



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**TENDER NUMBER:**

**HHS 02-2021.22**

<b>TENDER DESCRIPTION:</b>	<b>TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE HIRING AND SERVICING OF CHEMICAL TOILETS: THREE-YEAR PERIOD, AS AND WHEN REQUIRED.</b>
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**NAME OF BIDDER:** .....

**CSD NUMBER:** .....

**VENDOR NUMBER (WHERE APPLICABLE)** .....

Prepared by:  
City of Tshwane Metropolitan Municipality  
C de Wet Centre  
175 Es'kia Mphahlele Drive  
Pretoria West  
0001  
Tel: 012 358 9999

<b>BID CLOSING DATE</b>	<b>25 FEBRUARY 2022</b>
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Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.



**CITY OF TSHWANE METROPOLITAN MUNICIPALITY**

**DEPARTMENT: HOUSING AND HUMAN SETTLEMENTS**

Bids are hereby invited from suppliers for the following bid:

Bid number	Description	Department	Contact person	Compulsory briefing session	Closing date
HHS 02-2021.22	Tender for the appointment of service providers for the hiring and servicing of Chemical toilets: three-year period, as and when required.	Housing and Human Settlements	Oupa Appies ( <a href="mailto:oupaa@tshwane.gov.za">oupaa@tshwane.gov.za</a> or 012 358 1954)	N/A	25 February 2022 at 10:00

The document is downloadable on the National treasury website ([www.etenders.gov.za](http://www.etenders.gov.za)) and City of Tshwane website ([www.tshwane.gov.za](http://www.tshwane.gov.za))

Each quotation shall be enclosed in a sealed envelope that bears the correct identification details and shall be placed in the tender box located at:

Procurement Advice Centre  
C De Wet Centre  
175 Es'kia Mphahlele Drive (previously DF Malan Drive)  
Pretoria West  
0183

Documents must be deposited in the bid box not later than **10:00 on 25 February 2022** when bids will be opened in public.

**Bidders must contact the following officials for any enquiries:**

- Technical enquiries: Oupa Appies ([oupaa@tshwane.gov.za](mailto:oupaa@tshwane.gov.za) or 012 358 1954)
- Supply chain enquiries: Ipfi Davhana (012 358 2994 or [ipfid@tshwane.gov.za](mailto:ipfid@tshwane.gov.za))

**Bids will remain valid for a period of 90 days after the closing date.**

Bids received after the closing date and time will not be considered. The City of Tshwane does not bind itself to accept the lowest or any other bid in whole or in part.

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<b>LIST OF RETURNABLE DOCUMENTS THAT SHOULD FORM PART OF BID DOCUMENT</b>			
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2.	Rates and taxes or lease agreement		
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4.	BBBEE certificate		
5.	CSD summary report		

## VERY IMPORTANT NOTICE ON DISQUALIFICATIONS

A bid that does not comply with the peremptory requirements stated hereunder will be regarded as not being an “acceptable bid”, and such a bid will be rejected. An “acceptable bid” means any bid which, in all respects, complies with the conditions of the bid and the specifications as set out in the bid documents, including the conditions as specified in the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and related legislation as published in *Government Gazette 22549*, dated 10 August 2001, in terms of which provision is made for this policy.

1. If any pages have been removed from the bid document and have therefore not been submitted or if a copy of the original bid document has been submitted.
2. If the bid document is completed using a pencil. Only black ink must be used to complete the bid document.
3. The bidder attempts to influence or has in fact influenced the evaluation and/or awarding of the contract.
4. The bid has been submitted after the relevant closing date and time.
5. If any bidder who, during the last five years, has failed to perform satisfactorily on a previous contract with the municipality, municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
6. The accounting officer must ensure that, irrespective of the procurement process followed, no award may be given to a person –
  - (a) who is in the service of the state;
  - (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
  - (c) who is an advisor or consultant contracted to the municipality in respect of a contract that would cause a conflict of interest.
7. Bid offers will be rejected if the bidder or any of his/her directors are listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) as a person prohibited from doing business with the public sector.
8. Bid offers will be rejected if the bidder has abused the City of Tshwane supply chain management system.
9. Failure to complete and sign the certificate of independent determination or disclosure of wrong information.

Failure to comply with the above will lead to immediate disqualification.

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**Bidder**

## **CERTIFICATE OF AUTHORITY FOR SIGNATORY**

Status of concern submitting tender (delete whichever is not applicable):

COMPANY/PARTNERSHIP/ONE-PERSON BUSINESS/CLOSE CORPORATION/JOINT VENTURE

### **A. COMPANY**

If the bidder is a company, a certified copy of the resolution of the board of directors that is personally signed by the chairperson of the board, authorising the person who signs this bid to do so and to sign any contract resulting from this bid, and any other documents and correspondence in connection with this bid or contract on behalf of the company, must be submitted with this bid.

An example is shown below:

By resolution of the board of directors on ..... 20.....,  
Mr/Ms ..... has been duly  
authorised to sign all documents in connection with  
Bid Number .....

**SIGNED ON BEHALF OF THE COMPANY:** .....

**IN HIS/HER CAPACITY AS** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1. ....

2. ....

## B. PARTNERSHIP

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

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as ....., hereby authorise ..... to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid or contract on our behalf.

.....	.....	.....
Signature	Signature	Signature

.....	.....	.....
Date	Date	Date

## C. ONE-PERSON BUSINESS

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

.....	.....
Signature	Date

#### **D. CLOSE CORPORATION**

In the case of a close corporation submitting a bid, a certified copy of the founding statement of such corporation shall be included with the bid with a resolution by its members, authorising a member or other official of the corporation to sign the documents and correspondence in connection with this bid or contract on behalf of the company.

An example is shown below:

By resolution of the members at the meeting on ..... 20..... at .....  
....., Mr/Ms ....., whose  
signature appears below, has been duly authorised to sign all documents in  
connection with Bid Number .....

**SIGNED ON BEHALF OF THE CLOSE CORPORATION:** .....

**IN HIS/HER CAPACITY AS:** .....

**DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:**      1. ....

                         2. ....

## E. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by joint ventures.

We, the undersigned, are submitting this bid offer in joint venture and hereby authorise Mr/Ms ..... , authorised signatory of the company..... , acting in the capacity of the lead partner, to sign all documents in connection with the bid offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....



## **SPECIFICATION OR TERMS OF REFERENCE**



### **HOUSING AND HUMAN SETTLEMENTS DEPARTMENT**

#### **TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE HIRING AND SERVICING OF CHEMICAL TOILETS ON AN AS-AND-WHEN REQUIRED BASIS FOR THE NEXT 3 YEARS.**

**BID NUMBER: HHS 02- 2021/22**

#### **1. INTRODUCTION AND PURPOSE**

This tender provides for the appointment of not more than 05 service providers for hiring, servicing, delivery, and re-location of chemical toilets on site in any of the seven Regions of the City of Tshwane namely Region 1,2,3,4,5,6 & 7, as well as the servicing and relocation of the Municipality's existing chemical toilets at various sites in the Tshwane Metropolitan area and the servicing of Vacuum and Septic Tanks. The chemical toilets are provided to Informal Settlements where there are no formal water and sewer infrastructure. The services are required on an as-and-when required basis over the 3-year period.

The City of Tshwane has approximately 210 informal settlements whereby there is no services that are provided in terms of clean running water or sanitation services. The Constitution gives responsibility of provision of basic services to the Local Authority to provide water and sanitation services to Communities. The City does not have the

capacity to provide Rudimentary sanitation services directly to all informal settlements, therefore external services providers are required assist with the provision of sanitation to communities. This tender seeks to facilitate the appointment of the service providers to continue providing rudimentary sanitation services to areas that require the service. The access to sanitation services as guaranteed by the Constitution of the Republic of South Africa (Act 108 of 1996), the City of Tshwane has responsibility to provide the informal settlements with provision of the sanitation services. Competitive bidding will ensure that the city can provide services at a cost effective and efficient way for the next 3 years from the date of appointment.

## 2. PROJECT SCOPE

Bidders must provide their own transport; labour, tools and equipment, security, and all other resources to fully execute this contract. The vehicles and equipment of the successful bidder will be inspected prior to the commencement of the contract.

### 2.1 Specification Chemical Toilet (Unit Dimensions)

- The toilets must strictly be portable toilets and should meet the following:
  - a. The unit should be spacious and well-ventilated tank with odour extractor pipe/vent and interior wall vents to promote continuous air flow.
  - b. The structure should be polyethylene double insulated.
  - c. The portable toilet should be within the following dimension for structural stability purposes.

**Table 1. Unit dimension for non-flushing and flushing toilet**

Unit size	Door Opening size	Tank dimension
Height (2200 - 2500) mm	Height (1650 - 1700) mm	Seat height (440 - 460) mm
Width (1100 - 1500) mm	Width (500 - 750) mm	Tank volume (240 - 270) L
Depth (1200 - 1300) mm		
Weight (70 - 100) kg		
Floor Space (950x 700) mm		

**Table 2. Unit dimension for disabled toilet**

Unit size	Door Opening size	Tank dimension
Height (2200 - 2500) mm	Height (2000 - 2200) mm	Seat height (420 - 460)mm
Width (1600 - 1800) mm	Width (700 - 850) mm	Tank volume (240 - 270) L
Depth (2000 - 2500) mm		
Weight (120 - 150) kg		
Floor space (4000-4200) m2		

- The portable toilets roof should be white to allow sunlight.
- The toilets should be lockable from both inside and outside.
- The toilets should be mounted with highly visible Tshwane Logo/sticker (A4) and have unique identification number on the sides.
- The toilets should be strong, stable, rigid constructed and have retrofitted corners
- The chemical toilets should be in a very good condition.

The following different types of portable toilets must conform to the above, non-flushing portable toilet:

- Portable toilet for disabled should be easily accessible, must be spacious enough and built-in bars for users to grab and hold during transfers.
- The portable toilet must be accessible to children.

## 2.2 Specification of the Truck

The minimum requirements are four 8-ton Honeysucker trucks, each with a septic tank installed on the truck, and the motor of the truck should not be older than 5 years. Systems on each truck must include a vacuum pump, pressure gauges, all relevant pipes and nozzles as well as a PTO (Power Take of Device) connected to the vacuum pump.

The vacuum tanking service of the sewer effluent should be done with a truck that is designed for sewer effluent removal requirements (all disposal trucks should have effluent disposal licenses) and must pay the disposal fees as stipulated in the COT tariffs, and the sub-contractors).

The vacuumed sewer effluent should be discharged at COT approved dedicated points and sewerage disposal services will be charged to the service provider as per

the COT approved tariffs, if sewer effluent is disposed outside COT, it will be as per the requirements of that specific municipality.

The sewer effluent to be disposed should meet the requirements of COT water and sanitation prior.

All portable non-flushing, flushing and disabled chemical toilet units shall be secured to the satisfaction of the Council's representative, to prevent them from toppling due to wind or any other cause.

Water wastage is not permitted and leaking hoses/equipment must be repaired immediately to avoid unattended spillages.

Sanitation chemical for odor and disinfection for the waste drum and cleaning purposes must be laboratory tested and a test certificate will be requested from the acceptable bidders.

### **2.3 VEHICLES (MINIMUM SPECIFICATION FOR MECHANICAL EQUIPMENTS)**

Successful bidders shall keep all vehicles and equipment used for performing services in good condition, appearance, and sanitary condition. Each vehicle shall have always at least one industrial broom and shovel to clean up waste that may be spilled or otherwise scattered during the process of collection. All lights, horns, warning devices, mufflers, fuel tanks and emission controls on the said vehicles and equipment shall be always kept operable.

When the vehicles are not operating due to maintenance or repair, it shall be the successful bidders' obligation to provide a replacement vehicle from the spare units in its fleet or a comparable replacement through a rental agreement.

All vehicles shall have trackers to maintain a record of the times and movements, including departure time from the parking area at the start of work, arrival time at and departure time from the official discharge location, and arrival time at the parking area at the end of work. All data information relating to the vehicles Tracker records shall be collated and presented in a monthly report of service delivery from the successful bidder to the Council's representative. In addition, the Council's representative shall have access to the vehicles tracker records upon demand.

All vehicles are to be always roadworthy and must make provision for the safe and lawful transportation of workers. Proof of valid licensing certificates will have to be supplied for all vehicles when it is required by council's representative.

All plant shall be in a good working order and safe for use by staff.

All plant and equipment to be adequate in size and quantity for the work under consideration.

The successful bidder shall provide adequate lighting to conduct work.

Trained and experienced staff shall operate plant.

## **2.4 TOILET CLEANING**

Only clean potable water or approved chemical methods shall be used for the cleaning of toilets. Other synthetic substance or solvent shall not be used without the written approval by the relevant Municipal Official in writing. Bidder is required to submit the name and details, as well as laboratory test certificate of the chemical product which he/she proposes to apply. The chemical product must be approved for domestic purpose and must not damage the tank unit and seals. The recharge liquid should be either basic or alkaline (ph range of 5 – 8.5) and have a temperature range of up to 50 degrees Celsius and capable of breaking down waste and dispel odours. The random sampling and testing of the recharged solution will be undertaken by Council to ensure consistency.

The chemical product should be capable of the following:

- Cleaning agent
- Disinfectant
- Odour control
- Fly breeding control
- Approved for the purpose of domestic use
- Has no deleterious effect on the efficiency of the receiving Wastewater Treatment Works
- Safe for user

The successful bidder will be required to supply all materials and equipment necessary for the cleaning of the unit. These includes but are not limited to the following:

- High pressure cleaner
- Rake
- Chemicals and disinfectants
- Refuse bags
- Rags
- Mops
- Industrial broom
- Water bucket
- Any other equipment and materials necessary to carry out and effective cleaning service for the unit.

No cleaning of portable toilets shall be done without approval / works order.

All aspects of the cleaning shall be supervised by competent and trained personnel.

The successful bidders shall inform the City of Tshwane personnel or his authorized representative when the operations are to commence and when it is completed.

The successful bidder shall afford the opportunity to the City of Tshwane to inspect and verify that cleaning operations were completed satisfactorily.

In a case of an area being serviced by two or more successful bidders, the servicing must be done on the same date.

Cleaning operations may at no stage compromise safety of residents and users.

It is not permissible for waste material simply to be thrown away. All surplus or unsuitable material shall be disposed of on a site to be provided by the Rudimentary Service Coordinator or relevant Municipal Official of the relevant depot area, within whose boundaries the site is located, must approve such site and the dumping must comply with all statutory and municipal regulations. The successful bidder must contact the relevant officials regarding the dumping rates.

No sewage shall be allowed to be diverted into the stormwater system or into the open space, river or any area other than the appropriate Wastewater Treatment Facility.

The successful bidder will be required to provide vaccination services to administer Tetanus Toxoid, Hepatitis A & B in addition to Rabies vaccines to the employees who are at risk of occupational exposure.

## **2.5 SUPPLY OF PORTABLE TOILETS AND WORKING ARRANGEMENT**

It is the intention of the COT to embark on a program of supply of portable chemical toilets within its informal settlements to get rid of community self-excavated pit latrines toilets which are not safe and have potential of creating a health hazard. The successful bidders should submit a supply tariff per unit depending on the type of toilet requested. The bidder will be required to always have a minimum of 50 toilets in their warehouse for the emergencies. Delivery to site is required 72 hours after a receipt of an official order.

It is a contractual requirement that the items be delivered as per indicated time frames after request from the Rudimentary Service Coordinate (Responsible Officer) was received by the successful bidder. Deliveries will be made as and when required by the Rudimentary Service Coordinator including Sundays and public holidays. A delivery note signed by the City of Tshwane representative that inspected the items at delivery shall be submitted by the successful bidder. Defective or damaged goods will not be accepted. The successful bidders must ensure that toilets are serviced twice per week. The hiring rate of the toilet should be separate from the servicing rate but inclusive of sticking of the Tshwane logo and unique identification number of the toilet. The toilet must be placed on the flat ground level for safety and easy usage. Service providers will be called upon to work on Saturdays, Sundays, Public Holidays and on weekdays outside of normal working hours. The service provider shall be paid for actual hours worked according to the rate as tendered to and accepted by the City.

## **2.6 PRICE BASIS**

Rates should be Exclusive of Value Added Tax (The detailed pricing schedule is attached).

## **2.7 ALLOCATION OF WORK**

- a. In general, the vehicle, equipment and chemical toilets will be required for the type of work as set out in Clause 2 of the Specification. The Official will notify the Contractor 48 hours in advance of requirements, with respect to the number

chemical toilets required and the area of work and 24 hours' notice when the chemical toilets are no longer required.

- b. No guarantee as to the period required is given provided that the necessary notification in terms of sub-clause (a) is given.
- c. The attention of the bidders is drawn to the fact that this contract is intended generally required for Informal Settlements where there are no formal water and sewer infrastructure, and it is possible that at the commencement of the contract the Tshwane Municipality will advise the Contractor of the number of Chemical Toilets which it has accepted for work in terms of this contract. The essence of the Contract is that the bidder will retain the chemical toilets for his/her own use at no cost to the Tshwane Municipality, but that, on demand from the Tshwane Municipality, will supply one or more chemical toilets and required by the Tshwane Municipality. Certain chemical toilets accepted may not be used at all during the contract period. The use of chemical toilets will be of an occasional nature and the duration of its use will be variable.
- d. The allocation of work will be distributed equally among the service providers depending on the availability of chemical toilets and capacity to do work. This will be informed by the fact that the appointment of all 5 service providers will be made on flat rate.

## **2.8 PERIOD OF CONTRACT**

This contract shall remain in force for a 3-year period.

## **2.9 DISPUTES**

Any dispute between the parties will be addressed through Clause 26 of Service Level Agreement

## **2.10 SERVICE LEVEL AGREEMENT**

Specification is accompanied by Service Level Agreement

## **2.11 ADDITIONAL TENDER REQUIREMENTS THAT MUST BE READ TOGETHER WITH SERVICE LEVEL AGREEMENT**

The Bidder shall ensure that:

- a. Successful bidder must sign standard Service Level Agreement with the City of Tshwane



- b. Successful bidder must always have due regard for the safety of people on sites and not compromise their safety.
- c. All work must be performed professionally with due regard not to damage household goods
- d. No work may be initiated by the successful bidder without having been expressly instructed to do so by the responsible Rudimentary Service Coordinator or Council Official.
- e. Invoices will only be processed for payment after the responsible Rudimentary Services Coordinator or Council Official has inspected the work and is satisfied with its execution and have signed off the service together with and aligned to the invoices.
- f. That for every delivery of toilets to an informal settlement, the service provider must ensure that delivery notes are signed off and submitted to the Council Official as prove of delivery of the toilets.
- g. Allocation of work must be fairly to all awarded bidder
- h. Bidders that are struggling to meet their contract obligation will be limited to new orders as and when required due to their performance
- i. Provide a certified copy of an unendorsed professional drivers permit and licence of the driver(s) of the aforesaid vehicles must be submitted when requested by the CoT within seven days.
- j. Successful Bidders shall, during the duration of the contract ensure that:
  - The vehicles are roadworthy.
  - The equipments are repaired according to manufacturer's standards.
  - The vehicles and equipment are comprehensively insured.
- k. The successful bidders must provide labour and transport for the initial delivery and placement of the chemical toilets at the designated areas in informal settlements and for all additional tasks as per the tender specification.
- l. The successful bidders shall indemnify the City of any potential liabilities with respect to environmental hazards resulting from spillages. The spillage must be reported to Environmental and Agricultural Management Department and to Environmental Health to be addressed in line with the Bylaw.
- m. All new unskilled or semi-skilled workers to be employed from the local recipient community according to the EPWP guidelines.

## **2.12 NOTICE TO RESIDENTS**

- a. The successful bidder will be required to notify residents by attaching an approved servicing schedule on the outside and inside of the toilet door.
- b. Service schedules to remain attached on the toilet doors and be able to withstand all weather conditions.

## **2.13 BIDDER'S OBLIGATIONS**

- (a) The Bidder shall be obliged for proper site maintenance

During progress of the work and upon completion thereof, the site of the works shall be kept and left in a safe, clean, and orderly condition. The bidder shall store materials and equipment for which he is responsible in an orderly manner and shall keep the site free from debris and obstructions.

- (b) Access to properties

The bidder shall organise the work to cause the least possible inconvenience to the public and to the property owners adjacent to or affected by the work, and except as hereunder provided, shall always provide, and allow pedestrian and vehicular access to properties within or adjoining or affected by the area in which he/she is working.

If, because of restricted road reserve widths and the nature of the work, the construction of bypasses is not feasible, construction shall be carried out under traffic conditions to provide access to erven and properties. Notwithstanding a foregoing, bidder may, with the prior approval of the relevant Municipal Official (which approval shall not be unreasonably withheld), decide }with and obtain the acceptance of the occupiers of erven and properties to close off part of a street, road, footpath or entrance temporarily, provided that bidder duly notifies the occupiers of the intended closure and its probable duration, and reopens the route as punctually as possible.

Where possible, such streets, roads, footpaths, and entrances shall be made safe and reopened to traffic overnight. Such closure shall not absolve the bidder from his obligations under the Contract to always provide access. Barricades, traffic signs, drums and other safety measures appropriate to the circumstances shall be provided by the successful bidder to suit the specific conditions.

(c) Sub-contracting

The successful bidder is expected to comply with Regulation 9 of the Preferential Procurement Regulations 2017 by subcontracting minimum of 30% of the value of the contract to local (Tshwane) EME or QSE. If it is feasible the successful bidder will subcontract the local (Tshwane) Cooperative which is at least 51% owned by Black people.

(d) Employment of local labour

It is the intention that this Contract should make maximum use of the local labour force on contract basis that is presently not employed. To this end the bidder shall limit the utilisation on the Contract of non-local employees to that of key personnel only and to employ and train local labour to the extent necessary for the execution and completion of this Contract. Basic condition of employment must be adhering and living wage must be paid. The remuneration must not be less than gazette rate.

(e) Workmanship and quality control

The onus to produce work that conforms in quality and accuracy of detail to the requirements of the specifications rests with the successful bidder, and the bidder shall, at his own expense, institute a quality control system and provide suitably qualified and experienced staff, together with all transport, instruments and equipment to ensure adequate supervision and positive control of the works at all times. The cost of supervision and process control, including commissioning testing carried out by the successful bidder, will be deemed to be included in the rates bided for the related items of work.

- (f) The Tshwane Municipal Officials or any of its employees shall not be held liable for any loss, damage or injury caused to the contractor, his/her vehicles, equipment, chemical toilets and employees arising from anything done in terms of this contract unless such loss, damage or injury arises as a direct result of the negligence of the Tshwane Municipality Official or its employees
- (g) Upon notification and acceptance of the tender, the bidder shall at his own expense furnish to the Tshwane Municipality the following:
- A letter from the Workmen's Compensation Commissioner, or his equivalent in terms of any replacement act, certifying that the contractor is in good standing with the Accident Fund, or its equivalent in terms of any replacement act.
  - Full policy documentation proving the existence and validity of the insurances as required above.
  - A certificate from tracking installer/insurance company indicating the presence of an electronic tracking system in the each of the vehicles
  - The above requirements shall be furnished by the contractor to the Tshwane Municipality as required.
  - Proof of the continued good standing of the contractor or of the renewal of or extension of insurance cover must be furnished by the Contractor whenever required by the Tshwane Municipality.
- (h) The successful bidders shall have a trained and competent Occupational Health and Safety Representative who will keep a file in contractor premises for all his vehicle, equipment and implements. The site file will contain all the information as mentioned in the requirements of the tender containing insurance personal and public liability short term insurance, competency of drivers and assistant drivers (PDP and licence) and Road Transport Quality System (RTQS) of Mobile Water Tankers, first aid kit and trained First aider, Injury on Duty (IOD) reporting forms as well as his IOD procedure. It will contain a Risk Assessment with Safety data sheets of all Chemicals/Flammables being used. Hazard Identification and Risk Assessment (HIRA) and OHS management system.
- (i) The successful bidders shall, during the duration of the contract, ensure that the chemical toilets are cleaned inside and outside quarterly with approved disinfectant chemicals.

## **2.14 ACCESS**

- a. The successful bidders shall instruct his employees that under no circumstances may his/her vehicles, equipment, chemical toilets under their control be parked, positioned or operated in such a manner as to hinder or obstruct reasonable access to any property or prevent the continued use of vehicle entrance ways, tradesmen's entrances, gateways or any other public or private access routes.
- b. The successful bidder shall also ensure that no vehicle and equipment under their control be dismantled, repaired, serviced, or assembled on any property of the City of Tshwane Metropolitan Municipality.
- c. The successful bidders shall also ensure that vehicle or equipment of the Contractor, will be allowed to be parked overnight on any property of the City of Tshwane Metropolitan Municipality unless the Contractor has applied, in writing and written authority has been given.
- d. The successful bidder is responsible to arrange for his/her own security measures to safeguard the vehicles or equipment and personnel whiles operation or parked on the property of the City of Tshwane Metropolitan Municipality.

## **2.15 OCCUPATIONAL HEALTH AND SAFETY**

- a. The contractor shall appoint a suitably qualified person with Occupational Health and Safety Coordinator Certificate or diploma or degree in Safety Management Programme that will implement and maintain the OHS requirements pertaining the service rendered and keep the prescribed OHS site files updated.
- b. Before commencing work, the successful bidder shall designate a competent safety officer (SO) as indicated on the above clause, to represent and act on behalf of the successful bidder.
- c. The successful bidder shall inform the relevant Municipal Official in writing of the name and address of his/her SO and of any subsequent changes in the name and address of the officer, together with the scope and limitations of the SO's authority to act for the successful bidder.

- d. The successful bidder's SO shall make available to the Employer an all-hours telephone number at which the SO can be contacted at any time in the event of an emergency involving any of the successful bidder's employees, or other persons at the Works.
- e. Each worker must be provided with Personal Protective Clothing (PPE). These include but not limited to the following PPE:
- Pair of gumboots
  - Pair of safety boots
  - Safety goggles
  - Set of overalls Rain suit with hood and reflective strips
  - PVC gloves – Elbow length
  - Respirator masks
  - Anti-bacterial skin cleaner
  - The periodicals inspection for all the workers including the cleaners by a qualified medical practitioner

## **2.16 AREA TO BE WORKED IN**

The successful bidder will be notified by the Official 48 hours in advance of the number of Chemical Toilets required of him and of the name of the official of the Regional Rudimentary Service Coordinator (Housing Officer) or whichever Tshwane Municipality Official work site to whom he must report for more specific details as to where and when the Chemical Toilets under his control will be required to work. The onus is on the Contractor to contact this official within the period of 48 hours to obtain this information.

## **2.17 BREACH OF CONTRACT AND REMEDIES**

In addition to any other remedies for breach of contract which are set out in this Agreement, the Tshwane Municipality shall be entitled to regard any breach of this contract as a material breach entitling it to:

- a. either perform the Contractor's duties itself or appoint another contractor to do so, and in both cases hold the Contractor liable for any additional expenditure incurred thereby over and above the rates agreed upon in terms of this contract

and/ or forthwith cancel the contract and/or recover any damages it may have sustain consequent to any such breach.

- b. To facilitate the administration of this clause the Tshwane Municipality Official shall set out the number of damages suffered by the Tshwane Municipality through exercising its powers under this clause in a certificate and the Contractor shall pay the Tshwane Municipality the amount so certified.
- c. In particular, and without prejudice to the generality of the remedy set out in subparagraph above, the Tshwane Municipality shall be entitled to regard the following acts as material breaches of contract.
- d. If the Contractor or any person employed by or associated with him, or, in the case of a Company, a director or shareholder or person similarly associated with such Company, either directly or indirectly gives or offers to give any gratitude, reward or commission or other bribe to any Tshwane Municipality or any person in the employment of the Tshwane Municipality.
- e. If the Contractor should be convicted on any charge including dishonesty, bribery, or corruption.
- f. If the Contractor or his employee shall supply false information to the Tshwane Municipality on any document required to be completed in terms of this contract such as time sheets, invoices, and delivery notes.
- g. The Tshwane Municipality shall at any time be entitled to invoke the provisions of this clause, notwithstanding that it may previously have disregarded any breach or breaches of this contract by the Contractor that it may previously have accorded to the Contractor, expressly or by implication, permission to perform otherwise than strictly in accordance with his obligations hereunder.

## **2.18 MAINTENANCE OF VEHICLES AND EQUIPMENTS**

- a. The successful tenderer shall always ensure availability of maintenance vehicles, equipment, and machinery during execution of this tender. No downtime will be accepted for equipment breakdowns.
- b. Vehicles, equipment, and machinery shall be maintained in the same conditions they were in when accepted by the Tshwane Municipality in terms of the Specifications.

- c. The relevant documents required in terms of Clause 10 of the Specification document must remain valid and be updated as necessary, for the duration of this contract.
- d. The Contractor shall, whenever possible, undertake to do all servicing or maintenance as may be required for the trucks and equipment during the contract's nonworking hours.
- e. Truck and equipment taken in for repairs must be replaced by the Contractor immediately, where this is not possible, he shall give the Official 24 hours' notice of his intention to withdraw truck for this purpose.

## **2.19 PENALTIES**

- a. Without prejudice to any of the Tshwane Municipality's other remedies or rights in terms of this Contract, should the Contractor for any reason whatsoever fail at completion of each Portion of Work Ordered, the successful bidder shall assure that the site is left in a neat and safe condition. At no time shall sewer spillages be left open unattended / unsafe. Failure to comply with this clause in terms of the specification the Contractor shall pay a penalty of R500 a day for every breach. For this clause, every failure to clean on a particular day as required by the Official, shall be regarded as a separate breach.
- b. Late delivery of toilets will incur a penalty of R500.00 per toilet
- c. Failure to service and dispose the waste at a wastewater treatment works or dedicated area will incur a penalty of R500.00 per toilet
- d. Upon termination or expiry of the contract the successful bidder must clean and remove their unit from site within 14 working days, failure to comply, a penalty of R300.00 per unit per day will levied. Failure to remove the units within 14 days, the City of Tshwane will remove the units from site and store them at safe storage site and should the bidder not collect/remove their units from the COT storage site within 7 working days, an additional R50.00 per day per toilet rental penalty fee will be charged
- e. The city takes no responsibility for damages or losses that might arise from removal of toilets from site by a third party.
- f. At the end of each month the Official shall set out in a certificate the amount owed by the Contractor under sub-clause (a) and the Contractor shall pay the Tshwane Municipality the amount so certified or the amount shall be deducted



from the monthly payments. The Contractor shall pay the Tshwane Municipality the amount set out in this certificate during the month following that in which the certificate was received by him.

(c) The Tshwane Municipality shall be entitled to claim damages in lieu of a penalty.

## **2.20 RATE OF PAYMENT**

- a. Bidders must tender at a market related price.
- b. Payment shall be made for work done and services rendered in accordance with rates tendered in the schedule.
- c. Invoices for payment must be submitted under the same name as that appearing on the signed contract documents.

## **2.21 CERTIFICATES FOR PAYMENT**

- a. The successful bidder will be required to submit invoices and monthly time sheet for work done to allocated Regional Rudimentary Service Coordinator (Housing Officer) or whichever Tshwane Municipality Official by 25th of each month (in case where the 25th is on weekend, they must submit on the Friday closest afore the date and the Housing Officer shall certify the amount owed by Tshwane Municipality to the contractor.
- b. Accounts delivered after a period of 3 months will not be paid unless it is justified on exceptional circumstances to be determined by the Regional Rudimentary Service Coordinator (Housing Officer) or whichever Tshwane Municipality Official. Payment: Unless otherwise stipulated in the additional or special conditions of contract, payment is made as follows:
  - Payment for the service providers for hiring, servicing, delivery and re-location of chemical toilets on site in any of the seven Regions of the City of Tshwane will be made by the Municipality within 30 days from the end of the month in which the delivery of such hiring, servicing, delivery and re-location of chemical toilets has been made, provided that the contractor shall have rendered to the Municipality an invoice therefore within such a period that is reasonable possible for payment to be effected within the said period

- c. The Tshwane Municipality shall be entitled to deduct from the amount due by the Tshwane Municipality to the Contractor under sub-clause (a) the amount due by the Contractor.
- d. Delivery notes of disposal of the sewerage sludge at an appropriate facility which complies with the National Department of Water and Sanitation and National Environmental Management Act 107 of 1998 to ensure that environmentally friendly disposal of the waste was done,
- e. A safe disposal certificate must be issued within 24 hours after waste was collected.
- f. Proof of disposal certificate is to accompany the invoice for payment.
- g. The disposal certificate must correspond to a specific cleaning cycle i.e. if sewerage are cleaned and disposed of twice per week then eight disposal certificates needs to be submitted with the monthly invoice.
- h. Payment will be reserved if the above-mentioned criteria have not been met.

## **2.22 COMPLIANCE WITH BY-LAWS AND SPECIFICATIONS**

- a. The successful bidder shall comply with the Tshwane Municipality's By-laws and any other laws or regulations and shall give all notices and pay all fees required by the provisions of such by-laws and regulations to the Tshwane Municipality and other authorities specified therein.
- b. The successful bidder shall comply with all the requirements prescribed in the Specifications.

## **2.23 DUMPING**

The successful bidder shall not dump any material in any place without the prior approval of or on the instructions of the Official. The Contractor will be liable for any fines imposed for dumping in any but the prescribed places.

## **2.24 WATER AND SANITATION**

The successful bidder shall make his own arrangements about water and sanitation as may be required for his employees. The arrangement must be within the legal framework of the country.

## **2.25 CAMP AND WATCHMEN**

The successful bidder shall be responsible for making his own arrangements in this regard.

## **2.26 SECURITY**

The successful bidder shall always for the duration of the Contract, be responsible for the personal safety and security of all his/her employees.

## **3. DELIVERABLES**

3.1 The bidders must submit a detailed proposal with tender on the following:

- Number of jobs to be created through this project.
- Spin offs to the Local Economy.
- Strategy for appointment of Locals.

3.2 Service shall be supplied and must be executed in strict accordance with the Municipality's Specification and Conditions of Tender.

3.3 The successful bidder must submit, to the City of Tshwane Supply Chain Management Division, every three months proof that all Municipal rates and taxes or Municipal services charges owed by their company or any of the Directors are paid and not in arrears for more than three months.

3.4 Sewerage sludge is a health care risk. Waste and disposal must be done at the appropriate Wastewater Treatment Facility plants where a receipt must be issued to prove the correct legal disposal of the sewerage waste. No sewerage is supposed to be disposed at any of the following sites: any general landfill site, or open fields, rivers, dams, wetlands of any other sensitive areas that is not prepared to receive any sewerage disposal according to the WATER act. No sewerage is allowed to be pumped in any pipelines without COT knowledge and approval. Therefore, the tenderer must include a disposal plan of the sewerage sludge.

## **4. STAGES OF EVALUATION**

This bid will be evaluated in five evaluation stages namely:

**Stage 1:** Pre- Qualification Criteria

**Stage 2:** Administrative Compliance

**Stage 3:** Mandatory requirements

**Stage 4:** Site Inspections

**Stage 5:** Preferential Point System

### **4.1 PREQUALIFICATION CRITERIA**

Only tenders that qualify as EME's or QSE's may respond to this bid.

### **4.2 ADMINISTRATIVE COMPLIANCE**

All the bids will be evaluated against the administrative responsiveness requirements as set out in the list of returnable documents.

### **4.3 MANDATORY REQUIREMENTS**

The Bidder must comply with the mandatory requirements below failing which will results with immediate disqualification:

- The bidders must submit MSDS (Material Safety Data Sheet) of all chemicals to be used with this tender.
- If the Bidder has the required vehicles (Trucks) and equipment as specified in 2.2, the Bidder must supply ownership certificate, roadworthy certificates of the truck, comprehensive vehicle insurance and certificate from authorized vehicle tracking installer. The bidder must also provide full details including the address with the bid, where the trucks will be inspected by the COT given a seven (7) day notification.
- If the Bidder is not the owner of the said vehicle (Trucks) and equipment as specified in 2.2, they may lease the same. The Bidder must supply a copy of the lease agreement, ownership certificate, roadworthy certificates of the truck, comprehensive vehicle insurance and certificate from authorized

vehicle tracking installer. The Bidder must also provide full details of the trucks including the address of the lessor must be supplied with the tender, the vehicle will be inspected at the address given, by the CoT given a seven (7) day notification.

- If the Bidder is not the owner of the said vehicles (Trucks) and equipment as specified in 2.2 and have the experience in this sector he/she must provide the letter of commitment from the supplier, Ownership certificate and full details of the truck including roadworthy certificates of the truck, comprehensive vehicle insurance, certificate from authorized vehicle tracking installer. The Bidder must provide full details including the address of the supplier with the bid where the trucks will be inspected by the CoT given a seven (7) day notification.
- All the vehicles must be fitted with the tracking devices from the accredited service provider by South African National Accreditation System.

#### **4.4 SITE INSPECTIONS**

- The Bidder during Inspection of the vehicle must prepare all the required documents (certificates) of all vehicles and equipment to be inspected. The City reserve the right to make a necessary arrangement that will make it feasibly to inspect the trucks of the potential service providers, this includes the possibility of requesting the potential service provider to make available the trucks in any location within City of Tshwane jurisdiction for evaluation.
- The Bidder must be in a possession of a minimum of 100 toilets and the toilets should also be readily available for inspection at the requested date that will be confirmed to the shortlisted bidders before the award.
- Only the chemical toilets and vehicles of the recommended bidders will be inspected by the Bid Evaluation Committee before presenting the report to Bid Adjudication Committee

**LIST DETAILING THE SPECIFIC AREAS TO BE INSPECTED BY BID EVALUATION COMMITTEE DURING THE INSPECTION OF THE TENDER FOR THE APPOINTMENT OF NOT MORE THAN 05 RECOMMENDED SERVICE PROVIDERS FOR THE HIRING AND SERVICING OF CHEMICAL TOILETS ON AN AS-AND-WHEN REQUIRED BASIS FOR THE NEXT 3 YEARS FROM DECEMBER 2021 OR NEAREST DATE**

**Name of the Bid Evaluation Member/ Inspector:**

\_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

**Bid Number:** \_\_\_\_\_

<b>NO:</b>	<b>Area to be inspected</b>	<b>Findings by the Inspector</b>
1.	The Inspection team is expected to find 100 Chemical Toilets	
2.	Four of 8-ton Honey sucker trucks, each with a septic tank installed on the truck, and the motor of the truck should not be older than 5 years. Systems on each truck must include a vacuum pump, pressure gauges, all relevant pipes and nozzles as well as a PTO (Power Take of Device) connected to the vacuum pump	
3.	If the Bidder has the required vehicles (Trucks) and equipment as specified in 2. The Bidder must have ownership certificate, roadworthy certificates of the truck, comprehensive vehicle insurance and certificate from authorized vehicle tracking installer during the inspection.	
4.	If the Bidder is leasing vehicle (Trucks) and equipment as specified in 2 he/she must have the copy of the lease agreement, ownership certificate, roadworthy certificates of the truck, comprehensive vehicle insurance and certificate from authorized vehicle tracking installer during the inspection.	

5.	<p>If the Bidder have the experience and arranged the trucks from supplier he/she must have the letter of commitment from the supplier, Ownership certificate and full details of the truck including roadworthy certificates of the truck, comprehensive vehicle insurance, certificate from authorized vehicle tracking installer during the inspection</p>	
5.	<p>Where is necessary the inspection team can verify the following during inspection:</p> <ul style="list-style-type: none"> <li>I. Make (eg "Nissan")</li> <li>II. Model</li> <li>III. Year of manufacture</li> <li>IV. Permissible Maximum Vehicle Mass ("V" Rating of Chassis) Kg</li> <li>V. GVM (kg)</li> <li>VI. Engine : Power (kW)</li> <li>VII. Engine : Torque (Nm)</li> <li>VIII. Engine: Capacity (cm<sup>2</sup>)</li> <li>IX. Payload - (kg)</li> <li>X. Registration number (where applicable)</li> <li>XI. Measures taken in design of equipment to combat excessive noisiness</li> <li>XII. Unique Company Fleet Number (All items</li> <li>XIII. Manufacturers rated capacity of:</li> <li>XIV. Water tank: Fabrication material (Plastic required)</li> <li>XV. Water tank: Capacity (ℓ)</li> <li>XVI. Diesel engine driven drinking water pump delivery (ℓ/sec)</li> <li>XVII. Diesel engine driven drinking water pump head (m)</li> </ul>	

NB: Inspection is expected to be conducted per truck as per the submission of tender in line with the specification. The Inspection team reserve the right to request the bidder to demonstrate how the truck will execute the function as per specification during the inspection. It is important for the bidders to at least have the driver and operators on site who can be able to demonstrate to the satisfaction of the inspection team. Where the bidder is not the owner, he/she must ensure the present of the lessor if is lease and the present of the potential supplier where the bidder is having the experience.

I....., hereby declare that the disclosed information is correct and no other situation of real, potential or apparent of interest is known to me. I undertake to inform Bid Evaluation Committee of any status changes that may be brought to light as a result of any issue that may arise as the meeting progresses. I also undertake to timely inform the Bid Evaluation Committee of any changes in these circumstances during the period when I am still inspecting the trucks and serving as a Bid Evaluation Committee member.

**Signature by the Bid Evaluation Member/ Inspector:**

\_\_\_\_\_

**Date:**

**Signature by the Bidder** \_\_\_\_\_

**Date:**



#### 4.5 PREFERENTIAL PROCUREMENT POINT SYSTEM

The preferential point system used will be the 90/10 points system in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) Regulations 2017.

- 90 points for price
- 10 points for B-BBEE status (service provider to submit the certified copy of the B-BBEE level rating certificate).

#### 5. PRICING SCHEDULE

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT RATE (EXCL Vat)	UNIT RATE (INCL Vat)
1	Hire of chemical toilets (Non-Flushing Toilet)	Price per day, per unit		R.....
2	Maintenance/ Service of chemical toilet, remove excreta to the WWTP, clean toilet seat, walls, floors and disinfect and fill the waste drum with sanitation chemical and provision of 2 Toilet Rolls	Price per service, per unit		R.....
3	Relocation of hired chemical toilets.	Price per relocation per unit		R.....
4.	Hire of chemical toilets (Non-Flushing Toilet) for People Living with Disability	Price per day, per unit		R.....
<b>Total</b>				

**Note: the tender will be awarded to Five (5) service providers.**

## **6. VALIDITY PERIOD**

The validity period for the tender after closure is 90 days.

## **7. MARKET ANALYSIS**

The City of Tshwane reserves the right to conduct market analysis. Should the city exercise this option, where a bidder offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the bidder to seek confirmation of whether the bidder will be able to deliver on the price, if a bidder confirms that they cannot, the bidder will be disqualified based on being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the service provider to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The City further reserves the right to negotiate a market related price with a bidder scoring the highest points. If the bidder does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the bidder scoring the second highest points, if the bidder scoring the second highest points does not agree to a market-related price, the City will negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the City reserves the right to cancel the tender.

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF TSHWANE MUNICIPALITY</b>					
BID NUMBER:	HHS 02-2021.22	CLOSING DATE:	25 February 2022	CLOSING TIME:	10:00
DESCRIPTION	TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE HIRING AND SERVICING OF CHEMICAL TOILETS: THREE-YEAR PERIOD, AS AND WHEN REQUIRED.				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED  
IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

<b>Procurement Advice Centre at the entrance of C de Wet Centre</b>					
<b>Supply Chain Management</b>					
<b>175 Es'kia Mphahlele Drive</b>					
<b>Pretoria West</b>					
<b>GPS coordinates: 25.750151°S, 28.173666°E</b>					
<b>SUPPLIER INFORMATION</b>					
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]**

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]	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 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Housing and Human settlement
CONTACT PERSON	Ipfi Davhana	CONTACT PERSON	Oupa Appies
TELEPHONE NUMBER	012 358 2994	TELEPHONE NUMBER	012 358 1954
EMAIL ADDRESS	ipfid@tshwane.gov.za	EMAIL ADDRESS	oupaa@tshwane.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	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, 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)? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.2	DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.3	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.4	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>
3.5	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input type="checkbox"/>
<p><b>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.</b></p>	

**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: .....

**PRICING SCHEDULE: FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder.....	Bid Number .....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR ..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: .....
- At: .....  
.....
- Brand and Model .....
- Country of Origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/Not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\* Delete if not applicable

**PRICING SCHEDULE: NON-FIRM PRICES (PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder .....	Bid number .....
Closing Time .....	Closing Date .....

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/Not firm
- \*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.
- \* Delete if not applicable

## PRICE ADJUSTMENTS

### A. NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

- Pa = The new escalated price to be calculated.
- (1-V) Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**
- D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1,D2...etc. must add up to 100%.
- R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).
- R1o, R2o = Index figure at time of bidding.
- VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....	Index..... Dated.....	Index..... Dated.....
Index..... Dated.....	Index..... Dated.....	Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	PERCENTAGE OF BID PRICE




**B. PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

ADJUSTMENT PERIODS	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE
1 <sup>st</sup> Adjustment	After 12 calendar months
2 <sup>nd</sup> Adjustment	After 24 calendar months

**NB: Unless prior approval has been obtained from Supply Chain Management, no adjustment in contract prices will be made**

## DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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.
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, trustee, hareholder<sup>2</sup>) .....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state? **YES / NO**
  - 3.8.1 If yes, furnish particulars. ....  
.....

<sup>1</sup> 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) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

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

3.9.1 If yes, furnish particulars. ....

.....

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

3.10.1 If yes, furnish particulars. ....

.....

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

3.11.1 If yes, furnish particulars. ....

.....

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

3.12.1 If yes, furnish particulars. ....

.....

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

3.13.1 If yes, furnish particulars. ....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars: ....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

**Signature**

.....

**Date**

.....

**Capacity**

.....

**Name of Bidder**

# DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

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

1 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 any municipality for more than three months 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 any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days. **\*YES / NO**

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

.....  
 .....

4.1 Will any portion of goods or services be sourced from outside **\*YES / NO**

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?

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

.....  
Position

.....  
Name of Bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

**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, 2017.**

### 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).

1.2 The value of this bid is estimated **to exceed** R50 000 000 (all applicable taxes included) and therefore the **90/10** preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

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

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

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

1.6 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) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act No 46 of 2013;
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** 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;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into

account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (o) **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- (p) **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (q) **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- (r) **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- (s) **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3. ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

#### 4. POINTS AWARDED FOR PRICE

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

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

$P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{\min}$  = Comparative price of lowest acceptable bid

#### 5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership.
- 5.3 A Bidder other than EME or QSE must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 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 CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

## 8. SUB-CONTRACTING

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

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 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.

**(Tick applicable box)**

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

## 9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm: .....

9.2 VAT 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 contribution indicated in paragraph 7 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 paragraph 7, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE .....

ADDRESS: .....

.....

.....

## CONTRACT FORM: RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number **HHS 02-2021/22** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES

1 .....

2 .....

DATE: .....



**CONTRACT FORM: RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

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

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

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

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). <b>The Database of Restricted Suppliers now resides on the National Treasury's website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

### CERTIFICATION

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

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

.....  
**Signature**

.....  
**Date**

## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

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

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

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid: **HHS 02-2021/22**

**TENDER FOR THE APPOINTMENT OF SERVICE PROVIDERS FOR THE HIRING AND SERVICING OF CHEMICAL TOILETS: THREE-YEAR PERIOD, AS AND WHEN REQUIRED.**

(Bid Number and Description)

in response to the invitation for the bid made by:

### CITY OF TSHWANE MUNICIPALITY

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

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

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

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature Date

.....  
Position Name of Bidder

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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**GOVERNMENT PROCUREMENT**

**GENERAL CONDITIONS OF CONTRACT**

**July 2010**

## GOVERNMENT PROCUREMENT

### GENERAL CONDITIONS OF CONTRACT

July 2010

#### NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.



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## General Conditions of Contract

### 1. Definitions

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

- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

### **1. Application**

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

### **3. General**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid.  
Where applicable a non-refundable fee for documents may be charged.

	3.2	With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>
<b>4. Standards</b>	4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
<b>5. Use of contract documents and information inspection.</b>	5.1	The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
	5.2	The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
	5.3	Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
	5.4	The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
<b>6. Patent rights</b>	6.1	The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
<b>7. Performance security</b>	7.1	Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
	7.2	The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
	7.3	The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms: <ul style="list-style-type: none"> <li>(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or</li> <li>(b) a cashier's or certified cheque</li> </ul>
	7.4	The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
<b>8. Inspections, tests and analyses</b>	8.1	All pre-bidding testing will be for the account of the bidder.

- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## **9. Packing**

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

## **10. Delivery and documents**

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

<b>11. Insurance</b>	11.1	The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
<b>12. Transportation</b>	12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
<b>13. Incidental services, services</b>	13.1	<p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</li> <li>(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and</li> <li>(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</li> </ul>
	13.2	Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
<b>14. Spare parts</b>	14.1	<p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> <li>(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and</li> <li>(b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</li> <li>(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul>
<b>15. Warranty</b>	15.1	The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
	15.2	This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the

final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
  - 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
  - 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
  - 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
  - 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
  - 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract**
- 18.1 No variation in or modification of the terms of the contract shall be made **amendments** except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
  - 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties**
- 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default**
- 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated



fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

#### **24. Anti-dumping and countervailing duties and rights**

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

#### **25. Force Majeure**

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

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all

		reasonable alternative means for performance not prevented by the force majeure event.
<b>26. Termination for insolvency</b>	26.1	The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
<b>27. Settlement of Disputes</b>	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
<b>28. Limitation of liability</b>	28.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
<b>29. Governing language</b>	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
<b>30. Applicable law</b>	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
<b>31. Notices</b>	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation
- 34. Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

## **SERVICE-LEVEL AGREEMENT**

ENTERED INTO BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

AND

---

**Registration number:** \_\_\_\_\_

Doc2      Version 1    3 March 2017

## **SERVICE-LEVEL AGREEMENT**

ENTERED INTO BETWEEN

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

A municipality, as described in Section 2 of the Local Government: Municipal Systems Act, 2000 and as contemplated in Section 155 of the Constitution of the Republic of South Africa, 1996 as a category A municipality, or the Assignee, if applicable, herein represented by Ms Mmaseabata Mutlaneng in his/her capacity as acting City Manager duly authorised thereto under and by virtue of a resolution passed on 26 January 2012, and who by his/her signature hereto warrants that he/she is properly authorised to sign this Agreement.

(Herein referred to as the “**CITY**”)

**AND**

\_\_\_\_\_

**Registration number:** \_\_\_\_\_

Herein represented by \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ is duly authorised thereto under and by virtue of a resolution of the board passed on \_\_\_\_\_, a copy of which is annexed as Annexure A, and who by his/her signature hereto warrants that he/she is properly authorised to sign this agreement.

(Herein referred to as the “**SERVICE PROVIDER**”)

(Herein referred to as the “**SERVICE PROVIDER**”)

## **CONTENT**

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## RECORDAL:

WHEREAS the City requires the services of a Service Provider to let and service chemical toilets to the City as and when required for a period of three (3) years;

AND WHEREAS the City wishes to appoint

AND WHEREAS the Service Provider wishes to provide such services.

AND WHEREAS the Service Provider has indicated that it has the necessary expertise, skills and capabilities to provide the service.

NOW THEREFORE the Parties have agreed to enter into this Agreement, in terms of which shall provide the Services in the Service Areas and/or Delivery Area to the City in accordance with the terms and subject to the conditions of this Agreement:

## 1 DEFINITIONS

Unless otherwise expressly stated, or the context otherwise requires, the words and expressions listed below shall, when used in this Agreement, including this introduction, bear the meanings ascribed to them:

- 1.1 “Agreement” means this service level agreement and shall include any annexures and/or schedules and/or attachments and/or appendices and/or any addenda hereto or incorporated herein by reference, as amended from time to time.
- 1.2 “Business Day” means any day from Monday to Friday excluding Public Holidays as defined in the Public Holidays Act 36 of 1994 (“Public Holidays Act”) as amended from time to time.
- 1.3 “Business Week” means five consecutive Business Days, excluding Public Holidays as defined in the Public Holidays Act.



- 1.4 “City” means the City of Tshwane Metropolitan Municipality, a metropolitan municipality established in terms of section 12 of the Local Government: Municipal Structures Act 117 of 1998.
- 1.5 “Contact Persons” means persons identified by the Parties as persons who are responsible for the execution of the Agreement and whose names are set out in clause 28 below and who can be substituted in writing from time to time.
- 1.6 “Contract Price” shall mean the amount reflected as the contract price in clause 9 below;
- 1.7 “Contract Period” means the contract period as reflected in clause 6 below.
- 1.8 “Effective Date” means the date when the last signing party signs the agreement;
- 1.9 “Intellectual Property” means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world, introduced and required by either Party to give effect to their obligations under this Agreement, owned in whole or in part by, or licensed to either Party prior to the Commencement Date or developed after the Commencement Date, and includes all further additions and improvements to the Intellectual Property, otherwise pursuant to this Agreement;
- 1.10 “Month” means a calendar month.
- 1.11 “Parties” means City and Service Provider and “Party” means either of them as the context requires.
- 1.12 “Services” means services to be provided by the Service Provider to the City as detailed in clause 8 below;

- 1.13 “Service Provider” means a company duly incorporated in accordance with the company laws of the Republic of South Africa with the following registration number: 2008/027137/07, respectively.
- 1.14 “Signature Date” means the date of signature of this Agreement by the Party signing last.
- 1.15 “Subcontract” means any contract or agreement or proposed contract between the Service Provider and any third party whereby that third party agrees to provide to the Service Provider the Services or any part thereof.
- 1.16 “Subcontractor” means the third party with whom the Service Provider enters into a Subcontract;
- 1.17 “Tax Invoice” means the document as required by section 20 of the Value Added Tax Act 89 of 1991, as amended from time to time; and
- 1.18 “VAT” means Value Added Tax as defined in terms of the Value Added Tax Act of 1991.

## **2 INTERPRETATION**

- 2.1 Headings and sub-headings are inserted for information purposes only and shall not be used in the interpretation of this Agreement.
- 2.2 Unless the context clearly indicates a contrary intention, any word connoting:
- 2.2.1 any singular shall be deemed to include a reference to the plural and vice versa;
- 2.2.2 any one gender shall be deemed to include a reference to the other two genders; and
- 2.2.3 a natural person shall be deemed to include a reference to a legal or juristic person.

- 2.3 The expiry or termination of this Agreement shall not affect provisions of this Agreement which expressly provide that they will operate after any such expiry or termination of this Agreement. Provisions of necessity shall continue to be effective after such expiry or termination of this Agreement, notwithstanding that the clauses themselves do not expressly provide for this.
- 2.4 The rule of interpretation that a written agreement shall be interpreted against the party responsible for the drafting or preparation of that Agreement shall not apply.
- 2.5 Where figures are referred to in numerals and in words and there is any conflict between the two, the words shall prevail.
- 2.6 Any reference to any legislation is a reference to such legislation as at the Signature Date and as amended or re-enacted, from time to time.
- 2.7 If any provision in a definition is a substantive provision conferring any rights or imposing any obligations on any party, then notwithstanding that, it is only in this interpretation clause, effect shall be given to it as if it were a substantive provision in this Agreement.

### **3 APPOINTMENT**

The City hereby appoints the Service Provider, who accepts such appointment, to provide the Services in accordance with the terms and subject to the conditions of this Agreement.

### **4 PURPOSE OF THE AGREEMENT**

- 4.1 The Purpose of this Agreement is to:
- 4.1.1 Formalise and regulate the working relationship between the Parties;
  - 4.1.2 Set out the roles and responsibilities of the Parties; and
  - 4.1.3 Define process and procedures to be followed by the Parties.

## 5 RELATIONSHIP

Nothing in this Agreement shall constitute or be deemed to constitute a partnership or joint venture between the Parties. Furthermore, the Service Provider acknowledges and agrees that its status under this Agreement is that of an independent service provider and its status shall in no way be deemed to be that of an agent or employee of the City, for any purpose whatsoever, and the Service Provider shall have no authority or power to bind the City or to contract in the name of the City, or create a liability against the City in any way or for any purpose.

## 6 DURATION

This Agreement shall commence on the Effective Date and shall subsist for three (3) years, unless terminated for any valid reason in terms of this Agreement.

## 7 CONTACT PERSON

- 7.1 The work to be performed by the Service Provider hereunder will be supervised by City's Contact Person referred to in clause 28 below.
- 7.2 The Parties shall notify each other, in writing from time to time, of the details of their nominated Contact Person.
- 7.3 The Contact Persons shall liaise and update each other on the progress of the Services rendered and shall endeavour to resolve and remedy any problems or disputes that may arise in relation to the Services.
- 7.4 Either Party may substitute a Contact Person at its discretion provided that each Party shall give the other Party reasonable notice of such substitution and will provide replacement employees of equivalent ability.
- 7.5 Without derogating from a foregoing, should either Party replace a Contact Person for any reason whatsoever, it shall ensure, to the greatest extent possible in the circumstances, that the suitable period of hand-over and overlap takes place, at its cost, between the new and the encumbered Contact Person.

## **8 SCOPE OF GENERAL SERVICES**

- 8.1 The Service Provider shall, for the duration of this Agreement provide the service as outlined in Annexure “B”.

## **9 PRICE AND PAYMENT**

- 9.1 The City shall pay to the Service Provider for the Services rendered as per Annexure “C”.

9.2 All payments under this Agreement shall be made by electronic fund transfer or other forms of payment as the Parties may agree from time to time, upon receipt of valid and factually accurate Tax Invoices and month-end statements together with the supporting documentation from the Service Provider, once the Tax Invoices or such portion of the Tax Invoices which become due and payable.

- 9.3 All amounts and other sums payable in terms of this Agreement and Schedules hereto will be stipulated exclusive of VAT, unless expressly stated otherwise.

- 9.4 Unless otherwise provided in the Schedules, valid Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by the City within 30 (thirty) days after the date of receipt by the City of the Service Provider’s statement together with the relevant valid and factually accurate Tax Invoice(s) and supporting documentation, but in any event not later than 60 (sixty) days of receipt of such statement.

- 9.5 There shall be no interest levied on a Tax Invoice that is reasonably and successfully disputed. Where a dispute is not reasonable, valid, or successful, default interest may be charged thereon at the statutory prescribed rate of interest from time to time as long as payment remains overdue.

- 9.6 The City shall pay the amount reflected on a Tax Invoice once the City’s Contact Person has verified that the Services set out in a schedule have

been rendered and the Tax Invoice has been supplied by the Service Provider.

9.7 All Tax Invoices shall be addressed for the attention of the City's Contact Person.

9.8 All payments shall be transferred, by the City to the Service Provider electronically into the Service Provider's bank account, the details of which are set out below:

Bank:

Account type:

Account No:

Branch No:

Branch:

9.9 Failure to comply with the clauses above may result in late payment of the total amount of an invoice by the Service Provider to the City. The City shall not be liable for any costs or damages suffered by the Service Provider as a result of such late payment if the late payment occurs as a result of failure solely by the Service Provider.

## **10 CONTRACT PRICE ADJUSTMENT**

10.1 The offered rates are fixed for the first year / year one (month 1 to 12) of the contract implementation.

10.2 The offered rates are subject to Consumer Price Index (CPI) percentage escalation as published by Statistics South Africa (rounded down to two decimal places) for the second year (month 13 to 24). The CPI percentage escalation will be applied on the rates applicable in the 12<sup>th</sup> month of year one (1). The CPI percentage for year two (2) will be the calculated average of the first year / year one (month 1 to 12).

10.3 The offered rates are subject to Consumer Price Index (CPI) percentage escalation as published by Statistics South Africa (rounded down to two decimal places) for the third year (month 25 to 36). The CPI percentage

escalation will be applied on the rates applicable in the 12<sup>th</sup> month of year two (2). The CPI percentage for year three (3) will be the calculated average of the second year / year two (month 13 to 24).

## 11 SERVICE LEVELS

11.1 The Service Provider recognises that the City has entered into this Agreement relying specifically on the Service Provider's representations regarding service levels including, inter alia:

11.1.1 Capacity allocations in accordance with the Service to be provided;

11.1.2 all work to be performed and Services rendered under this Agreement shall comply with industry norms and best practice acceptable within the Services industry and shall be executed by the Service Provider to the reasonable satisfaction of the City.

11.2 The Service Provider shall provide suitably qualified and trained employees to provide the Services to the City in terms of this Agreement, and shall allocate, in its discretion, employee resources in accordance with the technical skill and knowledge required, provided that any exercise of such discretion by the Service Provider shall not negatively impact on the provision of the Services by the Service Provider to the City, and shall allocate employees with the technical skill and knowledge at the relevant service sites at all relevant times during the rendering of the Services.

11.3 Amongst others, the Service Provider shall comply with and provide the Services as set out in clause 8 above.

## **12 WITHHOLDING OF PERFORMANCE**

- 12.1 The Service Provider may not withhold or suspend any services where there is less than a thirty (30) Business Days' delay of payment.
- 12.2 During the currency of this Agreement, the Service Provider has the right to withhold or suspend Services provided to the City after the thirty (30) Business Days' delay referred to in clause 12.1 has lapsed.
- 12.3 If the City still fails to pay within the period referred to in clause 12.1, the Service Provider may provide the City with a further seven (7) Business Days' or any number of days as the Service Provider may be willing to grant the City to effect payment. Failure of the City to pay despite the further extension referred to herein shall entitle the Service Provider to terminate the Agreement and exercise any of its rights it may have in terms of this Agreement or in law.

## **13 PENALTY**

- 13.1 Should the Service Provider fail to comply with its obligations in terms of this Agreement, the City may:
  - 13.1.1 Exercise its rights in terms of clause 25 below; alternatively
  - 13.1.2 Impose a penalty on the Service Provider as referred to in clause 13.4.
- 13.2 An election of any of the above by the City shall not mean that the City has waived any other rights which the City might have in law.
- 13.3 Should the City elect to impose a penalty on the Service Provider, the City shall provide the Service Provider with a written notice requiring the Service Provider to remedy the default within 7 (seven) Business Days from the date of delivery of the notice.
- 13.4 Should the Service Provider fail to remedy the default within 7 (seven) Business Days after receiving the notice, then the City shall be entitled, without prejudice to any alternative or additional right of action or remedy available to the City and without further notice, impose a penalty, which penalty shall be a deduction of 10% of the monthly Contract Price for the period during which the Service Provider's default persists; and for the avoidance of doubt, the penalty amount shall be 10% of the monies due



for payment to the Service Provider monthly in terms of clause 9 above, calculated over the default period.

- 13.5 Should there be a dispute as to whether the failure to deliver was caused by the City or was the Service Provider's fault such dispute shall be dealt with in accordance to clause 26 below.

## **14 ACCESS**

- 14.1 The City shall allow the Service Provider reasonable access to its premises, provided that:

14.1.1 access is related to the Services to be provided by the Service Provider; and

14.1.2 the Service Provider adheres to all rules, regulations and instructions applicable at the City's premises.

- 14.2 The Service Provider is required to notify the City monthly of employees who are to provide Services at the Service Areas and/or Delivery Areas.

- 14.3 The City shall grant the Service Provider and/or its employees, referred in clause 14.2 above, access to its premises to perform its obligations in terms of this Agreement, if necessary.

- 14.4 The Service Provider and its employees shall at all time when entering the premises and/or Service Areas and/or Delivery Areas of the City comply with all rules, laws, regulations and policies of the City.

## **15 INSPECTION**

- 15.1 The City may at any time inspect the Goods and/or Services levels of the Service Provider in terms of this Agreement.

- 15.2 If the City is, at any time, dissatisfied with the service levels then the City shall, within 7 (seven) Business Days, notify the Service Provider in writing of the failure or default.

- 15.3 The Service Provider shall immediately upon receipt of written demand by the City, remedy such failure or default, within 7 (seven) Business Days from the date of receipt of the notice, free of charge, or provide adequate representations to the City to substantiate why the City's complaint is not merited.
- 15.4 Should the Service Provider fail to remedy the failure or default referred to above or fail to provide adequate representations as referred to in clause 15.3 above, then the City shall have the right to impose penalties as provided for in clause 12 above or invoke the provisions of clause 25 below.
- 15.4.1 To enable the City to determine whether the Services rendered in terms of this Agreement are being complied with the Service Provider shall:
- 15.4.1.1 provide the City with such information as it may reasonably require;
  - 15.4.1.2 allow the City to inspect and take copies of any records of the Service Provider relating to the Services, including all hardware, software, data, information, visuals, procedures, event logs, transaction logs, audit trails, books, records, contracts and correspondence;
  - 15.4.1.3 allow the City or its authorised representatives to conduct interviews with any of the Service Provider's employees, subject to reasonable notice being given to the Service Provider.
- 15.5 Service Provider to Provide Reasonable Assistance
- 15.5.1 Where any information is required for inspection in terms of this clause and the information is kept in a computer, the Service Provider shall give the City reasonable assistance required to

facilitate inspection and obtain copies of the information in a visible and legible form or to inspect and check the operation of any computer and any associated apparatus or material that is or has been in use in connection with the keeping of the information.

15.5.2 Any information required to be provided to the City pursuant to this clause 15 shall be provided by the Service Provider, as the case may be in such form (including a form otherwise than in writing) as the City may reasonably specify.

15.5.3 The cost of any inspection contemplated in terms of this clause 15 shall be for the account of the City unless any material irregularity or failure on the part of the Service Provider is determined by the City in the course of such inspection.

15.6 The inspection contemplated in this Agreement will be conducted:

15.6.1 during normal business hours;

15.6.2 save where the circumstances justify it, on reasonable notice to the Service Provider; with the minimum interference in the provision of the Services and the Service Provider's other operations;

15.7 All information which may be made available to the City by the Service Provider under this clause 15 shall remain the absolute property of the Service Provider and shall be treated as strictly confidential. The City and its employees shall not be entitled to utilise the information other than for the purpose referred to in this clause 15 and shall, inter alia, not be permitted to use, copy, share and/or disseminate such information.

## **16 SERVICE PROVIDER'S WARRANTIES AND INDEMNITIES**

16.1 Service Warranties

- 16.1.1 The Service Provider warrants that in relation to each Service provided in terms of this Agreement:
- 16.1.1.1 it has full capacity and authority to enter into and perform this Agreement, and that this Agreement is executed by duly authorised representatives of the Service Provider;
  - 16.1.1.2 it possesses or has access to the requisite knowledge, skill and experience to provide the Services in an expert manner;
  - 16.1.1.3 it will discharge its obligations under this Agreement and any annexure, appendix or Schedule hereto with all due skill, care and diligence;
  - 16.1.1.4 all work performed and Services rendered under this Agreement shall comply with prevailing practice, standards and specifications within the industry;
  - 16.1.1.5 it will be solely responsible for the payment of remuneration and associated benefits, if any, of its Personnel and for withholding and remitting income tax for its Personnel in conformance with any applicable laws and regulations;
  - 16.1.1.6 the use or possession by the City of any Materials will not subject the City to any claim for infringement of any Intellectual Property Rights of any third party;
  - 16.1.1.7 it shall, with promptness and diligence and in a skillful manner and in accordance with the practices and professional standards of

operations while performing Services similar to the Services;

- 16.1.1.8 the Services will in all aspects comply with industry norms and best practice to the reasonable satisfaction of the City with regard to materials and workmanship;
- 16.1.1.9 it shall use and adopt any standards, processes and procedures required under this Agreement;
- 16.1.1.10 it shall employ suitably qualified and trained employees to provide the Services to the City and it shall allocate employees in accordance with the technical skill and knowledge required;
- 16.1.1.11 it shall reasonably be free from any defects in material and workmanship;
- 16.1.1.12 it shall maintain and cause to be maintained a high standard of workmanship and care in undertaking the Services;
- 16.1.1.13 it shall maintain and cause to be maintained a high standard of care and diligence in providing the Services, maintenance and support;
- 16.1.1.14 it shall ensure that all applicable laws are observed;
- 16.1.1.15 without derogating from the generality of the a foregoing, strictly adhering to any or all laws, regulations and accepted procedures with regard to health, hygiene and the maintaining of the environment in rendering the Services; and

16.1.1.16 the Service Provider shall be responsible for the costs of repair of any goods should the goods require to be repaired to their normal use.

## 16.2 Indemnity

16.2.1 The Service Provider hereby indemnifies the City against any claim which may be brought against the City by the Service Provider's personnel or a third party arising from the execution of this Agreement alternatively which arises against the City as a result of the Service Provider's breach of any of the provisions of this Agreement, provided that the City shall notify the Service Provider in writing within a reasonable time, and in any event not less than 14 (fourteen) Business Days of the City becoming aware of any such claim to enable the Service Provider to take steps to contest it and shall provide the Service Provider with such reasonable assistance as may be necessary to enable the Service Provider to defend the claim to the extent only that it is in a position to render such assistance. The Service Provider may, within 7 (seven) Business Days of receipt of written notice from the City aforesaid, elect in writing to contest such a claim in the name of the City and shall be entitled to control the proceedings in regard thereto, provided that the Service Provider indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

## 17 SERVICE PROVIDER'S PERSONNEL

### 17.1 Liability for Criminal Acts of Employees

The Service Provider shall be liable to the City for any loss that the City or any third party may suffer as a result of any theft, fraud or other criminal act of any employee of the Service Provider which arises within the course and scope of such employees' employment with the Service Provider.

## 17.2 Character of Employees

17.2.1 Due to the confidential nature of certain aspects of the Services and the position of trust which the Service Provider's employees will fulfil, the Service Provider hereby undertakes to use its best commercial endeavours to ensure that it only assigns to the City employees who are fit and proper persons and who display a high standards of personal integrity and honesty and who have not, to their knowledge, been convicted of any serious crime.

17.2.2 The Service Provider shall, at its own cost, conduct all reasonable background checks into members of its employees prior to utilizing same to provide the Services in terms of this Agreement.

17.3 The City may, at its own cost, conduct all reasonable background checks into the Service Provider's employees from time to time, where it deems it necessary to do so.

## 18 STATUTORY AND EMPLOYMENT ISSUES

18.1 The Service Provider shall comply with all employment legislation

18.1.1 The Service Provider warrants that it has full knowledge of all relevant statutory, collective and other stipulations applicable to the relationship with its personnel and its relationship with the City. This includes, but is not limited to, the Labour Relations Act, the Basic Conditions of Employment Act, 1977, the Employment Equity Act, 1998 and any other applicable employment legislation currently in force.

18.1.2 The Service Provider warrants further that it is not and will not in future be in contravention of any of the provisions of any such legislation and in the event of such contravention, the Service Provider shall immediately take all steps to remedy such contravention. If the City advises the Service Provider of any contravention of such legislation in writing, the Service Provider shall, within 10 (ten) days after receipt of such notice, take all steps necessary to remedy such contravention and shall keep the City informed regarding the steps taken and the implementation and the result thereof.

## 18.2 No employment

The Service Provider warrants that none of its personnel shall be regarded as employees of the City. The Service Provider shall assist to defend and bear all costs in the event that the City is required to defend a claim, whether civil or employment related, instituted against it by the Service Provider's personnel should the City defend the matter, the Service Provider hereby indemnifies the City against all and any costs (including attorney and own client costs) which may be incurred by or awarded against the City as a consequence of the defence of the claim.

## 18.3 Occupational Health and Safety Act, 1993

The Service Provider shall be responsible for ensuring compliance with all the provisions of the Occupational Health and Safety Act, 1993 and it indemnifies the City against any claim which may arise in respect of such Act by its personnel against the City.

# 19 SUB-CONTRACTING

19.1 The Service Provider shall comply with Regulation 9 of the Preferential Procurement Regulations 2017 by subcontracting minimum of 30% of the value of the contract to local (Tshwane) EME or QSE.

19.2 The Service Provider shall give the name of the Subcontractor, the Subcontractor's obligations, the proposed date of commencement of the Subcontract which shall include the fees payable to the Subcontractor, and a report of the background security check on the Subcontractor's suitability, financial and otherwise.



19.3 The City may, in its sole and absolute discretion refuse consent to Subcontract. In the event the City approves the Subcontracting of the whole of or any portion of the Services in terms of this Agreement, then:

19.3.1 the Service Provider shall ensure that the Subcontractor's B-BBEE level is equal or better than that of the Service Provider, their price is competitive and they have the capacity to provide the Service;

19.3.2 such Subcontracting shall not absolve the Service Provider from responsibility for achieving the Service Levels or complying with its obligations in terms of this Agreement and the Service Provider hereby indemnifies and holds the City harmless against any loss, harm or damage which the City may suffer as a result of such Subcontracting;

19.3.3 the Service Provider shall at all times remain the sole point of contact for the City in respect of the acquisition of Services by the City; and

19.3.4 no such Subcontracting shall have any effect on the Contract Price and charges payable by the City to the Service Provider in terms of this Agreement.

## 20 CONFIDENTIALITY

20.1 The Service Provider acknowledges that all information relating to the City's confidential business and technical information, data, documents or other information necessary or useful for the carrying on by the City of its business which shall include, but shall not be limited to operating procedures, quality control procedures, approximate operation personnel requirements, descriptions and trade names and trademarks, know how, techniques, technology, information relating to clients, customers, suppliers, relevant authorities, copyright, trade secrets and all goodwill relating to the business and any other intellectual property rights, technical data and documents in whole or in part, used by the City in

respect of its business; ("Confidential Information"), shall remain confidential and shall not be made known unless the City has given written consent to do so.

20.2 The information provided by the City in the context of this Agreement is Confidential Information and the Service Provider shall take all reasonable measures to keep the information confidential and will only use the information for the purpose for which it was provided.

20.3 The Service Provider undertakes to not disclose any such Confidential Information. However, there will be no obligation of confidentiality or restriction on use where:

20.3.1 the information is publicly available, or becomes publicly available otherwise than by action of the receiving Party; or

20.3.2 the information was already known to the receiving Party (as evidenced by its written records) prior to its receipt under this or any previous agreement between the Parties or their affiliates; or

20.3.3 The information was received from a third Party not in breach of an obligation of confidentiality.

20.4 The provisions of clause 20.1 to 20.3 above shall similarly apply, mutatis mutandis, to the City in respect of the Service Provider and its Confidential Information.

## **21 INTELLECTUAL PROPERTY RIGHTS**

21.1 All Intellectual Property Rights of the Service Provider and/or third party vest in the Service Provider and/or third party, as may be applicable.

21.2 All rights in the City name and logo remain the absolute property of the City.

- 21.3 The Service Provider warrants that no aspect of the Services provided in terms thereof will infringe any Patent, Design, Copyright, Trade Mark or trade secret or other proprietary right of any third party.
- 21.4 The Service Provider shall promptly notify the City, in writing, of any infringement or apparent or threatened infringement or any circumstances which may potentially give rise to an infringement, or any actions, claims or demands in relation to any Intellectual Property Rights.
- 21.5 In the event the City becomes aware of any such infringement, the Service Provider shall, at its cost, defend the City against any claim that the Services infringe any such third party Intellectual Property Rights, provided that the City gives notice to the Service Provider of such claim and the Service Provider controls the defence thereof. The Service Provider further indemnifies the City against, and undertakes that it will pay all costs, damages and attorney fees, if any, finally awarded against the City in any action which is attributable to such claim and will reimburse the City with all costs reasonably incurred by the City in connection with any such action.
- 21.6 Should any claim be made against the City by any third party in terms of clause 21.1 above, the City shall give the Service Provider written notice thereof within 3 (three) days of becoming aware of such claim to enable the Service Provider to take steps to contest it.
- 21.7 Should any third party succeed in its claim for the infringement of any third party proprietary rights, the Service Provider shall, at its discretion and within 30 (thirty) days of the Services having been found to infringe, at its own cost:
- 21.7.1 obtain for the City the right to continue using the subject of infringement or the parts thereof which constitute the infringement;  
or
  - 21.7.2 replace the subject of infringement or the parts thereof which constitute the infringement with another product or service which

does not infringe and which is materially similar to the subject of infringement; or

21.7.3 alter the subject of infringement in such a way as to render it non-infringing while still in all respects operating in substantially the same manner as the subject of infringement; or

21.7.4 withdraw the subject of infringement.

## **22 FORCE MAJEURE**

22.1 For the purposes hereof, Force Majeure shall mean civil strife, riots, insurrection, sabotage, national emergency, acts of war of public enemy, rationing of supplies, flood, storm, fire or any other like forces of nature beyond the reasonable control of the party claiming Force Majeure and comprehended in the terms thereof.

22.2 If Force Majeure causes delays in or failure or partial failure of performance by a Party of all or any of its obligations hereunder, this Agreement shall be suspended for the period agreed in writing between the Parties.

22.3 In the event of circumstances arising which the other Party believes that it constitutes a Force Majeure ("the Affected Party") then such Affected Party shall send, within 5 (five) days from the interrupting circumstances, a written notice of the interrupting circumstances specifying the nature and date of commencement of the interrupting event to the other Party. The Parties shall agree, in writing, to suspend the implementation of this Agreement for a specific period ("Agreed Period").

22.4 In the event that both Parties reasonably believe that the Affected Party shall be unable to continue to perform its obligations after the Agreed Period, then either Party shall be entitled to terminate this Agreement without further notice to the other Party.

22.5 The Party whose performance is interrupted by the interrupting circumstances shall be entitled, provided that such party shall have

notice to that effect with a written notice of the interrupting circumstances as provided above, to extend the period of this Agreement by a period equal to the time that its performance is so prevented.

## **23 CESSION**

The Service Provider shall not be entitled to cede or assign or transfer in any other way and/or alienate its rights and obligations in terms of this Agreement without the prior written consent of the City.

## **24 CHANGE OF CONTROL / CIRCUMSTANCE**

24.1 The Service Provider shall notify the City, in writing, of any change in the Service Provider's shareholding or membership or any change in the Service Provider's subsidiary companies or holding or its affiliates such change shall be considered a material change in the constitution and identity of the Service Provider. The City may terminate this Agreement upon becoming aware of such material change.

24.2 The Parties agree that should there be a change as envisaged in clause 24.1 above, the Service Provider will no longer exist and a new third party/entity shall have been constituted. In this regard, such third party shall not be entitled to inherit any of the Service Provider's rights and obligations in terms of this Agreement, which will only be transferred to the new entity in writing by the City following the City's satisfaction and approval in writing of such new entity.

24.3 The Service Provider shall further notify the City of any material changes or circumstance which might have led the City to appoint the Service Provider to Provide the Goods and/or Services. In the event that any material change or circumstance occurs and the Service Provider fails to inform the City of such a change or circumstance, the Service Provider shall be deemed to have breached a material term of this Agreement and the City shall be entitled to cancel the Agreement on 1 (one) month's prior notice.

## **25 BREACH**

25.1 Subject to clause 24.3 above and save as expressly provided otherwise in this Agreement, should either Party commit a breach of any term of this Agreement (“the Defaulting Party”) then the affected party (“Aggrieved Party”) shall be entitled to inform the Defaulting Party in writing to remedy such failure or default within 7 (seven) Business Days and should the Defaulting Party fail to remedy the breach within 7 (seven) Business Days after receipt of the notice the so Aggrieved Party shall be entitled, without prejudice to any of its rights under this Agreement or law to:

- 25.1.1 immediately terminate this Agreement on written notice and claim damages (which shall include legal costs on an attorney/client scale); or
- 25.1.2 request specific performance and claim damages (which shall include legal costs on an attorney/client scale); or
- 25.1.3 impose penalties as provided for in clause 13 above.

## **26 DISPUTES**

26.1 Save for clause 25 above or any other clause in this Agreement which provides for its own remedy, should any dispute arise between the Parties in respect of or pursuant to this Agreement, including, without limiting the generality of a foregoing, any dispute relating to:

- 26.1.1 the interpretation of the Agreement;
- 26.1.2 the performance of any of the terms of the Agreement;
- 26.1.3 any of the parties' rights and obligations;
- 26.1.4 any procedure to be followed;
- 26.1.5 the termination or cancellation or breach of this Agreement; or

- 26.1.6 the rectification or repudiation of this Agreement; then any Party may give the other Party written notice of such dispute, in which event the provisions below shall apply.
- 26.2 Within 7 (seven) days of the declaration of such dispute, the Parties representatives or their nominated persons shall meet in the spirit of goodwill and endeavour to resolve the dispute, failing which (and without prejudice to any other alternative dispute resolution to which the Parties may agree, either prior to or concurrently with any legal action) the provisions of this clause 26 shall apply.
- 26.3 If the Parties are unable to resolve the dispute within 14 (fourteen) days of the notice of the dispute (or such longer period as they may have agreed to in writing), then either Party may, on written notice to the other Party, require that the dispute be submitted to and decided by arbitration, in terms of the Arbitration Act, 42 of 1965 of South Africa ("the Arbitration Act").
- 26.4 The arbitration shall be held under the provisions of the Arbitration Act provided that the arbitration shall be:
- 26.4.1 at any place which the Parties agree, in writing, to be mutually convenient; and
- 26.4.2 in accordance with such formalities and/or procedures as may be settled by the arbitrator and may be held in an informal and summary manner, on the basis that it shall not be necessary to observe or carry out the usual formalities of procedure, pleadings and/or discovery or respect rules of evidence.
- 26.5 If the arbitration is:
- 26.5.1 a legal matter, then the arbitrator shall be a practicing advocate or a practicing attorney of not less than 10 (ten) years' standing;

- 26.5.2 an accounting matter, then the arbitrator shall be a practicing chartered accountant of not less than 10 (ten) years' standing; and
- 26.5.3 any other matter, then the arbitrator shall be any independent person agreed upon between the parties.
- 26.6 Should the Parties fail to agree on an arbitrator within 14 (fourteen) days after the arbitration has been demanded, then the arbitrator shall be nominated at the request of either of the Parties, by the president for the time being of the President of the Legal Practice Council for the Gauteng Province.
- 26.7 Should the Parties fail to agree whether the dispute is of a legal, accounting or other nature within seven (7) days after the arbitration has been demanded, then it shall be deemed to be a dispute of a legal nature.
- 26.8 The arbitrator may:
  - 26.8.1 investigate or cause to be investigated any matter, fact or thing which he considers necessary or desirable in connection with the dispute and for that purpose, shall have the widest powers of investigating all documents and records of any party having a bearing on the dispute;
  - 26.8.2 interview and question under oath the Parties of any of their representatives;
  - 26.8.3 decide the dispute according to what he considers just and equitable in the circumstances; and
  - 26.8.4 make such award, including an award for specific performance, damages or otherwise, as he in his discretion may deem fit and appropriate. The arbitration shall be held as quickly as possible after it is requested, with a view to it being completed within thirty (30) days after it has been so requested.



- 26.9 The arbitrator's decision and award shall be in writing with reasons and shall be final and binding upon the Parties.
- 26.10 The arbitrators award may, on application by either Party to a court of competent jurisdiction and after due notice is given to the other Party, be made an order of court.
- 26.11 Notwithstanding the provisions of clauses 26.1, 26.2, 26.3, 26.4, 26.5, 26.6 and 26.7 above, in the event of either Party having a claim against the other Party for a liquidated amount or an amount which arises from a liquid documents, or for an interdict or other urgent relief, then the other Party having such a claim shall be entitled to institute action therefore in a court of law rather than in terms of the above clauses, notwithstanding the fact that the other Party may dispute the claim.
- 26.12 The provisions of this clause 26 are severable from the rest of this Agreement and shall remain in effect even where this Agreement is terminated or cancelled for any reason.

## **27 LAWS AND JURISDICTION**

- 27.1 This Agreement shall be governed by and interpreted according to the Law of the Republic of South Africa.
- 27.2 Each Party submits to the exclusive jurisdiction of the South African courts in respect of any matter arising from or in connection with this Agreement including its termination. Each Party further consents to the jurisdiction of the High Court of South Africa (North Gauteng High Court (Pretoria)).

## **28 NOTICES AND COMMUNICATIONS**

- 28.1 The Parties choose as their respective domicilium citandi et executandi (hereinafter referred to as the "domicilium") and for the delivery of any notices arising out of the Agreement or its termination or cancellation, whether in respect of court process, notices or other documents or

communications of whatsoever nature (including the exercise of any option), the address set out below:

28.1.1 THE CITY:

Block D, 2<sup>nd</sup> Floor

Tshwane House

320 Madiba Street

Pretoria

P O Box 6338

Pretoria, 0001.

Fax: (012) 358 1112/6660

Email: [citymanager@tshwane.gov.za](mailto:citymanager@tshwane.gov.za)

Attention: Oupa Appies Sello Chipu

Cell: \_\_\_\_\_ / \_\_\_\_\_

Telephone: 012 308 – 1954 / 012 358 – 4780

Email: [OupaA@tshwane.gov.za](mailto:OupaA@tshwane.gov.za) /

[sellocl@tshwane.gov.za](mailto:sellocl@tshwane.gov.za)

28.1.2 THE SERVICE PROVIDER:

Attention:

Telephone:

Cell – phone:

Fax:

Email:

28.2 Each Party shall be entitled from time to time, by written notice to the other Party, to vary its domicilium to any other address which is not a Post Office Box or a Poste Restante.

28.3 Any notice given and any payment made by any Party to another Party (hereinafter referred to as “the addressee”) which:

28.3.1 is delivered by hand during normal business hours of the addressee at the addressee’s domicilium, shall be deemed,

until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;

28.3.2 is posted by prepaid registered post to the addressee at the addressee's domicilium shall be deemed, until the contrary is proved by the addressee, to have been received on the 10<sup>th</sup> (tenth) day after the date of posting.

28.3.3 is sent by email or facsimile machine shall be deemed, until the contrary is proven by the addressee, to have been received within 1 (one) hour of transmission where it is transmitted during business hours of the receiving instrument and at noon on the following business day (excluding Saturdays) where it is transmitted outside such business hours.

28.4 Any notice or communication required or permitted in terms of this Agreement shall be valid and effective only if in writing but it shall be competent to give notice by facsimile and email.

28.5 Notwithstanding anything to the contrary in this Agreement a notice or communication actually received by one Party shall be an adequate notice or communication notwithstanding that it was not sent to or delivered at the chosen domicilium citandi et executandi.

## **29 GENERAL AND MISCELLANEOUS**

### **29.1 SOLE RECORD OF AGREEMENT**

This Agreement constitutes the sole record of the agreement between the Parties with regard to the subject matter hereof. No Party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein.

### **29.2 NO AMENDMENT EXCEPT IN WRITING**

No addition to, variation of, or agreed cancellation of, this Agreement shall be of any force or effect unless in writing and signed by or on behalf of the Parties. Any alleged waiver of this requirement must itself be reduced to writing and signed by the relevant Party to be of any effect.

### 29.3 WAIVERS

No relaxation or indulgence which any Party may grant to any other shall constitute a waiver of the rights of that Party and shall not preclude that Party from exercising any rights which may have arisen in the past or which might arise in future.

### 29.4 SURVIVAL OF OBLIGATIONS

Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement shall survive any termination or expiration of this Agreement and continue in full force and effect.

### 29.5 APPROVALS AND CONSENTS

An approval or consent given by a Party under this Agreement shall only be valid if in writing and shall not relieve the other Party from responsibility for complying with the requirements of this Agreement nor shall it be construed as a waiver of any rights under this Agreement except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Agreement. Any alleged waiver of the requirement that the approval or consent must be in writing must itself be reduced to writing and signed by the relevant Party to be of any effect.

## 30 EXECUTION

30.1 This Agreement may be executed in several counterparts, which shall each be deemed an original, but all of which shall constitute one and the same instrument. A facsimile or email shall constitute a valid counterpart for all purposes hereunder.

30.2 The signatories to this Agreement by their signature warrant their authority to enter into this Agreement and the capacity of their principal, if signing in a representative capacity, to enter into this Agreement.

Signed at ..... on this ..... day of .....year .....

Witnesses

1. ....
2. ....  
.....

for and on behalf of the City of  
Tshwane Metropolitan Municipality,  
and duly authorised thereto.

Signed at ..... on this ..... day of..... year  
.....

Witnesses

1. ....
2. ....  
.....

for and on behalf of Poneho  
Sanitation (Pty) Ltd and duly  
authorised thereto.

#### ANNEXURE "A"

#### RESOLUTION OF THE BOARD

Resolution by the Board of Directors of Poneho Sanitation (Pty) Ltd made at a  
meeting held at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.

NOTED: THAT intends to enter into an Agreement with the City of Tshwane  
Metropolitan Municipality in terms of which Poneho Sanitation (Pty) Ltd  
shall let and service chemical toilets to the City (the "Agreement") on  
the terms and subject to the conditions of this Agreement to which this  
resolution is attached as Annexure "A".

RESOLVED:

THAT approves and enters into the Agreement on the terms and  
subject to the conditions of the Agreement to which this resolution is  
attached.

THAT \_\_\_\_\_ in his capacity as a director of, be  
and is hereby authorised to negotiate, settle and sign the Agreement  
attached hereto, and to sign all documentation and do all things  
necessary to give effect to the aforesaid resolutions on behalf of

---

Read and Confirmed

Chairman/Company Secretary

## ANNEXURE “B”

### SCOPE OF WORK



## ANNEXURE “C”

### APPOINTMENT LETTER