2 8/6kV) (IEC 60255-22-2 8/6kV) (ANSI/IEEE C37.90.3-2001, 8kV)	Cubicle: 15/8kV Modules: 8/6kV
2	Radiated electromagnetic field IEC 61000-4-3 (IEC 60870-2-1 A5.1 level 3) (IEC61000-6-2 10V/m) (IEC 60255-22-3 10V/m)	10V/m level 3
3	Electrical Disturbances 1 MHz Burst IEC 60255-22-1 IEC61000-4 IEC61000-18	2.5KV CM, 1.0KV DM
4	Fast Transient Burst Immunity IEC 61000-4-4 (IEC 60870-2-1 A2.3 level 4) (IEC61000-6-2 A/D=2kV, S=1kV) (IEC 60255-22-4 4kV) (ANSI/IEEE C37.90.1-2002, 4kV)	4kV Level 4
5	Surge Immunity IEC 61000-4-5 (IEC 60870-2-1 A2.2 level 3) (IEC61000-6-2 A=1/2kV, S=1kV) (IEC 60255-22-3 2kV)	2kV Class 3
	feeder distributed RTU equipment IEC 61000-4-5 (IEC 60870-2-1 A2.2 level 4) (IEC61000-6-2 A=1/2kV, S=1kV) (IEC 60255-22-3 2kV)	4kV Class 4



Item	Standard	Test Level
6	Conducted RF Disturbance Immunity IEC 61000-4-6 (IEC 61000-6-2 10V) (IEC 60255-22-6 10V)	10V Level 3
7	Pulse Magnetic Field Immunity IEC 61000-4-9	1000A Level 5
8	Damped Oscillatory Waves IEC 61000-4-12 (IEC 60870-2-1 A2.5 level 3-4) (ANSI/IEEE C37.90.1-2002, 2,5kV)	2,5kV / 1kV Level 3
9	Ring Wave IEC 61000-4-12 (IEC 60870-2-1 A2.4 level 3) (ANSI/IEEE C37.90.1-2002, 2,5kV)	2,5kV Level 4
10	Power Frequency Interference 50Hz IEC 61000-4-16 level 4	30V cont. 300V / 10s
11	AC Ripple on DC Supply IEC 60870-2-1 A1.4 level 2 IEC 61000-4-17 level 3	12%
12	Voltage Dips DC IEC 61000-4-29 (IEC 60870-2-1 A1.5 level 1 30% 0,5s)	-30% for 0,1s -60% for 0,1s
13	Voltage Interruption DC IEC 61000-4-29 (IEC 60870-2-1 A1.5 level 1)	-100% for 10ms

EMC Emission Tests

Item	Standard	Test Level
1	Enclosure: Radio Interference Field Strength IEC/CISPR 11 / EN50011	30dB (30 – 230MHz) 37dB (230 – 1000MHz)
2	Power Supply: Radio Interference Voltage IEC/CISPR 11 / EN50011	79dB (0,15 – 0,5MHz) 73dB (0,5 – 30MHz)

17.32 Ethernet Switch Specification

Compliance:

DESCRIPTION	YES / NO	COMMENTS
<p>1. Managed Ethernet Switch - 19" Rack mounted (Item 4) – Substation Network</p> <p>General Requirements:</p> <ul style="list-style-type: none"> • 1U, 19" Rack mountable unit • Managed switch • Must be able to be expandable • Port indication • Rated for substation networks <p>Power requirements</p> <ul style="list-style-type: none"> • Both 30VDC or 110VDC (To be specified/confirmed at ordering stage) <p>Minimum Port Requirements:</p> <p>Ports: 4 ports</p> <ul style="list-style-type: none"> • Fast Ethernet Copper ports (RJ45) • Speed: 100/10MB/s <p>Ports: 2 ports</p> <ul style="list-style-type: none"> • Connection via SFP with LC connectors • Single mode fibre (20km distances) • Speed: 1GB/s (for back bone fibre network) <p>Ports: 16 ports</p> <ul style="list-style-type: none"> • Multimode fibre (1km distances) • Speed: 100MB/s (for 66/11kV Substation fibre network) <p>2. Managed Industrial Ethernet Switch – Base mounted (Item 5) – Substation Network</p> <p>General Requirements:</p> <ul style="list-style-type: none"> • Base mounted unit • Managed switch • Must be able to be expandable • Port indication • Rated for substation networks 		



DESCRIPTION	YES / NO	COMMENTS
<p>Power requirements</p> <ul style="list-style-type: none"> Both 30VDC or 110VDC (To be specified/confirmed at ordering stage) <p>Minimum Port Requirements:</p> <p>Ports: 2 ports</p> <ul style="list-style-type: none"> Fast Ethernet Copper ports (RJ45) Speed: 100/10MB/s <p>Ports: 6 ports</p> <ul style="list-style-type: none"> Multimode fibre (1km distances) Speed: 100MB/s (for 66/11kV Substation fibre network) <p>3. Unmanaged Industrial Ethernet Switch – Base mounted (Item 6) – Substation Network</p> <p>General Requirements:</p> <ul style="list-style-type: none"> Base mounted unit Unmanaged switch Rated for substation networks <p>Power requirements</p> <ul style="list-style-type: none"> Both 30VDC or 110VDC (To be specified/confirmed at ordering stage) <p>Minimum Port Requirements:</p> <p>Ports: 2 ports</p> <ul style="list-style-type: none"> Fast Ethernet Copper ports (RJ45) Speed: 100/10MB/s <p>Ports: 6 ports</p> <ul style="list-style-type: none"> Multimode fibre (1km distances) Speed: 100MB/s (for 66/11kV Substation fibre network) <p>Standards – for all Ethernet switches</p> <ul style="list-style-type: none"> Mechanical specifications shall adhere to IEC 60068 requirements. 		



DESCRIPTION	YES / NO	COMMENTS
<ul style="list-style-type: none"> External Interference specifications shall adhere to EN 61000 requirements The switch shall be approved for substations and shall adhere to IEC 61850-3 and IEEE 1613 standard for communication devices. <p>Please note that the port arrangement for both switches need not to be set up as numbered, as long as the switch adheres to the specified requirements.</p> <p>All Ethernet switches must support following minimum features:</p> <ul style="list-style-type: none"> Port mirroring Authentication (802.1x) RSTP – IEEE802.1D-2004 Link aggregation Multiple rings Port periodization – IEEE 8.2.1D/p VLAN –IEEE 802.1Q Flow Control 802.3x 		

17.33 Overcurrent & Earth Fault protection Relay Specification

DESCRIPTION	YES / NO	COMMENTS
<p>1. Overcurrent & Earth Fault Protection Relay (IEC 61850 Compliant Numerical Relay)</p> <p>Power Supply</p> <ul style="list-style-type: none"> U_{max} nominal 48,60,110, 125VDC Maximum load of auxiliary voltage 35W Ripple in the dc auxiliary voltage (max 15% of the DC value (frequency of 100Hz) Maximum interruption time in the auxiliary DC voltage without resetting the protection relay (50ms at U_{max}) <p>Energizing Inputs</p> <ul style="list-style-type: none"> Rated frequency 50Hz Operating range (Rated frequency +/- 5Hz) 		



DESCRIPTION	YES / NO	COMMENTS
<ul style="list-style-type: none"> Current inputs (Rated current, I_n), 1/5A <p>Binary Inputs</p> <ul style="list-style-type: none"> Operating range (Maximum input voltage 300V) Rated voltage 24-250VDC Current drain 1.6-1.8mA Power consumption/input <0.3W Threshold voltage 15-221V DC Ripple in the DC auxiliary voltage (Max 15% of the DC value at 50Hz). <p>Power Output Relays</p> <ul style="list-style-type: none"> Rated voltage(250VAC/DC) Continuous contact carry, 8A Make and carry for 3.0s, 15A Make and carry for 0.5s, 30A Breaking capacity when the control-circuit time constant L/R<40ms, at<48/110/220V DC. <p>Ethernet Interface</p> <ul style="list-style-type: none"> TCP/IP Protocol, fibre optic cable with LC connector 		

Minimum Requirements:		Please indicate with and "X" whether the offer complies with the requirements.		
		YES	NO	Comment
	Full Compliance with Specifications (RTU supply and installation requirements)			



Minimum Requirements:		Please indicate with and “X” whether the offer complies with the requirements.		
		YES	NO	Comment
	Full Compliance with Specifications (Ethernet Switches)			
	Experience in ETAP SCADA System			
	Competent staff			
	Bidder has a Safety, Health and Environmental Policy in place			



Section B:

18. Specifications for the Supervisory communication network installations for substations.

SUPERVISORY COMMUNICATION NETWORK INSTALLATION FOR SUBSTATIONS

Specifications for the Supervisory communication network installation for substations in the Stellenbosch Municipal area for the period up to 30 June 2028.

18.1 Introduction

The purpose of this tender is to appoint an experienced and competent service provider for supply of relevant material and installation of the communication network in substations in the Stellenbosch Municipal area. This network is between all functional units (protection relays, battery charger units and substation devices) and telemetry Remote Terminal Unit (RTU'S). The means of connection is via a marshalling-or-server cabinet within various electrical substations for remote monitoring purposes.

Typical installations in substations will have an electronic protection relay installed on either newly supplied HV/MV control panels or retrofitted on older switchgear, therefor all communication will as a standard be transferred primarily over IEC 61850 (Ethernet) protocol on the 11kV equipment and DNP3 (serial) protocol on 66kV control panels. All other alarms in the substation will be hard-wired to an input card in the RTU.

The successful tenderer shall be responsible for delivery and installation of all supplied and free-issued equipment and do functionality tests on each installation where applicable.

18.2 Background

The Electricity department need to award a contract ending on 30 June 2028 to a telemetry equipment supplier to upgrade the remote monitoring system between the master station and all substations. Besides the supply of all necessary equipment, the contract also includes the setup and configuration of all monitored signals on the RTU in the substations; however, the link between each functional unit/device in a substation and the RTU need to be established, and these requirements are catered for under this tender.

18.3 Scope

18.3.1 The scope under this tender shall include all items mentioned in the bill of quantities as and when required. Quantities and all substation requirements shall be determined on site as all substations will differ from each other. Equipment shall be newly supplied and installed. No second hand or refurbished equipment shall be accepted.



- 18.3.2 All work to be performed as well as equipment installed shall comply with the following relevant sections for substation communication network and wiring standards (IEC, NRS & SANS)
- 18.3.3 The scope of works shall include the removal of existing (redundant) equipment, the supply of new equipment or collection, installation of free issued equipment, including labels, cables, cable racks, fibre optic links on equipment inside substations, enclosures, piping, monitoring relays, breakers, door switches, fans, terminals, isolators and painting of walls prior to an installation. Additional services required may also include extra panel wiring substation equipment or civil works as and when required.
- 18.3.4 The successful tenderer shall be responsible for the testing of all installed equipment as well as perform secondary injection test on 11kV switchgear if and where required for fault simulation and testing purposes. The tenderer must supply and operate their own testing equipment for this purpose. The successful tenderer shall be fully experienced in the operation and testing of a HV, MV and LV distribution network and shall understand the prescribed switching protocol.
- 18.3.5 Designs and layout will be agreed upon for each substation. Once the work has been completed and successfully tested, "as built" drawings shall be issued in AutoCAD format as well as printed documents to the Municipality for approval. Approved drawings shall be issued to the Municipality as a final draft for record purposes. Design drawing types shall include general arrangements, electrical schematics, hook-up diagrams and terminal / cable schedules as specified in the quoted standards.
- 18.3.6 An Operation and Maintenance manual shall be issued to the Municipality at every hand-over stage of a contract. The manual shall include the contact details (installation contractor details, date of installation as well as workmanship/supplied products guarantee ending date) as-built drawings, list of confirmed test results and a list of all equipment (product information: type, specification, manufacturer and ordering code) issued and installed under the contract.
- 18.3.7 The list shall further include actual point-to point lengths of all cabling installed where required for record and replacement purposes. Information shall be supplied in both printed material and per approved software copies.



17. SCHEDULE OF PLANT AND EQUIPMENT

The following are lists of major items of relevant equipment that I/we **presently** own or lease and will have available for this contract or will acquire or hire for this contract if my / our tender is accepted.

DETAILS OF MAJOR EQUIPMENT THAT IS OWNED BY AND IMMEDIATELY AVAILABLE FOR THIS CONTRACT.			
QUANTITY	DESCRIPTION	SIZE	CAPACITY

Attach additional pages if more space is required.

DETAIL OF MAJOR EQUIPMENT THAT WILL BE HIRED, ORE ACQUIRED FOR THIS CONTRACT IF MY / OUR TENDER IS ACCEPTED.			
QUANTITY	DESCRIPTION,	SIZE	CAPACITY

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter **NIL**)



18. SCHEDULE OF SUBCONTRACTORS

I/we the tenderer, notify the Stellenbosch Municipality that it is our intention to employ the following Subcontractors for work in this contract.

SUBCONTRACTORS				
Category / Type	Subcontractor Name; Address; Contact Person; Tel. No.		Items of work (pay items) to be undertaken by the Subcontractor	Estimated cost of Work (Rand)
1.	Name of firm			
	Contact person			
	Tel No			
	Address			
2.	Name of firm			
	Contact person			
	Tel No			
	Address			
3.	Name of firm			
	Contact person			
	Tel No			
	Address			
4.	Name of firm			
	Contact person			
	Tel No			
	Address			
5.	Name of firm			
	Contact person			
	Tel No			
	Address			
Number of sheets appended by the tenderer to this schedule (<i>If nil, enter NIL</i>)				

Acceptance of this tender shall not be construed as approval of all or any of the listed subcontractors. Should any of the subcontractors not be approved subsequent to acceptance of the tender, this shall in no way invalidate this tender, and the tendered unit rates for the various items of work shall remain final and binding, even in the event of a subcontractor not listed above being approved by the Engineer.



19. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
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Name		Name				
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Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.



20. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
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Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

21. CERTIFICATE OF REGISTRATION WITH CIDB

Reference No:

B/SM 75/25

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CIDB Contractor Registration Certificate

A Certificate of Contractors Registration issued by the Construction Industry Development Board (CIDB) shall be attached to this schedule.

Where a tenderer satisfies CIDB Contractor Grading designation requirements through joint venture formation, such tenderers must submit the Certificates of Contractor Registration in respect of each partner.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)		
CRS Number:		

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



22. FORM OF OFFER AND ACCEPTANCE

NOTE:

1. This form must be completed 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 will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
3. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a. In the case of the Bidder not being a registered VAT Vendor, both columns (amount/rate excluding AND including VAT) must reflect the same amount.

	INDICATE WITH AN 'X'							
Are you/is the firm a registered VAT Vendor	YES				NO			
If "YES", please provide VAT number								

1. OFFER

- 1.1. The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works: **B/SM: 75/25**
- 1.2. The tenderer, identified in the Offer signature block, has examined the draft contract as listed in the Acceptance section and agreed to provide this Offer.
- 1.3. By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the **Employer** under the contract, including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VAT IS:	
In figures:	R
In words:	

- 1.4. This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the **Contractor** in the conditions of contract identified in the Contract Data.

Signature(s)			
Name(s)			
Capacity			
Name of tenderer:			
Name of witness:	<i>(Insert name and address of organisation)</i>	Date	
Signature of witness:			



2. ACCEPTANCE

- 2.1. By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
- 2.2. Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.
- 2.3. It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

Signature(s):		
Name(s):		
Capacity:		
For the Employer:	Stellenbosch Municipality, Plein Street, Stellenbosch	
Name of witness:		Date:
Signature of witness:		



23. PRICING SCHEDULE

NOTE:

1. Only firm prices will be accepted. Non-firm prices will not be considered.
2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
3. Document **MUST** be completed in non-erasable black ink.
4. NO correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a.

I / We _____

(full name of Bidder) the undersigned in my capacity as _____

of the firm _____

hereby offer to Stellenbosch Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Stellenbosch Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

	INDICATE WITH AN 'X'							
Are you/is the firm a registered VAT Vendor	YES				NO			
If "YES", please provide VAT number								

Please note the following:

1. Stellenbosch Municipality reserves the right to downward adjust the scope of work/ quantity required to stay within its budget.
2. Only firm prices will be accepted and non-firm prices will not be considered.
3. Year 3 (1 July 2027 – 30 June 2028) will be subject to availability of budget.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



19. Pricing Schedule and instructions

The bidder will be required to offer rates for all items specified in the bill and must be able to offer all services as requested.

IMPORTANT! Please note that the Municipality will have the right to terminate the contract with immediate affect should the bidder insist on a price adjustment not accepted by the Municipality at that time. Should the contract be terminated, the Municipality will re-advertise the tender to test the market again?

20. Detailed description:

Please note that the parts list breakdown is based on the current contract setup. The bidder should modify and correctly itemize their scope on offer accordingly.
Installation of RTU of the pricing schedule shall include:

Installation, glanding, labelling of hard-wired signals to the input cards. Also, the installation shall include a network (LAN) cable connection between the Ethernet switch and CPU Ethernet port for the IEC 61850 network. All cabling (0.22mm Mylar cable), and equipment required shall be included in the offered price.

Configuration, Setup, Testing of the RTU (Item 3) of the pricing schedule shall include:
Designing of configuration file as per the substation requirements. Average setup of a substation includes approximately 300 comms I/O over a 61850 network (15 panels x 20 I/O per panel) + 32 hard-wired binary I/O.

Loading of configuration file which include the successful communication link to all IEDs
Testing of all signals to the CPU with the simulation of all monitored statuses/faults/trips signals from the panel/IED. The injection test shall be arranged by the Municipality.
Ensuring that all relevant signals tie up correctly with the SCADA page at the Master station.
All signal mapping shall be finalised between the successful bidder and the SCADA specialist to ensure that the SCADA system displays, trends and alarm indications are recorded and flagged correctly.

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21. Hardware Pricing Schedule

Item	Description	Quantity	Unit Price (excl. VAT)2025/ 26	Unit Price (excl. VAT)2026/27	Unit Price (excl. VAT)2027/28
1	Complete Basic RTU	1			
2	Installation of RTU	1			
3	Configuration, Setup, Testing of RTU	1			
4	Managed 19" Industrial Ethernet Switch	1			
5	Managed Base- mounted Industrial Ethernet Switch	1			
6	Unmanaged Base- mounted Industrial Ethernet Switch	1			
7	CT/VT Direct Metering Unit	1			
8	Overcurrent & Earth Protection Relay (IEC 61850 compliant numerical relay)	1			

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Item	Description	Quantity	Unit Price (excl. VAT)2025/ 26	Unit Price (excl. VAT)2026/27	Unit Price (excl. VAT)2027/28
Parts list					
9	CPU Unit	1			
10	16 Slot Input Card	1			
11	Input Card Power Supply	1			
12	Input Card Housing	1			
13	24VDC Regulated Power Supply	1			
14	6A Circuit Breakers	1			
15	2A Circuit Breakers	1			
16	Isolating Terminals 4mm	1			
17	Earth Terminals 4mm	1			
Total Schedule 21 (exclusive VAT)					
CARRIED OVER TO SUMMARY TABLE					

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22. Labour and Material Pricing Schedule

No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
1.	Enclosures + Labels					
1.1	Mounting of 6U Server Cabinet	Per unit	1			
1.2	Mounting of enclosure (400 w x 500 h) - supplied	Per unit	1			
1.3	Mounting of enclosure (500 w x 600 h) - supplied	Per unit	1			
1.4	Mounting of bracket and pole for antenna.	Per unit	1			
2.	Supply Beveled Engraved Label - 250 w x 30 h, White Lettering: Black 15mm High					
2.1	Title 1: RTU ENCLOSURE	Per label	1			
2.2	Title 2: MARSHALLING BOX	Per label	1			
2.3	Title 3: PILOT CABLE BOX	Per label	1			
2.4	Title 4: SUBSTATION J/BOX	Per label	1			
2.5	Title 5: PROTECTION BTU	Per label	1			
2.6	Title 6: RTU BTU	Per label	1			
2.7	Title 6: Fiber/Ethernet Switch Cabinet		1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
2.8	Install Label	Per label	1			
2.9	Stick-on with 2 X 3mm flat head screws tapped in enclosure		1			
2.10	Marshaling box wall mount, including terminals as needed per substation. Front door access only with panel key latch. Sand colour powder coated paint. Minimum size 350mm wide, 400mm high and 250 deep.	Per unit	1			
3.	Pipe, Trunking and Galv Cable Racks					
3.1	White 40mm x 40mm trunking	Per meter	1			
3.2	Supply white PVC trunking	Per meter	1			
3.3	Install white PVC trunking	Per meter	1			
4.	White PVC Conduit					
4.1	Supply 20mm PVC conduit	Per meter	1			
4.2	Install 20mm PVC conduit	Per meter	1			
4.3	Gland of PVC conduit with 20mm couplings	Per point	1			
4.4	Supply 20mm PVC long bends	Per unit	1			
4.5	Supply 20mm PVC short bends	Per unit	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
4.6	Supply 25mm PVC conduit	Per meter	1			
4.7	Install 25mm PVC conduit	Per meter	1			
4.8	Gland of PVC conduit with 25mm couplings	Per point	1			
4.9	Supply 25mm PVC long bends	Per unit	1			
4.10	Supply 25mm PVC short bends	Per unit	1			
4.11	Supply 50mm PVC conduit	Per meter	1			
4.12	Install 50mm PVC conduit	Per meter	1			
4.13	Gland of PVC conduit with 50mm couplings	Per point	1			
4.14	Supply 50mm PVC long bends	Per unit	1			
4.15	Supply 50mm PVC short bends	Per unit	1			
5.	Sprague Tubing					
5.1	Supply 20mm PVC Tubing	Per meter	1			
5.2	Install 20mm PVC Tubing	Per meter	1			
5.3	Gland of PVC Sprague tubing with 20mm couplings	Per point	1			
6.	Enclosures + Labels					
6.1	Mounting of 6U Server Cabinet	Per unit	1			
6.2	Mounting of enclosure (400 w x 500 h) - supplied	Per unit	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
6.3	Mounting of enclosure (500 w x 600 h) - supplied	Per unit	1			
6.4	Mounting of bracket and pole for antenna.	Per unit	1			
7.	Supply Beveled Engraved Label - 250 w x 30 h, White					
7.1	Lettering: Black 15mm High		1			
7.2	Title 1: RTU ENCLOSURE	Per label	1			
7.3	Title 2: MARSHALLING BOX	Per label	1			
7.4	Title 3: PILOT CABLE BOX	Per label	1			
7.5	Title 4: SUBSTATION J/BOX	Per label	1			
7.6	Title 5: PROTECTION BTU	Per label	1			
7.7	Title 6: RTU BTU	Per label	1			
7.8	Title 6: Fiber/Ethernet Switch Cabinet		1			
7.9	Install Label	Per label	1			
7.10	Stick-on with 2 X 3mm flat head screws tapped in enclosure					
7.11	Marshaling box wall mount, including terminals as needed per substation. Front door access only with panel key latch. Sand colour powder coated paint. Minimum size	Per unit	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
	350mm wide, 400mm high and 250 deep.					
8.	Pipe, Trunking and Galv Cable Racks					
8.1	White 40mm x 40mm trunking		1			
8.2	Supply white PVC trunking	Per meter	1			
8.3	Install white PVC trunking	Per meter	1			
9.	White PVC Conduit					
9.1	Supply 20mm PVC conduit	Per meter	1			
9.2	Install 20mm PVC conduit	Per meter	1			
9.3	Gland of PVC conduit with 20mm couplings	Per point	1			
9.4	Supply 20mm PVC long bends	Per unit	1			
9.5	Supply 20mm PVC short bends	Per unit	1			
9.6	Supply 25mm PVC conduit	Per meter	1			
9.7	Install 25mm PVC conduit	Per meter	1			
9.8	Gland of PVC conduit with 25mm couplings	Per point	1			
9.9	Supply 25mm PVC long bends	Per unit	1			
9.10	Supply 25mm PVC short bends	Per unit	1			
9.11	Supply 50mm PVC conduit	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
9.12	Install 50mm PVC conduit	Per meter	1			
9.13	Gland of PVC conduit with 50mm couplings	Per point	1			
9.14	Supply 50mm PVC long bends	Per unit	1			
9.15	Supply 50mm PVC short bends	Per unit	1			
10.	Sprague Tubing					
10.1	Supply 20mm PVC Tubing	Per meter	1			
10.2	Install 20mm PVC Tubing	Per meter	1			
10.3	Gland of PVC Sprague tubing with 20mm couplings	Per point	1			
10.4	Supply 25mm PVC Tubing	Per meter	1			
10.5	Install 25mm PVC Tubing	Per meter	1			
10.6	Gland of PVC Sprague tubing with 25mm couplings	Per point	1			
10.7	Supply 20mm Steel Reinforced Tubing	Per meter	1			
10.8	Install 20mm Steel Reinforced Tubing	Per meter	1			
10.9	Gland of steel reinforced Sprague tubing with 20mm couplings	Per point	1			
10.10	Supply 25mm Steel Reinforced Tubing	Per meter	1			
10.11	Install 25mm Steel Reinforced Tubing	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
10.12	Gland of steel reinforced Sprague tubing with 25mm couplings	Per point	1			
11.	Galvanized Cable Rack/Tray					
11.1	<i>Installation note: Rack/Tray mounted on 40mm x 40mm Galv Uni-Strut</i>		1			
11.2	Supply 100mm x 40mm cable rack	Per meter	1			
11.3	Install 100mm x 40mm cable rack	Per meter	1			
11.4	Supply 150mm x 40mm cable rack	Per meter	1			
11.5	Install 150mm x 40mm cable rack	Per meter	1			
11.6	Supply 200mm x 40mm cable rack	Per meter	1			
11.7	Install 200mm x 40mm cable rack	Per meter	1			
11.8	Install 32mm HDPE duct in trench to connect to server cabinet. Duct and joints to be supplied by client.	Per meter	1			
11.9	Gland of 32mm HDPE duct with 32mm couplings	Per point	1			
12.	Removal of existing Wiring and Structures					
12.1	Remove metal existing metal trunking from substation	Per hour	1			
12.2	Remove existing signal wiring from substation	Per hour	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
12.3	Removal of Existing Telemetry enclosures (2)	Per hour	1			
12.4	Removal of existing antenna structure	Per hour	1			
12.5	Delivery of redundant equipment to Beltana Stores	Sum	1			
13.	Cabling					
13.1	Supply 2.5mm ² 3c Cabtyre cable	Per meter	1			
13.2	Install 2.5mm ² 3c Cabtyre cable	Per meter	1			
13.3	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
13.4	PVC Cable gland of cable to include glands, cable number	Per gland	1			
13.5	Supply 2.5mm ² 3c SWA Cable	Per meter	1			
13.6	Install 2.5mm ² 3c SWA cable	Per meter	1			
13.7	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
13.8	Cable gland of cable to include glands and cable number	Per gland	1			
14.	<i>Note: For trench to surface solutions, cable to be gland on a bracket in trench</i>					
14.1	Supply 2.5mm ² 4c SWA Cable	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
14.2	Install 2.5mm ² 4c SWA cable	Per meter	1			
14.3	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
14.4	Cable gland of cable to include glands and cable number	Per gland	1			
15.	Note: For trench to surface solutions, cable to be gland on a bracket in trench					
15.1	Supply 4mm ² 4c SWA Cable	Per meter	1			
15.2	Install 4mm ² 4c SWA cable	Per meter	1			
15.3	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
15.4	Cable gland of cable to include glands and cable number	Per gland	1			
15.5	Supply 1.5mm ² 7c SWA Cable	Per meter	1			
15.6	Install 1.5mm ² 7c SWA cable	Per meter	1			
15.7	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
15.8	Cable gland of cable to include glands and cable number	Per gland	1			
15.9	Supply 1.5mm ² 19c SWA Cable	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
15.10	Install 1.5mm ² 19c SWA cable	Per meter	1			
15.11	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
15.12	Cable gland of cable to include glands and cable number	Per gland	1			
15.13	Supply 16mm ² PVC Earth cable for earthing	Per meter	1			
15.14	Install 16mm ² PVC Earth cable for earthing	Per meter	1			
15.15	Termination of cable to include lugs/ferrule	Per Termination	1			
15.16	Cable gland of cable to include gland	Per gland	1			
15.17	Supply Line Taps	Per line tap	1			
15.18	Supply 70mm ² PVC Earth cable for earthing	Per meter	1			
15.19	Install 70mm ² PVC Earth cable for earthing	Per meter	1			
15.20	Termination of cable to include lugs/ferrule	Per Termination	1			
15.21	Supply 350mm, 50 x 10 Copper Earth bar with supports and 6 x 8mm holes with bolts, nuts, washers & spring washers	Per Unit	1			
15.22	Install Earth bar	Per Unit	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
16.	Communication Cables					
16.1	Rugged Fiber fly leads					
16.2	Communication interface between switchgear relay and RTU shall be over/via fiber. Fiber shall be rated multi-mode or single mode with connections. Connectors and detailed lengths shall be confirmed on site.		1			
16.3	Supply Multimode fiber fly leads	Per meter	1			
16.4	Install Multimode Fiber fly leads	Per meter	1			
16.5	Supply Single-mode fiber fly leads	Per meter	1			
16.6	Install Single-mode Fiber fly leads	Per meter	1			
16.7	Supply 0.22mm 2pair, screened Mylar Grey cable	Per meter	1			
16.8	Install 0.22mm 2pair, screened Mylar Grey cable	Per meter	1			
16.9	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
16.10	Cable gland of cable to include glands and cable number	Per gland	1			
16.11	Supply 0.22mm 4pair, screened Mylar Grey cable	Per meter	1			
16.12	Install 0.22mm 4pair, screened Mylar Grey cable	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
16.13	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
16.14	Cable gland of cable to include glands and cable number	Per gland	1			
16.15	Supply 2pair, twisted pair Individual screened, overall screened armoured cable	Per meter	1			
16.16	Install 2pair, twisted pair Individual screened, overall screened armoured cable	Per meter	1			
16.17	Termination of cable to include wire number and lugs/ferrule	Per Termination	1			
16.18	Cable gland of cable to include glands and cable number	Per gland	1			
16.19	Supply two pair rugged fiber to be spliced on patch tray (Multimode)	Per meter	1			
16.20	Install two pair rugged fiber to be spliced on patch panel (Multimode)	Per meter	1			
16.21	Splicing of fiber	Per fiber	1			
16.22	Supply six pair rugged fiber to be spliced on patch tray (Single mode)	Per meter	1			
16.23	Install six pair rugged fiber to be spliced on patch panel (Single mode) in existing 32mm HDPE pipe	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
16.24	Splicing of fiber	Per fiber	1			
16.25	Supply twelve pair rugged fiber to be spliced on patch tray (Single mode)	Per meter	1			
16.26	Install twelve pair rugged fiber to be spliced on patch panel (Single mode) in existing 32mm HDPE pipe	Per meter	1			
16.27	Splicing of fiber	Per fiber	1			
17.	Battery Charger Units (BTU)					
17.1	AC Mains fail Alarm	Sum	1			
17.2	Supply and install 2 Pole, 230VAC industrial type relay in BTU with contacts wired to terminals. Supply to coil must be wired from the incoming 230VAC supply to the BTU, installation to include wiring (minimum 2.5mm ²), wire numbering, din rail, terminals, terminal numbers and trunking.		1			
17.3	Low volts Alarm		1			
17.4	Supply and install an 11-pin base with voltage comparator relay which monitors 110Vdc/30Vdc with an alarm contact if the voltage drops 10% below the nominal voltage. Coil		1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
	must be 110Vdc/30Vdc whichever rated on BTU. Installation to include wiring (minimum 2.5mm ²) wire numbering, din rail, terminals, terminal numbers and trunking.					
17.5	Install BTU in allocated position and fix to wall	Per Unit	1			
18.	Additional Wiring Requirements					
18.1	Supply of ABB 2A 2P 6kA CB in RTU panel including wiring, wire numbers and lugs fed from main incoming supply	Per meter	1			
18.2	Wiring of breaker (open/close) statuses on LMR/SPB4 switchgear to REF615 relay inputs. Cost should include all equipment and labour	Per panel	1			
18.3	Wiring of isolator (open/close) statuses on LMR/SPB4 switchgear to REF615 relay inputs. Cost should include all equipment and labour	Per panel	1			
18.4	Installation of ABB 2A 2P breaker and PoE in Concrete/Fiberglass Pole for radio supply and Lan connection. Cost to include all equipment and labour (PoE will be supplied)		1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
18.5	Supply Industrial Arm type Door/Limit Switch	Per unit	1			
18.6	Install Door/Limit Switch	Per unit	1			
19.	Supply of materials - supply only					
19.1	Supply 4 mm ² terminals	Per unit	1			
19.2	Supply Endplate for 4mm Terminal	Per unit	1			
19.3	Supply End Stopper	Per unit	1			
19.4	Supply Group marker - to house engraved label	Per unit	1			
19.5	Supply ABB 6A 2P MCB 6kA	Per Unit	1			
19.6	Supply ABB 2A 2P MCB 6kA	Per Unit	1			
19.7	Supply CBI 20A 2P MCB 10kA	Per Unit	1			
19.8	Supply 30VDC Fan (120mm x 120mm)	Per Unit	1			
19.9	24VDC DIN Mounted RS-232 (D-SUB-9 Plug) / RS-485 (Pluggable screw connection) converter Transmission: twisted pair	Per Unit	1			
19.10	CAT 5 E cable with D-SUB-9 / RJ45 plugs fitted on each end:	Per meter				
19.11	Lengths required:					
19.12	500mm length cable	Per Unit	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
19.13	1000mm length cable	Per Unit	1			
19.14	2000mm length cable	Per Unit	1			
19.15	24VDC Unmanaged Switch with Multimode 10/100 Base TX LC or ST Fiber and 100 Base Fx Copper RJ45 ports Minimum required ports: Copper: 4 Fiber: 2	Per Unit	1			
19.16	30/110VDC Base Mounted Industrial Managed Ethernet Switch - 12 off 10/100 Base TX Multi-mode LC or ST fiber ports and 2 off 100 Base Fx Multi-mode Copper (RJ45) ports	Per Unit	1			
19.17	30/110VDC Base Mounted Industrial Unmanaged Ethernet Switch - 12 off 10/100 Base TX Multi-mode LC or ST fiber ports and 2 off 100 Base Fx Multi-mode Copper (RJ45) ports	Per Unit	1			
19.18	Supply and Install PVC enclosure as jointing box between 11kV switchgear and Fiber pipe – 200x200x100	Sum	1			
19.19	Supply and install 4x4 PVC 2P 60A wall mounted	Sum	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
	Isolator for Battery Charger Unit					
19.20	Supply and Install 30VDC Fan for Server Cabinet – 120mm x 120mm	Sum	1			
20.	Testing and commissioning					
20.1	Injection, status and alarm tests	Per hour	1			
20.2	<i>Current values, Overcurrent and earth fault alarms must be tested by injecting current into the relays. If the relay generates a trip signal, the same alarm must appear on the SCADA system. Testing shall include all required equipment and qualified staff. Status and alarm testing of all 11kV and 66kV switchgear shall be tested by physically operating the functional unit. Where possible, status and alarm testing will be performed on 66kV equipment by physically operating the equipment in the yard.</i>		1			
21.	Trenching					
21.1	500mm x 500mm hand/spade dug trench between 11kV and 66kV		1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
	substation for the installation of two HDPE duct pipes (communication between buildings) and 4mm ² SWA cable for 110Vdc supply to RTU in 66kV substation from 11kV substation. Rate must include closing of trench. Filling shall include 250mm fill with white sand, covered with a warning plastic sheet (cable) for future trenching. Remainder backfill shall be done with ground from the trench.					
21.2	Installation in clay ground type	Per meter	1			
21.3	Installation in sand ground type	Per meter	1			
21.4	Installation in soft ground type	Per meter	1			
21.5	Installation in medium ground type	Per meter	1			
21.6	Installation in hard ground type	Per meter	1			
21.7	Installation in rocks ground type	Per meter	1			
21.8	Installation in big/solid rocks ground type	Per meter	1			
21.9	Construction of 300mm x 300mm trench between 11kV switchgear to wall (11kV building) and	Per meter	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
	between trenches (66kV building) for all existing and newly installed cables. Rate per meter should include restructure (bricks and plaster where required), the repainting of floor using accepted floor paint as well as the supply of the appropriate cover plate to cover trench.					
21.10	Construction of 300mm x 300mm channel between two trenches with 2 x 110mm sleeves installed in it. Rate per meter should include cutting of channel, supply and installation of sleeves, closing with cement and the repainting of floor using accepted floor paint.	Per meter	1			
22.	Paint					
22.1	Wall paint 1m x 1m - 2 coats	Per m ²	1			
	Wall paint 1m x 1m - 2 coats	Per m ²	1			
22.2	Supply 5L PVA Eggshell White indoor paint	Per Unit	1			
22.3	Supply 5L PVA floor indoor paint (Green or Grey)	Per Unit	1			

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No	Description	Units of measure	Bill of quantities	Price: VAT (Excl.)	Price: VAT (Excl.)	Price: VAT (Excl.)
				2025/26	2026/27	2027/28
23.	P&Gs					
23.1	Labour Rate	Per hour	1			
23.2	Draughtsman Rate	Per hour	1			
23.3	Travelling	Per kilometer	1			
23.4	Operation and Maintenance Manual	Sum	1			
24.	Replacement/Installation of Protection Relay					
24.1	Relay Replacement, Including Blanking Plate & Wiring					
Total Schedule 22 (exclusive VAT)						
CARRIED OVER TO SUMMARY TABLE						

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



23. SUMMARY TABLE CARRIED OVER FROM SCHEDULE 21-22

Item	Description	Unit Price (Excl. VAT) 2025/26	Unit Price (Excl. VAT) 2026/27	Unit Price (Excl. VAT) 2027/28
21	TOTAL SCHEDULE 21 (Excl VAT): Hardware Pricing Schedule			
22	TOTAL SCHEDULE 22 (Excl VAT): Labour and Material Pricing Schedule			
	Total VAT			
	Total inclusive VAT			
	Grand Total Inclusive VAT (2025 – 2028)			

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)				
SIGNATURE		NAME (PRINT)		
CAPACITY		DATE		
NAME OF FIRM				

Please Note: Only one bidder who scored the highest points will be appointed. Bidders must make sure that they complete all the prices as requested in the bill of quantities. Failure to do so will invalidate your offer.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



24. DECLARATION BY TENDERER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

I / We accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfillment of this contract.

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	