



# SOL PLAATJE MUNICIPALITY BID DOCUMENT

**LATE SUBMISSION OF BIDS WILL NOT BE ACCEPTED.**

Original bid documents must be submitted in a sealed envelope marked  
" ENVELOPE 1 ORIGINAL "

A duplicate of the Original Bid document must be submitted in a sealed separate envelope marked  
'ENVELOPE 2 DUPLICATE'

If bids are submitted in one envelope containing one original and one duplicate it must be clearly stated. The duplicate must be a true reflection of the original Bid Document and supporting documents must be certified.

I hereby declare that the copy submitted is a true reflection of the original bid.

Bidder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>CONTRACT NUMBER:</b>	COR/HR02/2022
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF A POOL OF SKILLS DEVELOPMENT PROVIDERS FOR THE SOL PLAATJE LOCAL MUNICIPALITY FOR A PERIOD OF 3 YEARS</b>
<b>THE OFFER CONTAINS</b>	MBD1, MBD 2, MBD3.1, MBD3.2, MBD 3.3 (if applicable), MBD 4, listing criteria, MBD6, MBD 6.1, MBD 6.2 (if applicable) MBD8, MBD 9 and General Conditions of Contract
<b>ALL PAGES MUST BE SIGNED AND WITNESSED BY TWO WITNESSES, WHERE REQUIRED.</b>	
<b>NAME OF BIDDER</b>	
<b>PHYSICAL TRADING OFFICE ADDRESS</b>	
<b>CSD NUMBER:</b>	<b>MAAA</b>
<b>FINANCIAL (PRICE) OFFER: (VAT inclusive)</b>	
<b>BID PERIOD: For the period commencing</b>	
PREPARED FOR: <b>M. Van Zyl</b> SOL PLAATJE MUNICIPALITY PRIVATE BAG X5030 KIMBERLEY 8300	PREPARED BY: B. Nkoe  DATE: 14 February 2023
<b>CLOSING DATE: 02 MAY 2023</b>	<b>TIME: 10H00</b>

# BIDDER CHECKLIST

**CONTRACT NUMBER: COR/HR02/2022 - APPOINTMENT OF A POOL OF SKILLS DEVELOPMENT PROVIDERS FOR THE SOL PLAATJE LOCAL MUNICIPALITY FOR A PERIOD OF 3 YEARS**

Hereunder is a checklist to ensure that the bid documentation is complete in terms of administrative compliance. The bidder is to indicate that the documentation is complete and included in the bid document by completing the table below. **(Tick to indicate whether the information has been included and the originals signed and witnessed as required.)**

ITEM	DESCRIPTION	YES/NO
1	Cover letter front page	
2	Invitation to Bid (MBD1) must be completed & signed	
3	Tax Compliance requirements	
4	Pricing Schedule and Specifications to be completed (MBD 3.1), no correctional fluid to be used	
5	Method of Pricing and Price Adjustments to be fully and correctly completed (MBD 3.2)	
6	Professional Indemnity Insurance, where applicable	
7	Functionality Evaluation Schedule: (MBD 3.3) applicable for 2 stage bidding process	
8	Declaration of interest (MBD 4) Original to be completed and signed. <b>No bid will be accepted from persons in the service of the state<sup>1</sup>.</b>	
9	Submit the Central Supplier database report (CSD).	
10	Submit valid certified BBBEE certificate (MBD 6.1) or Sworn affidavit	
11	Submit a current Municipal Account or Lease Agreement	
12	Submit Medical Certificate where specific goal for disability is applicable	
13	Did you comply to DTI standards (local content) as indicated (MBD 6.2) if required	
14	Declaration of bidder's past supply chain management practices (MBD 8)	
15	Certificate of Independent Bid Determination – (MBD9)	
16	Did you submit <b>one (1)</b> original and <b>one (1)</b> copy of the bid documents?	
17	Take note and understand the Special Conditions, where applicable?	
18	Did you complete and sign the Listing Criteria as included in the bid document?	
19	Did you <b>initial every page</b> of your original submission?	
20	Did you comply to all pre-conditions as stated in bid document? (MBD 1)	
21	Did you attend the compulsory briefing session where required?	
22	Did you attach, Annual Financial Statements attached if project > R10 million, where applicable?	

**N.B.: - THIS FORM MUST BE SIGNED BY THE BIDDER AND TWO WITNESSES**

SIGNATURE OF BIDDER: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL TELEPHONE NO: \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AS WITNESSES: 1. \_\_\_\_\_ NAME PRINT \_\_\_\_\_

2. \_\_\_\_\_ NAME PRINT \_\_\_\_\_

DATE: \_\_\_\_\_

**SOL PLAATJE MUNICIPALITY  
INVITATION TO BID  
PART A  
INVITATION TO BID**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED**

**YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE SERVICES INFRASTRUCTURE**

BID NUMBER:	<b>COR/HR02/2022</b>	CLOSING DATE:	<b>02/05/2023</b>	CLOSING TIME:	<b>10H00</b>
DESCRIPTION	<b>APPOINTMENT OF A POOL OF SKILLS DEVELOPMENT PROVIDERS FOR THE SOL PLAATJE LOCAL MUNICIPALITY FOR A PERIOD OF 3 YEARS</b>				
	<p>To render services on behalf of the Sol Plaatje Municipality, as may be required for a period of <b>36 months (3) years</b> as indicated on this bid document, from the time of the award.</p> <p>The services shall commence on the date of signing the contract, with an option to extend as may be agreed upon by both parties upon expiry.</p> <p><b>One complete set of documents is available at <a href="http://www.etenders.gov.za">http://www.etenders.gov.za</a> or <a href="http://www.solplaatje.org.za">http://www.solplaatje.org.za</a> at no cost.</b></p> <p>One complete set of documents is available from SCU Contracts Section, Municipal Stores Complex Abattoir Road, Ashburnham, Kimberley upon payment of an amount of <b>R500-00 (Five hundred rand)</b>, which is non-refundable.</p> <p>Payment must be made at the cashiers on a "NO 10 deposit slip" using the following <b>mSCOA vote no</b></p> <p><b>21 12 1 42 451 0 SG ZZZ ZZ WM</b></p>				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO COMPLETE AND SIGN A WRITTEN CONTRACT FORM (MBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

SOL PLAATJE MUNICIPALITY

SCM UNIT – MUNICIPAL STORES COMPLEX

ABATTOIR ROAD, ASHBURNHAM

KIMBERLEY

8301

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
PHYSICAL TRADING ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		<b>AND</b>	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	

**[B-BBEE CERTIFICATE / SWORN AFFIDAVIT (FOR EMES & QSEs) / MEDICAL CERTIFICATE/ MUNICIPAL ACCOUNT OR LEASE AGREEMENT / CSD MUST BE SUBMITTED IN ORDER QUALIFY FOR SPECIFIC GOALS POINTS]**

In line with the Preferential Procurement Regulation of 2022 and SPM Preferential Procurement Policy, the following Specific Goals is applicable:

**Ownership – as a specific goal**

80/20 equal to or below R50 million		
90/10 above R50 million		
Ownership - Black		
% Ownership	80/20	90/10
<51%	2	1
>51% <100%	3	1.5
100%	5	2.5
Locality	10	5
Total Points	<b>20</b>	<b>10</b>

Companies or bidders bidding as **Joint venture must** include **their consolidated.**

- **Joint Venture Agreement** (must clearly stipulate the name of the lead partner)
- **Separate Tax compliance status pin** for both companies
- **Separate CSD report for both companies**
- **Separate Municipal accounts for both Companies/Valid lease agreement**
- **MBD 4,8 & 9 must** be completed respectively by both parties and submitted as part of the bid document

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]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
SIGNATURE OF WITNESS NO 1	NAME PRINT		
SIGNATURE OF WITNESS NO 2	NAME PRINT		
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	FINANCE: SUPPLY CHAIN UNIT	DEPARTMENT	Training and Development
CONTACT PERSON	Betty Nkoe	CONTACT PERSON	M. Van Zyl
TELEPHONE NUMBER	053 830 6172/6180	TELEPHONE NUMBER	053-830 6320
E-MAIL ADDRESS	bnkoe@solplaatje.org.za	E-MAIL ADDRESS	<a href="mailto:mvzyl@solplaatje.org.za">mvzyl@solplaatje.org.za</a>

**PART B  
TERMS AND PRE-CONDITIONS FOR BIDDING**

- (1) **NO BIDS WILL BE CONSIDERED FROM BIDDERS WHO ARE NOT REGISTERED ON THE CENTRAL SUPPLIERS DATABASE (CSD) ON THE NATIONAL TREASURY WEBSITE [www.csd.gov.za](http://www.csd.gov.za)**  
(2) **THE LISTING CRITERIA MUST BE COMPLETED IN THE DOCUMENT**  
(3) **NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE**

**1. BID SUBMISSION:**

- 1.1. Bids must be submitted within the stipulated date and time to the correct address. **Late submission of bids will not be accepted.**
- 1.2 All bids must be completed and submitted on the official tender document provided – **(may not to be re-typed, only hand-written submissions will be accepted,)** and no correction tape or fluid may be used on the tender document. Bidders, who have purchased the bid documents from the Municipality, **MUST** include proof of payment.
- 1.3 This bid is subject to the Preferential Procurement Regulations 2022, SPM Preferential Procurement Policy, SCM Policy General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract.

1.4 The following is **APPLICABLE ON COMPETITIVE BIDDING ABOVE R10 MILLION**

**If the value of the transaction is expected to exceed R10 million (Vat Included), require bidders MUST provide the following documents with the bid documents.**

- If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements
  - For the past three years or
  - Since their establishment if established during the past three years
- Particulars of any contracts awarded to the bidder 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
- A statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic:

**Please attach all annexures on the pages as indicated on the bid document**

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 **Bidders must ensure compliance their Tax obligations.**
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable Municipality to view the taxpayer's profile and tax status.
- 2.3 Application for the tax compliance status (TCS) pin may be made via e-filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).
- 2.4 Bidders may also submit a printed TCS certificate together with the bid
- 2.5 Foreign suppliers must complete the pre-award questionnaire in Part B Paragraph 5.
- 2.6 Bidders are required to submit the current Central Suppliers Database (CSD) registration report (NOT the summary report) together with the bid document

**3. MUNICIPAL ACCOUNTS**

- Copies of all municipal accounts, not older than 3 months or 90 days to be submitted with the bid.
- If the entity or any of its directors/shareholders /partners/members, etc. rents/leases premises a copy of the rental/lease agreement must be submitted with this bid.
- In cases where bidders use a lease premise for conducting their business, a valid lease agreement signed by both parties, which clearly stipulated who is responsible for municipal services, rates and taxes must be attached to the bid document.
- If the lessee (Bidder) is responsible for municipal services, municipal account or tax invoice of the leased premises that is not in arrears must be submitted.

**NB:** It is the responsibility of bidders to visit the municipal website in order to obtain details of successful/ unsuccessful information within 120 days after closure of bid. The municipal website is [www.solplaatje.org.za](http://www.solplaatje.org.za).

**4. COMPULSORY CLARIFICATION MEETINGS/ CIDB GRADINGS (IF APPLICABLE)**

4.1 LOCAL CONTENT: N/A

4.2 A BRIEFING SESSION: N/A

**5. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

5.1 IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

5.2 DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

5.3 DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

5.4 DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

5.5 IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**In terms of section 13 of the Municipal Supply Chain Management Regulations No. 27636 of 30 May 2005, the Municipal Manager shall reject all bids that do not comply with the following preconditions: -**

1. Bidders that have not furnished the Municipality with his/her full names, identification number or company or other registration number and tax reference number and vat registration number, if any.
2. Bidders that have not submitted a valid tax clearance certificate from SARS or provided their tax compliance status pin number
3. Bidders that have not indicated: -
  - a. Whether he/she is in the service of the state or has been in the service of the state in the previous twelve months;
  - b. If the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state or has been in the service of the state in the previous twelve months, or
  - c. Whether a spouse, child or parent of the bidder or of a director, manager, shareholders or stakeholder in the previous twelve months.
4. Any special conditions as contained in the bid documents.

**Bidders scoring the highest points or any bid will not necessarily be accepted, and the Municipality reserves the right to Sub-divide the contract and accept any portion of any bid, or determine a multiple award.**

Bids will be evaluated in terms of the approved point system (80/20) 80 points for price and 20 for specific goals or (90/10) 90 points and 10 for specific goals. The tender validity period should be for 120 days.

**NO BIDS by FAX or by E-MAIL WILL BE ACCEPTED.**

Sealed bids must be clearly marked with the following bid number and description:

CONTRACT NUMBER: **COR/HR02/2022**

DESCRIPTION: **APPOINTMENT OF A POOL OF SKILLS DEVELOPMENT PROVIDERS TO PROVIDE ACCREDITED AND NON-ACCREDITED TRAINING TO SOL PLAATJE EMPLOYEES, COUNCILLORS AND THE UNEMPLOYED, AS AND WHEN REQUIRED, FOR A PERIOD OF 36 MONTHS**

DROP AT THE TENDER BOX (OPPOSITE SECURITY)

ADDRESSED TO: THE MUNICIPAL MANAGER

MUNICIPAL STORES COMPLEX

ABATTOIR ROAD

ASHBURNHAM

Kimberley

**Closing date 02 MAY 2023**

**Time 10H00**

**IT IS THE PROSPECTIVE BIDDERS RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME TO ENSURE THAT RESPONSES REACH SPM, TIMEOUSLY. THE MUNICIPALITY SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL/ COURIER SERVICES.**

**Bids will be opened in public in the SCM OFFICES, STORES COMPLEX, ABATTOIR ROAD, Kimberley, immediately after closing time and date.**

INVITATION FROM: MUNICIPAL MANAGER  
CIVIC OFFICES, SOL PLAATJE DRIVE  
PRIVATE BAG X5030  
KIMBERLEY, 8300

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: \_\_\_\_\_

CAPACITY UNDER WHICH THIS BID IS SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

# Certificate of Attendance of Clarification Meeting on Site (If applicable)

NOTE: If the attendance register was signed at the clarification meeting held at the SCM Boardroom, the name of the signatory shall be inserted on this page and the authorized signatory shall sign this page.

***If attendance register has been signed at the clarification meeting:***

Name of person appearing on attendance register: \_\_\_\_\_

Representative organization name on attendance register: \_\_\_\_\_

***If the attendance register has not been signed at the clarification meeting.***

This is to certify that I, \_\_\_\_\_

representative of (Tenderer) \_\_\_\_\_

of (address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

telephone number \_\_\_\_\_

e-mail \_\_\_\_\_

attended the bid clarification meeting (date) \_\_\_\_\_

in the company of (Employer's Line Manager / Engineer's representative) \_\_\_\_\_

EMPLOYER'S LINE MANAGER / ENGINEER'S REPRESENTATIVE: \_\_\_\_\_

**MBD 1**

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

TELEPHONE NUMBER CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

CELLPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FACSIMILE NUMBER CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

VAT REGISTRATION NUMBER \_\_\_\_\_

HAS A VALID TAX COMPLIANCE STATUS PIN CERTIFICATE BEEN ATTACHED OR PROVIDED THEIR TAX COMPLIANCE STATUS PIN NUMBER?

YES	NO
-----	----

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1)

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)

A REGISTERED AUDITOR

(Tick applicable box)

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?  
(IF YES ENCLOSE PROOF)

YES	NO
-----	----

SIGNATURE OF BIDDER \_\_\_\_\_

DATE \_\_\_\_\_

CAPACITY UNDER WHICH THIS BID IS SIGNED \_\_\_\_\_

TOTAL NUMBER OF ITEMS OFFERED \_\_\_\_\_

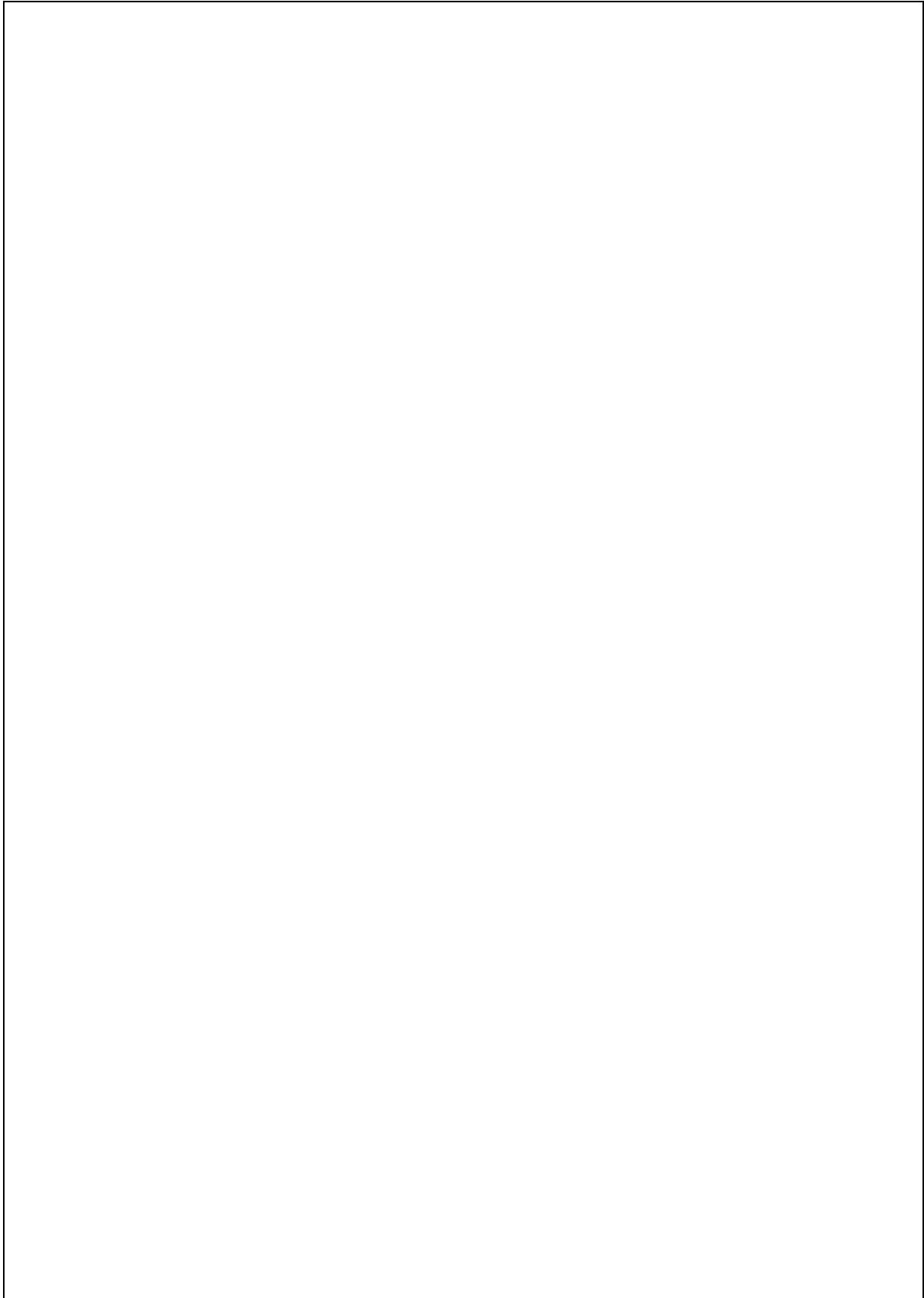
ATTACH VALID JOINT VENTURE AGREEMENT HERE (if applicable)

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the attachment of a valid joint venture agreement, as indicated by the text above it.

ATTACH VALID TAX COMPLIANCE STATUS PIN CERTIFICATE HERE

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the attachment of a tax compliance certificate as indicated by the text above it.

ATTACH MUNICIPALITY ACCOUNT 90 DAYS AND OR VALID  
LEASE AGREEMENT HERE

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the attachment of a municipality account or a valid lease agreement as indicated by the text above it.

		<b>SOL PLAATJE MUNICIPALITY, KIMBERLEY</b> <b>**MANDATORY** LISTING CRITERIA</b>		
CENTRAL SUPPLIER DATABASE REGISTRATION NUMBER (CSD): _____ _____				
1	Company name			
2	Contact details	Telephone Number: _____	Fax Number: _____	Cell phone number: _____
	Email address Contact person:	_____ _____		
3	Postal Address:			
4	VAT registered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If registered, VAT Registration No: _____
5	Settlement discount allowed	_____ %	For payment within	_____ days
6	Bank account details	Account No.:		Branch No.:
	Bank Name	_____		
	Branch Name	_____		
	Bank account type	_____		
7	Business Municipal Rates and Service Account Number: ** A current (30 days) account, or Lease Agreement in the case of a Landlord responsible for account, <b>must be</b> attached to this document **			_____
8	Located in Sol Plaatje Municipal Area	Yes <input type="checkbox"/>		No <input type="checkbox"/>
9	% owned by black male: _____ %	% owned by black female: _____ %		
	% owned by black youth: _____ %	% owned by white female: _____ %		
	% owned by disabled persons: _____ %			
10	B-BBEE status level of contribution:			
11	Indicate main sector. Please select one (1) only: Catering and Accommodation <input type="checkbox"/> Cleaning material <input type="checkbox"/> Commercial agents (Doctors, Lawyers, Audit firm, booking keeping, Pharmacy, Post,) <input type="checkbox"/> Communication and media, Construction- Building material and road works <input type="checkbox"/> Electrical services- gas/ Aircon, transformers, cables, poles <input type="checkbox"/> Funeral Parlour <input type="checkbox"/> Gardening services- Lawnmower <input type="checkbox"/> Florist <input type="checkbox"/> Information technology (IT services, system, telecommunication <input type="checkbox"/> Office equipment <input type="checkbox"/> Plant hire <input type="checkbox"/> PPE- mask, sanitizer, safety equipment <input type="checkbox"/> Repairs, motor parts and retail (accredited agency) <input type="checkbox"/> Stationery <input type="checkbox"/> Supplier of pumps, pipes, steel and maintenance or installation, and irrigation system <input type="checkbox"/> Training services e.g. workshops <input type="checkbox"/> Transportation (car rental, flight, and buses and driving school <input type="checkbox"/> Uniform <input type="checkbox"/> Security services <input type="checkbox"/>			
12	Amount full time employed staff: _____	Annual Turnover: R _____		Asset Value (Excluding fixed property) R _____
	13 It is the responsibility of the Supplier/Bidder to inform Sol Plaatje Municipality of any changes during the contract period			
NAME (PRINT) _____ SIGNATURE: _____				
CAPACITY: _____				
WITNESS (NAME): _____ SIGNATURE: _____				
DATE: _____				

ATTACH **CSD** REPORT REGISTRATION HERE

A large, empty rectangular box with a thin black border, occupying most of the page's vertical space. It is intended for the user to attach a CSD report registration document.

## SOL PLAATJE LOCAL MUNICIPALITY

### TENDER SPECIFICATIONS

#### **CONTRACT NUMBER: COR/HR02/2022 APPOINTMENT OF A POOL OF SKILLS DEVELOPMENT PROVIDERS FOR THE SOL PLAATJE LOCAL MUNICIPALITY FOR A PERIOD OF 3 YEARS**

#### **SCOPE OF WORK AND SPECIAL CONDITIONS OF CONTRACT**

##### **1. PURPOSE**

Sol Plaatje Local Municipality (SPLM) invites Skills Development Providers who are accredited against the identified qualifications and training interventions to submit bids to be in the SPLM pool for the implementation of Learnerships, Skills Programmes, Apprenticeship, Recognition of Prior Learning (RPL) and Non- accredited programmes.

Potential Service Providers must be willing to implement the training services in the Sol Plaatje Municipality area. The Sol Plaatje Local Municipality remains responsible for all contractual and payment-related issues.

##### **2. KEY OBJECTIVES**

- a) To source a Pool of accredited and non-accredited Skills Development Providers to offer learning programmes identified.
- b) To improve the skills base of employed and unemployed learners within the jurisdiction of the SPLM.
- c) To enable the SPLM to achieve its Annual Training Plan and Annual Performance Plan targets.

##### **3. CONTRACT PERIOD**

The SPLM will enter a contract based on the notional hours of the qualifications and will include the timeframe for assessment, moderation, and certification of learners. The contract will be for a period **of three (3) years** as and when required by the municipality.

#### 4. EXPECTED OUTCOMES OF DELIVERABLES FROM SERVICE PROVIDERS

The accredited Skills Development Providers will be required to:

- Comply with the accreditation requirements from the relevant (Education and Training Quality Assurance) ETQA body.
- Project manage the learning programmes on behalf of SPLM and the responsibilities will include:
  - Attend and provide report/feedback to the Training Committee.
  - Compile and submit required learner documents as per SPLM requirements;
  - Liaise with the SPLM skills development department regarding the submission of quarterly reports;
  - Monitor training provision;
  - Learner enrolment and certification in line with the National Learner Record Database (NLRD) requirements;
  - Completing of attendance registers for the entire qualification (workplace and theoretical training);
  - Keep accurate assessment and moderation records for each qualification /Unit standard;
  - Conduct all formative and summative assessments and generate report;
  - Moderate 10% assessments (classroom-based and workplace-based);
  - Regular meetings with SPLM skills development department to discuss progress of the project;
  - Develop training roll out plan;
  - Conduct learner induction sessions in collaboration with SPLM;
  - Upload learner enrolments and achievements on a learner management system (LMS) compliant to relevant SETA/NLRD specification;
  - Provide necessary support to learners;
  - Provide to SPLM the required compliant claiming documents as per the contract;
  - Keep an updated database and supporting documentation for all learners (including the learners that has exited the programme)
  - Contract management;
  - All files and records must be accessible to the SPLM, the donors and auditors at all times.
  - will be expected to comply with the national COVID19 regulations, DHET and QCTO guidelines.

#### 5. IDENTIFIED QUALIFICATIONS

- The following qualifications are informed by the Scarce and Critical Skills needs as per Sector Skills Plan.
- Training provider must submit a separate rollout plan as per evaluation criteria for each qualification for which they seek an appointment
- Only Skills Development Providers accredited to offer the below qualifications will be considered.

### Special conditions

- All accredited service providers must submit the Accreditation certificate or letter and proof of scope. Failure to provide will result in disqualification.
- For Non-accredited services for certain training, must be registered with the relevant authority and submit the proof of registration. The Line manager will verify.
- The service providers are required to provide a **physical training venue in Kimberley and cost and catering must be incurred by the service provider.**
- Training venues (The bidder must provide confirmation and availability of training venues in the SPLM regions where they are able to train the qualification applied for)
- Bidders will only be appointed for a qualification that they have applied and are accredited for; or if new qualifications are introduced, SPLM will allocate to the pool provided that the particular skills development provider is accredited to provide such qualification.
- Bidders are only required to indicate the qualification that they are applying for (as accredited).
- Specific reference to actions/(s) in the proposal as evaluation criteria to assist with the verification and evaluation of the supporting documentation is compulsory. Bidders who do not include the specific reference relevant section/(s) in their proposal will not be considered for the qualification.

**The table below are the required training programmes**

NO#	QUALIFICATION	ID NUMBER	NQF LEVEL	ARE YOU ACCREDITED FOR THIS QUALIFICATION? (YES/N), IF YES, ATTACH PROOF OF ACCREDITATION) (PLEASE TICK BELOW)	MAXIMUM NO OF LEARNERS (INDICATE BELOW)	DO YOU HAVE A TRAINING VENUE AND FACILITIES IN THE SPLM? (INDICATE YES/NO BELOW AND THE POSSIBILITY OF RENTAL)	DOES THE SKILLS DEVELOPMENT PROVIDER (SDP) HAVE PERMISSION FROM THE SETA TO PROVIDE ELEARNING/BLENDED LEARNING FOR THE QUALIFICATION LISTED BELOW (INDICATE YES/NO BELOW)	REFERENCE TO THE SECTION THE ROLL OUT PLAN AS EVALUATION CRITERIA TO VERIFY (COMPULSORY)
<b>ITEM 1 WATER AND WASTEWATER TREATMENT</b>								
	National Certificate (NC): Water & Wastewater Treatment Process Operations (Learnership 18.1 and 18.2 & RPL)	58951	2					
	NC Water and Wastewater Process Control (Learnership 18.1 and 18.2 & RPL)	60190	3					
	Further Education and Training Certificate (FETC) Water & Wastewater Process Control Supervision (Learnership 18.1 and 18.2 & RPL)	61709	4					
	Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision	96308	4					

	(Learnership 18.1 and 18.2 & RPL)							
	National Certificate Water & Wastewater Reticulation Services (Learnership 18.1 and 18.2 & RPL)	60169	3					
	National Certificate Water & Wastewater Reticulation Services (Learnership 18.1 and 18.2 & RPL)	60155	4					
	Further Education and Training Certificate: Water & Wastewater Reticulation Services (Learnership 18.1 and 18.2 & RPL)	60189	4					
	Further Education and Training Certificate: Water Purification Processes	48910	4					
	Occupational Certificate Water Reticulation Practitioner	102581	4					
	Occupational Certificate: Water Infrastructure Manager	104623	8					
	Occupational Certificate: Industrial Water Process Controller	102578	5					
	Further Education and Training Certificate:	61669	4					

	Community Water Health & Sanitation (Learnership 18.1 and 18.2)							
NO#	QUALIFICATION	ID NUMBER	NQF LEVEL	ARE YOU ACCREDITED FOR THIS QUALIFICATION? (YES/N), IF YES, ATTACH PROOF OF ACCREDITATION) (PLEASE TICK BELOW)	MAXIMUM NO OF LEARNERS (INDICATE BELOW)	DO YOU HAVE A TRAINING VENUE AND FACILITIES IN THE SPLM? (INDICATE YES/NO BELOW AND POSSIBILITY OF RENTAL)	DOES THE SKILLS DEVELOPMENT PROVIDER (SDP) HAVE PERMISSION FROM THE SETA TO PROVIDE EARNING/BLENDED LEARNING FOR THE QUALIFICATION LISTED BELOW (INDICATE YES/NO BELOW)	REFERENCE TO THE SECTION THE ROLL OUT PLAN AS EVALUATION CRITERIA TO VERIFY (COMPULSORY)
<b>ITEM 2: TRADES</b>								
	Further Education and Training Certificate: Plumbing	58782	4					
	Occupational Certificate: Plumber1	91782	4					
	Apprenticeship: Plumber (Trade Code:642601)							
	Further Education and Training Certificate: Construction Plumbing	65891	4					
	National Certificate: Bricklaying and Plastering: FET Phase	22291	2					
	National Certificate: Carpentry and Roofing; FET Phase	22296	3					

Apprenticeship: Welder (Trade Code 652302)								
Certificate: Welding	21113	4						
Occupational Certificate: Welder	94100	4						
Apprenticeship: Diesel Mechanic (Trade Code: 653306)								
Apprenticeship: Electrician (Trade code: 671101)								
NC: Electrical Engineering (Distribution)	48473	2						
National Certificate: Electrical Engineering (Distribution)	48476	3						
National Certificate: Electrical Engineering (Distribution)	48474	4						
Occupational Certificate: Electrician	91761	4						
National Certificate: Community House Building	24279	2						
National Certificate: Supervision of Construction Processes	49053	4						
National Certificate: Supervision of Civil Engineering Construction Processes: Road Works	23674	4						

	National Certificate: Construction Roadworks	24133	2					
	National Certificate: Supervision of Construction Processes	24173	3					
	Apprenticeship: Bricklayer	93627	4					
	Apprenticeship: Plaster							
	Apprenticeship: Carpenter	94022	4					
	Apprenticeship: Boilermaker	60727	6					
	Apprenticeship: Painter							
	Apprenticeship: Boilermaker Mining	60783	4					
	Apprenticeship: Fitter & Turner (Trade Code: 652302)	96264	6					
<b>ITEM 3: FINANCE</b>								
	Further Education Training Certificate: Local Government Accounting	73712	4					
	Credit Management	57901	5					
	Further Education Training Certificate: Municipal Finance Administration	50372	4					
	Certificate: Municipal Finance Management	48965	3					

	Certificate: Local Government Accounting	59751	4					
	National Diploma: Payroll Administration Services	67229	5					
	National Diploma: Local Government Finance	97045	6					
	Advance Certificate: Accounting Science	90482	6					
	National Certificate: Public Sector Accounting	20352	4					
	Higher Certificate: Logistics and Supply Chain Management	101529	5					
	Occupational Certificate: Supply Chain Manager	111357	5					
	Higher Certificate: Financial Management	100816	5					
	Municipal Financial Viability							
	National Diploma: Public Finance Management and Administration	49554	5					
<b>NO#</b>	<b>QUALIFICATION</b>	<b>ID NUMBER</b>	<b>NQF LEVEL</b>	<b>ARE YOU ACCREDITED FOR THIS QUALIFICATION? (YES/N), IF YES, ATTACH PROOF OF ACCREDITATION) (PLEASE TICK BELOW)</b>	<b>MAXIMUM NO OF LEARNERS (INDICATE BELOW)</b>	<b>DO YOU HAVE A TRAINING VENUE AND FACILITIES IN THE SPLM? (INDICATE YES/NO BELOW AND POSSIBILITY OF RENTAL)</b>	<b>DOES THE SKILLS DEVELOPMENT PROVIDER (SDP) HAVE PERMISSION FROM THE SETA TO PROVIDE ELEARNING/BLENDED LEARNING FOR THE QUALIFICATION LISTED BELOW (INDICATE YES/NO BELOW)</b>	<b>REFERENCE TO THE SECTION THE ROLL OUT PLAN AS EVALUATION CRITERIA TO VERIFY (COMPULSORY)</b>

**ITEM 4 MANAGEMENT**

	National Certificate: Risk Management	24396	4					
	Further Education Training Certificate: Generic Management: Disaster Risk Management	60274 (59201) (59020)	5					
	National Certificate: Generic Management: Disaster Risk Management	64870 (57712)	4					
	Further Education Training Certificate: Project Management	50080	4					
	National Certificate: Project Management	58395	5					
	National Certificate: Local Economic Development	36436	4					
	National Certificate: Local Economic Development	36437	6					
	National Certificate: Local Economic Development	36438	5					
	Further Education Training Certificate: Community Development: LED	67509	4					
	National Certificate: Community Development	80946 (83389,833 92,83392)	5					
	Certificate: Local Government	23616	5					

Higher Certificate: Local Government	23617	5					
Diploma: Local Government	25956	6					
National Certificate: Local Government Support Services	58644	3					
National Certificate: Ward Committee Governance	57823	2					
National Certificate: Local Government Councillor Practice	58578	3					
National Certificate: Municipal Integrated Development Planning	50205	4					
National Certificate: Municipal Governance	67467 (60519)	5					
National Certificate: Public Administration	50060	5					
Further Education Training Certificate: Public Administration	57824	4					
Further Education Training Certificate: Leadership Development	50081	4					
Diploma. Administrative Management	100959	6					
Higher Certificate: Public Management	115437	5					
Higher Certificate: Renewable Energy Resources	91825	5					

	Advance Certificate; Labour Law	102427	6					
	Certificate: Industrial Psychology	21121	5					
	Certificate: Commerce: Financial Accounting	21037	5					
	National Certificate: Labour Relations Practice	93993	5					
	Advance Certificate in Municipal Governance	83246	6					
	Diploma: Public Management	100784	6					
	Diploma: Fleet Management	83748	6					
	Higher Certificate: Logistics Management	96798	5					
	Certificate: Office Administration	23618	5					
	Further Education Training Certificate: Archives and Records Management	64069	4					
	Postgrad: Diploma: Disaster Management	101126	8					
	National Certificate: Local Economic Development	36436	4					
	Further Education Training Certificate: New Venture Creation	66249	4					
	National Certificate: New Venture Creation	49648	2					

### ITEM 5 PROFESSIONS

	Further Education Training Certificate: Road Traffic Law Enforcement	62289	4					
	Occupational Certificate: Valuer (Municipal Property Assessor)	99700	5					
	Further Education Training Certificate: Fire & Rescue Operations	57803	4					
	Occupational Certificate: Fire Fighter	98991	4					
	National Certificate: Emergency Services Supervision: Fire and Rescue Operations	64390	5					
	National Certificate: Environmental Management	66789	5					
	Certificate: Fleet Management	96723	5					
	General Education and Training Certificate: Environmental Practice	49552	1					
	National Certificate: Environmental Practice	49605	2					
	National Certificate: Environmental Practice	49752	3					
	Further Education Training Certificate: Environmental Practice	50309	4					

	Further Education Training Certificate: Environmental Noise Practice	58801	4					
	Further Education Training Certificate: Environmental Noise Practice	59325	5					
	Further Education Training Certificate: Environmental Management	66789	5					
<b>ITEM 6: EDUCATION TRAINING DEVELOPMENT PRACTITIONERS (ETDP)</b>								
	Further Education Training Certificate: Occupationally Directed Education Training and Development Practices (ODETDP)	50332	4					
	National Certificate: ODEPTDP	50334	5					
	National Diploma: ODETDP	50333	5					
	National Certificate: ODETP	50331	6					
	National Senior Certificate for Adults	91672	4					
	Facilitator: Train the Trainer							

NO#	QUALIFICATION	ID NUMBER	NQF LEVEL	ARE YOU ACCREDITED FOR THIS QUALIFICATION? (YES/N), IF YES, ATTACH PROOF OF ACCREDITATION) (PLEASE TICK BELOW)	MAXIMUM NO OF LEARNERS (INDICATE BELOW)	DO YOU HAVE A TRAINING VENUE AND FACILITIES IN THE SPLM? (INDICATE YES/NO BELOW AND POSSIBILITY OF RENTAL)	DOES THE SKILLS DEVELOPMENT PROVIDER (SDP) HAVE PERMISSION FROM THE SETA TO PROVIDE ELEARNING/BLENDED LEARNING FOR THE QUALIFICATION LISTED BELOW (INDICATE YES/NO BELOW)	REFERENCE TO THE SECTION THE ROLL OUT PLAN AS EVALUATION CRITERIA TO VERIFY (COMPULSORY)
<b>ITEM 7: ENGINEERING</b>								
	National Certificate: Road Transport	48439	3					
	Further Education Training Certificate: Road Transport Supervision							
	National Certificate: Electrical Engineering: Renewable Energy	67435	2					
	National Certificate: Electrical Engineering: Renewable Energy	72081	3					
	Advanced Diploma in Construction Health Engineering	109724	7					
	Certificate. General Education and Training: Basic Technical Practices: Energy	49753	1					
	National Certificate: Electrical Engineering	73313	2					
	National Certificate: Electrical Energy							

	Photovoltaic Solar Systems							
	Power Systems Protection							
	MicroStation Software							
	Electrical: Substation: Construction							
	Electrical: Operating Regulation for High Voltage Systems (ORHVS)- Access	HVO1						
	Electrical: Operating Regulation for High Voltage Systems (ORHVS) – Responsible person	HV02						
	Electrical: Operating Regulation for High Voltage Systems (ORHVS)- Appointed operator	HV04						
	Electrical: SANS 10142-1							
	Operate on high voltage (HV) networks (66 kV – 132 kV)(Distribution)							
	Operate on Medium Voltage (MV) networks (11 to 44kV).(Reticulation)							
<b>ITEM 8 INFORMATION TECHNOLOGY VARIOUS</b>								
	PowerPoint Foundation							
	PowerPoint Intermediate							

	PowerPoint Advanced							
	Excel Foundation							
	Excel Intermediate							
	Excel Advanced							
	Word Foundation							
	Word Intermediate							
	Word Advanced							
	National Certificate: Information Technology: End User Computing	49077	3					
	Further Education and Training Certificate: Information Technology: Technical Support	78964	4					
	Further Education and Training Certificate: Information Technology: Systems Development	78965	4					
	National Certificate: Information Technology	21188	4					
<b>ITEM 9 INFORMATION AND COMMUNICATIONS TECHNOLOGY</b>								
	Information Technology (System development)	48872	5					
	(IT) VMware vSphere: Install Configuration							
	(IT) ITIL V4 Foundation							
	Certificate: Governance of Enterprise IT							
	Network Technician							
	Veeam Availability Suite V10							

	Certified in the Governance of Enterprise IT (CGEIT)							
<b>ITEM: 10 LIBRARIES</b>								
	Libraries Children's Programme							
	Libraries Resource Description & Access Course							
	Occupational Certificate: Library Assistant	94598	5					
	Libraries: Library Marketing							
	Digital Marketing Skills							
	Foundations: English Literacy							
	Libraries: Apply Legislation							
	Libraries: Further Education and Training Certificate: Library Practice	50520	4					
	Information Literacy							
	Apply Library Legislation							
	Digital Skills for Libraries							
	Teamwork							
	Libraries: Repair and Binding of Library Material							
	Libraries: Shelving & Shelf Reading							

	Libraries; Heritage Resources							
	Libraries: Cataloguing							
	Reference Skills (Libraries)							
	ITC Problem Solving							
	Libraries: Promote Literacy							
	Libraries: Collection Development							
	Libraries: Information Literacy							
	Libraries: Process Library Material							
	Libraries: Display & Signage							
<b>ITEM: 11 VARIOUS</b>								
	Examiner of Vehicles							
	Job Evaluation (TASK)							
	Firearms Course							
	Leadership & Management Skills							
	Bid Committee							
	Report Writing							
	Urban Search & Rescue							
	Advanced Driving							
	Office Application Specialist							
	Code of Conduct							
	Pasture Management							
	Safety & Security Training							

	Substation Design & Equipment							
	Consequence Management							
	Senior Management							
	Good Governance & Public Participance							
	Waste Management Course							
	Surveying							
	Certificate Information Systems Sec Pro							
	Diploma: Software Specialist							
	Electrical: Solar PV Systems							
	Electrical: Transformers: Construction; Operations & Maintenance							
	Chairing of Disciplinary Hearings							
	Chairing of the Meeting							
	Public Speaking							
	Contract Management							
	Methods of Construction							
	Maintenance & Repair Engine							
	Quality Control Construction							
	Electrical Scada Course							
	ReticMaster & PoweMaster Training							

	Vermin & Sheep Dog Handling							
	Large & Small Stock Animals							
	HR Audit Virtual Training							
	National Certificate: Emergency Services Supervision: Fire and Rescue Operations	64390	5					
	Front End Loader Training							
	Instructor for Motor Registration							
	Pumps Training							
	SAMTRAC (Safety Management Training Course)							
	Labour Relations Management Practice							
	Coaching and mentoring							
	Demonstrate an understanding of the role and functions of a Peace officer and Traffic Warden	377224	4					
	National Certificate: General Security Practices	58577	3					
	Brush Cutter Training							
	Life-Saving							
	National Diploma: Plant Production	49010	5					

	Occupational Certificate: Horticultural Farm Foreman	101871	4					
	National Certificate: Animal Production	48979	4					
<b>ITEM 12 HEALTH &amp; SAFETY</b>								
	First Aid Level 1 & 2	US 119567; 120496	1&2					
	First Aid Level 3	US 376480	3					
	National Certificate: Occupational Health, Safety and Environment	74269	2					
	National Certificate: Occupational Hygiene and Safety	79806	3					
	Diploma: Safety Management	101161	6					
	Safety Officer							
	Undertake an emergency rescue operation in a confined space	US 260139	5					
	Assess a worksite for work at height and prepare a fall protection plan	US 229994	4					
	Explain and perform fall arrest techniques when working at height	US 229998	1					
	Monitor, report and make recommendations	US 120362	3					

	pertaining to specified requirements in terms of working at height							
	Respond to, implement, and manage emergencies according to an emergency action plan in a workplace	US 120329	3					

**ITEM 13 LEARNERS AND DRIVER'S LICENCES**

NO	QUALIFICATION	ID NUMBER	NQF LEVEL	ARE YOU ACCREDITED FOR THIS QUALIFICATION? (YES/NO), IF YES, ATTACH PROOF OF ACCREDITATION) (PLEASE TICK BELOW)	MAXIMUM NO OF LEARNERS (INDICATE BELOW)	DO YOU HAVE A TRAINING VENUE AND FACILITIES IN THE SPLM? (INDICATE YES/NO BELOW)	DOES THE SKILL DEVELOPMENT PROVIDER (SDP) HAVE PERMISSION FROM THE SETA TO PROVIDE ELEARNING/BLENDED LEARNING FOR THE QUALIFICATION LISTED BELOW (INDICATE YES/NO BELOW)	REFERENCE TO SECTION IN PROPOAL TO VERIFY (COMPULSORY)
	Learners Licence for Motorcycles A and A1							
	Learners Licence for Motor vehicles B							
	Learners Licence for Motor vehicles C1							
	Learners Licence for Motor vehicles C							
	Learners Licence for Motor vehicles EB, EC1 & EC							
	Drivers Licence for Motor cycles A and A1							

	Drivers Licence for Motor vehicles B							
	Drivers Licence for Motor vehicles C1							
	Drivers Licence for Motor vehicles C							
	Drivers Licence for Motor vehicles EB, EC1 & EC							

## 6. EVALUATION CRITERIA

A separate roll-out plan must be submitted for any of the five (5) Learning Programmes (Learnerships, Skills Programmes, Apprenticeship, Recognition of Prior Learning (RPL), and Non-accredited Training).

- a) Bidders must score **60 points** and more.
- b) Specific reference to section/(s) in the proposal to assist with the verification and evaluation of the supporting documentation is compulsory. Bidders who do not include a specific reference to the relevant section/(s) in their proposal will not be considered for the qualification.
- c) The evaluation of service provider's responses will be evaluated in accordance with the criteria below.

Criteria		Points
1	<b>Project Plan</b> ( <i>Roll out/ implementation</i> )	30
2	<b>Company Profile</b> ( <i>Track Records and References</i> )	20
3	<b>Human Resource Capability</b> ( <i>Project Leader and Education Training and Development Practitioners (ETDP), and Administrators</i> )	20
4	Locality	10
<b>Total</b>		<b>80 points</b>

### FUNCTIONALITY SCORECARD

No	Description	Points	Alloc points	Total Points
<b>1</b>	<b>Project Plan (Roll out/ implementation)</b>			<b>30</b>
	Information on rollout/ implementation plan not provided/ irrelevant information/ not detailed as per <b>column C item description</b> and/or scope of work	0		
	Bidder/s has provided basic information on rollout/ implementation plan (Basic refers to; Bidder has provided items between 1-4 of the rollout/ implementation plan as per Column C- Item Description)	10		
	Bidder has provided partial/sufficient information on rollout/implementation plan (Partial information refers to: Bidder as only provided between 5 to 8 of the roll out/ implementation plan as per Column C- item Description)	20		
	Bidder/s have provided a comprehensive and detailed implementation plan (Comprehensive and detailed information refers to bidders has provided all (9) Items of the roll out/ implementation as per column C, Item Description)	30		
<b>2</b>	<b>Company Profile (Track Records and References)</b>			<b>20</b>
	<b>Track Record</b>			
	None submission of the required profile demonstrating previous completed projects.	0		
	Bidder submitted company profile where they completed minimum of two projects.	5		
	Bidder submitted company profile where they completed minimum of three projects	10		
<b>3</b>	<b>References</b>			
	None submission or submission of contactable reference letters with irrelevant experience.	0		
	Bidder has submitted between 1- 2 valid contactable references letter in training service.	5		
	Bidder has submitted 3 or more valid contactable references letters in training service	10		

<b>4</b>	<b>Human Resource Capability (Project Leader and Education Training and Development Practitioners (ETDP), and Administrators)</b>			<b>20</b>
	<b>Project leader</b>			
	Non-submission of information/ Project has irrelevant experience to the requirement.	0		
	Submitted CV/ profiles of a Project Leader with one (1) to two (2) years working experience in the public sector with a specific reference to training: as per Column C, Item Description.	5		
	Submitted CV/ Profiles of a Project leader indicating three (3) years or more of experience in the public sector with a specific reference to training as per Column C, Item Description.	10		
	<b>ETD Practitioners</b>			
	List of ETD practitioners with qualifications and CV's not provided/Submission of irrelevant documents CV's/Profiles/CV's less than (1) one year	0		
	Bidder has provided partial information on ETD practitioners, qualifications and CVs/Profiles. (Partial refers to bidders who only list the names of practitioners but did not submit CVs/profiles, qualifications/certificates and experience is between one (1) to two (2) years' experience.	5		
	Bidders has provided a comprehensive and detailed information on ETD practitioners. Detailed information refers to (e.g. list of ETD practitioners/ certificates and CVs/ Profiles provided. Experience is three (3) years and above.	10		
<b>5</b>	<b>Location</b>			<b>10</b>
	Offices within the vicinity of SPM	10		
	Offices within the vicinity of Frances Baard District	7		
	Offices within the Northern Cape Province	5		
	Offices within the Republic of South Africa	3		
<b>TOTAL</b>				<b>80</b>

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DESCRIPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)					
<p>1. PROJECT PLAN (30 points)</p>	<p>1.1 ROLL OUT/IMPLEMENTATION PLAN</p>	<ul style="list-style-type: none"> <li>• <u>Background and Context</u>  Bidders must provide brief background and context of proposal.  Project objectives and target beneficiaries.</li> <li>• Bidder/s must provide <u>detailed approach</u> in which the project will be implemented under these three phases/milestones. <b>1) Planning</b> <b>2) Execution</b> and <b>3) Closure</b> and therefore, <b>the project roll out/ implementation plan must include:</b> <ol style="list-style-type: none"> <li>I. Deliverables at each phase, in sequential order;</li> <li>II. Timeframe required to</li> </ol> </li> </ul>	<p>0= Information on rollout/ implementation plan not provided/ irrelevant information/ not detailed as per <b>column C item description</b> and/or scope of work</p> <p>10= Bidder/s has provided basic information on rollout/ implementation plan (Basic refers to; Bidder has provided items between 1-4 of the rollout/ implementation plan as per Column C-Item Description)</p> <p>20= Bidder has provided partial/sufficient information on rollout/implementation plan (Partial information refers to: Bidder as only provided between 5 to 8 of the roll out/ implementation plan as</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Weight points (max)</b></td> </tr> <tr> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">30</td> </tr> </table>	<b>Weight points (max)</b>	0	10	20	30	
<b>Weight points (max)</b>										
0										
10										
20										
30										

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DESCRIPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)
		achieve the deliverables; III. Person responsible for the deliverables; IV. Approach towards Training Facilitator/ Assessment/ Moderation/ Evaluation and Gap training in the case of RPL, Trade Testing for Apprenticeship/ Artisan V. Availability of learning, Training and Assessment Materials VI. Stakeholder Analysis and Management VII. Risks and Constraints VIII. Monitoring and reporting of the project;	per Column C- item Description)  30=Bidder/s have provided a comprehensive and detailed implementation plan (Comprehensive and detailed information refers to bidders has provided all (9) Items of the roll out/ implementation as per column C, Item Description)		

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DESCRIPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)				
		IX. Project closure/ Statement of Results/ Certification and (Exit Strategy and or sustainability for unemployed learners)							
2. COMPANY PROFILE (20 points)	2.1 TRACK RECORDS AND REFERENCES	2.1.1 Track Record <ul style="list-style-type: none"> <li>Bidder/s must provide <u>company profile detailing previously completed projects relating to qualification they have applied for or previously related projects completed, names of companies, duration of the projects, results and successes achieved in terms of completion.</u> The bidder must include the number of beneficiaries trained during this period and the contract value.</li> <li>The bidder without track record, must</li> </ul>	Track Record 0= None submission of the required profile demonstrating previous completed projects.  5= Bidder submitted company profile where they completed minimum of two projects.  10= Bidder submitted company profile where they completed minimum of three projects	Track Record <table border="1" data-bbox="1610 735 1807 922"> <tr> <td>Weight points (max)</td> </tr> <tr> <td>0</td> </tr> <tr> <td>5</td> </tr> <tr> <td>10</td> </tr> </table>	Weight points (max)	0	5	10	
Weight points (max)									
0									
5									
10									

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DECRPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)				
		<p>submit a joint venture memorandum of agreement with an experienced SDP in the qualification applied; provide the track record of the venture partner, and submit their accreditation letter of the qualification applied.</p>							
	<p><b>2.2 REFERENCES</b></p>	<p>2.2.1 References</p> <p>The bidder must provide (3) references of similar work done in the past (3) years</p> <ul style="list-style-type: none"> <li>(Reference letters are deemed valid when they are for the work done in the past three (03) years and are for the projects listed on the company profile as per Reference criteria 2.1.1 above)</li> </ul>	<p>References</p> <p>0= None submission or submission of contactable reference letters with irrelevant experience.</p> <p>5= Bidder has submitted between 1- 2 valid contactable references letter in training service.</p> <p>10= Bidder has submitted 3 or more valid contactable references letters in training service</p>	<p>References</p> <table border="1" data-bbox="1610 810 1807 959"> <tr> <td>Weight points</td> </tr> <tr> <td>0</td> </tr> <tr> <td>5</td> </tr> <tr> <td>10</td> </tr> </table>	Weight points	0	5	10	
Weight points									
0									
5									
10									

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DESCRIPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)				
<p>3. HUMAN RESOURCE CAPACITY (20 points)</p>	<p><b>3.1 PROJECT TEAM AND EDUCATION TRAINING AND DEVELOPMENT PRACTITIONERS (ETDP), ADMINISTRATORS AND PROJECT LEADERS</b></p>	<p>3.1.1 Project Leader</p> <ul style="list-style-type: none"> <li>The bidder must submit a comprehensive CV of a project manager demonstrating a minimum of three (3) years' experience in Project Management in the public sector with a specific reference to training.</li> </ul>	<p>Project Leader</p> <p>0= Non-submission of information/ Project has irrelevant experience to the requirement.</p> <p>5= Submitted CV/ profiles of a Project Leader with one (1) to two (2) years working experience in the public sector with a specific reference to training: as per Column C, Item Description.</p> <p>10= Submitted CV/ Profiles of a Project leader indicating three (3) years or more of experience in the public sector with a specific reference to training as per Column C, Item Description.</p>	<p>Project leader</p> <table border="1" data-bbox="1610 411 1807 561"> <tr> <td>Weight points</td> </tr> <tr> <td>0</td> </tr> <tr> <td>5</td> </tr> <tr> <td>10</td> </tr> </table>	Weight points	0	5	10	
Weight points									
0									
5									
10									
		<p>3.1.2 ETD Practitioners</p>	<p>0= List of ETD practitioners with qualifications and CV's</p>	<p>ETD Practitioners</p>					

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DESCRIPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)				
		<p>a) List of Facilitators, Registered Assessors, Registered Moderators and Mentors for the qualifications applied for.</p> <p>I. Facilitator- must have the relevant qualifications which is at least 1 NQF level higher than the qualification applied for. The facilitators' qualifications must be submitted to prove that they are qualified for the qualification.</p> <p>II. Assessor must be registered for the applied qualification.</p> <p>III. Moderator- can be an assessor for the qualification applied for. The moderator's academic</p>	<p>not provided/Submission of irrelevant documents CV's/Profiles/CV's less than (1) one year</p> <p>5=Bidder/s has provided partial information on ETD practitioners, qualifications and CVs/Profiles. (Partial refers to bidders who only list the names of practitioners but did not submit CVs/profiles, qualifications/certificates and experience is between one (1) to two (2) years' experience.</p> <p>10= Bidders has provided a comprehensive and detailed information on ETD practitioners. Detailed information refers to (e.g. list of ETD practitioners/ certificates and CVs/ Profiles provided0</p>	<table border="1"> <tr> <td>Weight points (max)</td> </tr> <tr> <td>0</td> </tr> <tr> <td>5</td> </tr> <tr> <td>10</td> </tr> </table>	Weight points (max)	0	5	10	
Weight points (max)									
0									
5									
10									

(A) SUBJECT/CATEGORY	(B) MAIN ITEMS	(C) ITEM/S DESCRIPTION	(D) SCORING	(E) WEIGHT POINTS	(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)
		<p>qualifications must be submitted to prove that they are subject matter experts.</p> <p>b) Qualifications/ Certificates of the ETD Practitioners for the qualification/s applied for.</p> <p>c) Curriculum Vitae (CV) of the ETD Practitioners for the qualification/s applied for.</p> <p>ETDP Practitioners should at least possess minimum of three years' experience in relevant applied qualification</p>	Experience is three (30 years and above.		
LOCALITY	<ul style="list-style-type: none"> <li>• Offices within the vicinity of SPM</li> <li>• Offices within the vicinity of Frances Baard District</li> <li>• Offices within the Northern Cape Province</li> <li>• Offices within the Republic of South Africa</li> </ul>			10	

<b>(A) SUBJECT/CATEGORY</b>	<b>(B) MAIN ITEMS</b>	<b>(C) ITEM/S DECRPTION</b>	<b>(D) SCORING</b>	<b>(E) WEIGHT POINTS</b>	<b>(F) REFERENCE TO SECTIONS IN PROPOSAL TO VERIFY (COMPULSORY)</b>
<b>TOTAL FUNCTIONAL SCORE</b>				<b>80</b>	



## FINAL DELIVERY

The Skills Development Provider must obtain final signoff from the SPLM before the project is concluded and the final payment is made. The Skills Development Provider must submit signoff documentation authorized by the SPLM.

SOL PLAATJE MUNICIPALITY



**MBD 4**

## DECLARATION OF INTEREST

**BIDDERS WHO FAIL TO DECLARE ACCURATELY AND HONESTLY SHALL BE DISQUALIFIED AND THEIR NAMES AND COMPANY DETAILS WILL BE SUBMITTED TO NATIONAL TREASURY AND PROVINCIAL TREASURY TO BE BLACK LISTED. SHOULD YOUR INTEREST BE DISCOVERED AFTER THE AWARD OF THE CONTRACT THE MUNICIPALITY SHALL TERMINATE YOUR CONTRACT ON THE BASIS OF THE ABOVE.**

1. No bid will be accepted from persons in the service of the State<sup>1</sup>. (Employed by the State)
2. Any person, having a kinship with persons in the service of the State (Employed by 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, shareholder<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? (Employed by 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 (employed by 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 (employed by 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 (employed by 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 the service of the State (employed by 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 the service of the State (employed by 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, provide information of other companies as reflected on CSD report:

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

Full Name	Identity Number	State Employee Number

**DECLARATION**

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE MUNICIPALITY MAY REJECT THE BID OR ACT AGAINST ME / COMPANY SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
(Print) Name of bidder

**THE MBD4 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER**

**BIDDER MUST UPDATE MBD 4 DOCUMENT ANNUALLY IN LINE WITH SCM POLICY.**



## PREFERENCE POINT SYSTEM

# PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND SCM PREFERENTIAL PROCUREMENT POLICY

## PURCHASES

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 2022.**

### 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/not exceed** R50 000 000 (all applicable taxes included) and therefore the..... 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	80
SPECIFIC GOALS	20
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>

1.5 Bidder must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid.

1.6 The Municipality reserves the right to require from a bidder, either before a bid is adjudicated or at any time subsequently, to submit BBBEE certificate or Sworn affidavit.

### 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.





## 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:

- What percentage of the contract will be subcontracted. \_\_\_\_\_ %
- The name of the sub-contractor \_\_\_\_\_
- The B-BBEE status level of the sub-contractor \_\_\_\_\_
- Whether the sub-contractor is an EME.

(Tick applicable box)

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

## 9. DECLARATION WITH REGARD TO COMPANY/FIRM

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

9.2 VAT registration number: \_\_\_\_\_

9.3 Company registration number: \_\_\_\_\_

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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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.

**N.B: THE MBD 6.1 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES.**

SIGNATURE: \_\_\_\_\_

NAME: (PRINT) \_\_\_\_\_

DULY AUTHORISED TO SIGN ON BEHALF OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS (1) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_



ATTACHED CERTIFIED COPY OF THE B-BBEE / SWORN AFFIDAVIT CERTIFICATE HERE





## MBD 6.1.1

What are the other firms' principal business activities? \_\_\_\_\_

Describe all property agreements relating to facilities shared:

\_\_\_\_\_

FACILITY	MONTHLY	RENTAL	AMOUNT	OWNER	AGREEMENT VERBAL/WRITTEN

(F) Did the firm exist under a previous name? (✓ tick one box)

Yes  No

If yes, what was its previous name and who were the owners/ partners/directors?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(G) Identify any owner or shareholder who has membership interest, or is an employee of, or has duties in another business enterprise, which has also tendered for this contract.

OWNER/ SHAREHOLDER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNERSHIP	TYPE OF BUSINESS OF OTHER FIRM

(H) Is this a joint venture contract? (✓ tick one box)

Yes  No

If yes, describe the joint venture (with what firm and value of work)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## MBD 6.1.1

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

- (i) the information furnished is true and correct;
- (ii) no part of this contract, other than stated at the time of bid or application, will be subcontracted to other parties.
- (iii) the signatory to the bid document is duly authorised thereto;
- (iv) documentary proof regarding any bidding issues will, when required, be submitted to the satisfaction of the Municipality.
- (v) Upon detecting any false claim or statement will result in the de-registration and the bidder will be prevented from participating in future contracts for a period of three (3) years.

**N.B: THE MBD 6.1.1 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES**

SIGNATURE: \_\_\_\_\_

NAME: (PRINT) \_\_\_\_\_

DULY AUTHORISED TO SIGN ON BEHALF OF \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS (1) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_



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

**Penalty: -**

***Upon detecting any false claim or statement hereunder will result in the bidder's de-registration and the bidder will be prevented from participation in future contracts for a period of three (3) years.***

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of 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	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		



**MBD 8**

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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.

**N.B: THE MBD 8 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

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

NAME (PRINT) \_\_\_\_\_

CAPACITY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_

DATE \_\_\_\_\_

WITNESSES

1 \_\_\_\_\_

Name Print \_\_\_\_\_

2 \_\_\_\_\_

Name Print \_\_\_\_\_



## **CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that 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:

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

**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:

\_\_\_\_\_

(Bid Ref Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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 will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.



8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

**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.**

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.

**N.B: THE MBD 9 IS MANDATORY MUST BE COMPLETED AND SIGNED BY THE BIDDER AND WITNESSES**

_____	_____
Signature	Date
_____	_____
Position	Name of Bidder (print)

WITNESS (1) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_



# SOL PLAATJE LOCAL MUNICIPALITY

## GENERAL CONDITIONS OF CONTRACT

### NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to Sol Plaatje Municipality 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 Sol Plaatje Municipality.

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, will 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. Within the Northern Cape Province the closing hour will be 10H00, as per Post Office official time.
  - 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 any thing 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 **“Good standing”** means not being blacklisted or involved in illegal activities ,must comply with Sol Plaatje Municipality Credit Control Policy with regard to payments for services , and must have satisfactorily complied with present and previous contractual obligations.
  - 1.16 **“Goods”** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
  - 1.17 **“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.

- 1.18 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.19 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.22 **“Purchaser”** means the organization purchasing the goods.
- 1.23 **“Republic”** means the Republic of South Africa.
- 1.24 **“SCC”** means the Special Conditions of Contract.
- 1.25 **“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.
- 1.26 **“Written” or “in writing”** means handwritten in ink or any form of electronic or mechanical writing. Faxed bid documents will not be accepted as well as e-mailed bid documents, unless stated as such in the invitation to bid or contract.

## 2. Application

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

## 4. Standards

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

## 5. Use of Contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.



5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

## **7. Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

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

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC. The above excludes construction contracts/road repairs, civil, mechanical and electrical works.

## **8. Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Sol Plaatje Municipality or an organization acting on behalf of the Sol Plaatje Municipality.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.



8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

## 9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## 10. Delivery and documents

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

10.2 Documents to be submitted by the supplier are specified in SCC.

## 11. Insurance

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

## 12. Transportation

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

## 13. Incidental services

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

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

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

## 14. Spare parts

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

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure



- needed requirements; and
- (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. Warranty / Guarantee**

- 15.1 The supplier warrants or guarantees (which applicable to be indicated) 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 or guarantee (which applicable to be indicated) 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 / guarantee.
- 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 amendments**

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

## **19. Assignment**

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

## **20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under 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.

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

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, Sol Plaatje Municipality 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 favorable difference shall on demand be paid forthwith by the contractor to Sol Plaatje Municipality or Sol Plaatje Municipality may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. Termination for insolvency**

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

## **27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,  
(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and  
(b) the purchaser shall pay the supplier any monies due the supplier.

## **28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;  
(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and  
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing language**

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



### **30. Applicable law**

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

### **31. Notices**

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

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

### **32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid Sol Plaatje Municipality 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.



ATTACH ALL ANNEXURES HERE

SOL PLAATJE MUNICIPALITY



SOL PLAATJE MUNICIPALITY